

# Iowa EASY Air Frequently Asked Questions

## PERMIT APPLICATION QUESTIONS

### Q1. How do you begin a permit application?

A1. Several conditions must be met before a user can start a permit application in Iowa EASY Air.

1. **The facility must exist in the database.**
  - a. If this is a new facility, download and fill out the [Iowa EASY Air Facility Number & Name Change Form](#) located on the [eAirServices Access Help](#) web page.
  - b. Email the form to [easyair\\_fn@dnr.iowa.gov](mailto:easyair_fn@dnr.iowa.gov).
2. **The Responsible Official (RO) must set up a RO user account** with access to permit application types for submittal to the Air Quality Bureau. If the RO will be completing permit applications and submitting them, then the RO may begin to create permit applications in EASY Air. See [RO Registration Details](#) PDF or [Training Video](#).
3. **A Consultant or Preparer must have an account** created in EASY Air **before** a Responsible Official can grant access to their facility. See [Consultant/Preparer Registration Details](#) Details PDF or [Training Video](#).
  - a. If, prior to December, 2019 you were a Preparer in SLEIS with the same RO that migrated to EASY Air, your user role was migrated as well as your account and you will have access to create and prepare permit applications.
  - b. If you are new to the system the Responsible Official must grant access to you as a Consultant or Preparer to create an application for submittal. See more details in the [Responsible Officials - Managing Associated Consultants and Preparers](#) PDF or [Training Video](#), or by visiting the [eAirServices](#) web page.

Once all of the conditions are met, log in to your EASY Air account, select the “**Submittal**” Tab and then click on the “**Start a New Submittal**” link. Select the type of permit application that you will work on from the list of Title V and Construction submittal types and click the blue “**Start**” button. After selecting the “**Reason for Application**”, use the dropdown list in the “**Company/Facility Name**” field to select the facility and the Responsible Official combination needed for this application. If the facility / RO combination does not show up, one or more of the 3 conditions above is incomplete.

The remainder of the application follows a clear progression of forms and data entry.

You may also find helpful information on the [Construction Permit](#) and [Title V Operating Permit](#) web pages.

### Q2. Could you have multiple preparers working on the same application at the same time?

A2. This is not recommended since one person can overwrite the work of the other. It is recommended that only one person be logged in to a specific application at any one time.

### Q3. Is it OK to have multiple preparers use a single account to work on applications, including working on the same application at the same time?

A3. This is **HIGHLY not recommended**. Since one person may be adding data to an application while another person in the same application may be deleting information, the potential for data loss is significant. Application problems are more likely to occur and be more severe if multiple users are logged into a single account and editing the same application, or multiple applications at the same time. It is recommended that each user entering data log in under their own account and ensure that only one person is logged in to a specific application at any time.

\*The practice of multiple users logging into Iowa EASY Air under a single account is not supported by the software, the developer, or the Iowa DNR Air Quality Bureau. Errors in Iowa EASY Air applications that occur in this situation cannot be resolved by the Iowa EASY Air Help Desk, the DNR Air Quality Bureau, or the software developer.\* If you have questions, please contact the Iowa EASY Air Help Desk by sending an email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov). You may also call the Help Desk at 515-725-9569 or 515-725-9547.

**Q4. What if I get halfway through the application and need more information to finish it?**

A4. Like many of the income tax software packages, you can save your work and then come back to complete it later. When you return to the program, select the **“Submittal”** tab and follow the link for **“Edit Pending Submittals”**.

**Q5. Do you need to keep saving your work in the system or does it auto-save?**

A5. The system does not auto-save every entry. You will need to save your work. The save button at the bottom of the page will save the page and stay on that page. It will also provide you with the current data validation on that page. If you use the next button at the bottom of the page it will both save, check data validation, and move you to the next section. The DNR recommends that you save often.

**Q6. I am hiring a consulting firm to prepare my permit application. Does their Professional Engineer have to fill out the forms?**

A.6 If the application is not prepared by a full-time employee of the company, the permit preparer information must be filled out. Any permit preparer that is not a full-time employee of the company must be a licensed Professional Engineer (P.E.) in the State of Iowa (567 IAC 22.1(3)“b”). A P.E. signature document must also be attached to the submittal in the Attachments section. The P.E. number may be verified at the License Search Page. If you have additional questions on the requirements necessary for applications submittals, please contact the air construction permit assistance line at 1877-AIR-IOWA (877-247-4692)

**Q7. Do you have to clear any data validation errors on each page before you move to the next?**

A7. No, you can continue to move through the application even if you have data validation errors. You may need to select the next form in the left-hand panel if clicking on the **“Next”** button gives you a Validation error. You will not be able to submit the application until all the validation errors are cleared. You may want to ensure certain data is entered before you move too far in the system since some data will auto-populate in later sections.

**Q8. If I select to submit the Construction Permit Application Emission Inventory as an attachment, how can I do that if the Section 2 Attachment link is grayed out?**

A8. Select the **Form AF** link on the left-hand panel. On the form, select **“Next”**. This will open Section 2 and allow the attachment of documents.

**Q9. If you choose to submit missing information online later, can you do that?**

A9. Yes, if you selected the option to **“Mail”** attachments or additional information rather than including it in the application, you may send the information after submitting the application. Also, if Air Quality staff find the need for more information, the permit writer will return or **“Send Back”** the application to you for amendment.

**Q10.If the facility level staff prepares an application, can the corporate staff review it before submission, even if they are not a Responsible Official?**

A10. Yes, there are two methods to do this. Staff at the corporate level may be added as an additional “Preparer” for the facility(s) to view those applications in the system. You also can print to PDF the application that is in the system and email it to the corporate staff.

**Q11.If you have multiple ROs will they be able to see the submitted forms?**

A11. Yes. If they are associated with that facility and permit application type, they will be able to see the forms.

**Q12.Say you have a pending application and the manager says “no” to continuing work on it. If you delete the submission, can it be recovered?**

A12. No, if the pending (incomplete) application is deleted it cannot be recovered.

**Q13.Is there a way for the preparer to notify the RO that the application is ready for submission?**

A13. Yes. There is a button at the end of the application preparation for the preparer to click that notifies the RO.

**Q14.If I have multiple ROs, can I tell which one worked on or submitted an application?**

A14. Yes. That data is stored in the system.

**Q15.What happens in the system if I am working on an application and I select the “previous” button without saving my work first?**

A15. The system does not save your data on the page without selecting save first. The DNR recommends that you click the save button at the bottom of the page, and save often.

**Q16.Can the preparer complete all steps in the application process except submit?**

A16. Yes, the preparer has access to all data entry fields for the application types they have been associated with, but they can only notify the RO that the application is ready for submission.

**Q17.What is the difference between modifying an existing permit and applying for a completely new permit?**

A17. When modifying a permit, Iowa EASY Air will pull up existing data for you to modify. You will only need to select the equipment and enter updated data for the equipment in the application you are submitting. A completely new permit will require some additional work to select the emission points, units, and control equipment and complete all of the required fields necessary to submit the application to the Air Quality Bureau.

**Q18.Will I get emailed reminders of where my permit application is at, such as a notice that a draft permit is available for review?**

A18. The EASY Air system will send notifications of the following events to the responsible official:

1. Application has been received;
2. Notice of fees due;
3. Notice that a submittal has been returned for amendment;
4. Receipt of a request to withdraw a submittal;
5. Notification of approval of a withdrawal request;
6. Notification of the issuance of permit(s)

Within Iowa EASY Air you can use the Track Submissions link under the Submittal Tab. A list of applications that have been submitted to Iowa EASY Air will be presented. Use the yellow View button to review the current status of the application in the review process.

All other communications will come directly from the assigned engineer and will be directed to the application contact person.

**Q19. What if I want to review my application?**

A19. There are two ways to review sections of the application during preparation. Using the left-hand panel menu you may select to view a Form as if filling the form out online, or select Validation to view the application either as an online form or as a PDF for each section or form.

**Q20. Will I still receive a printed copy of the permit once it is issued?**

A20. No. An electronic copy of the permit will be available when it is issued. See the question below for information about the electronic version.

**Q21. Will you have an electronic copy of the permit available?**

A21. An electronic copy will be sent to the Responsible Official when the permit is issued. A signed, final version of the Construction or Title V permit may be found on the OpenText website by going through the Bureau's [Records Center](#) web page.

Information found there will include:

1. OpenText is DNR's electronic records storage system. Records information contained in Open Text is accessed through a web-based interface called Document Search:
  - a. [Direct link to Document Search](#)
  - b. [Document Search User's Guide](#)
  - c. [Document Search Tutorial Video](#)
2. **Note:** Searching in Open Text with Document Search by facility number is the best way to obtain the full record. Please contact the Air Quality Records Center (by email to [DNR AQB Records](#) or call 515-210-6071) if you do not know the facility number.

**Q22. Can we submit Aggregate Templates equipment list updates through EASY?**

A22. No, since those are not considered applications. You will continue to just send the DNR this information outside the system.

**If you have questions, please contact the Iowa EASY Air Help Desk**  
by sending an email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov).  
Or, call (515) 725-9569 or (515) 725-9547