



**Iowa DNR - Air Quality Bureau
Iowa EASY Air
Facility Equipment Deactivation Form**



This form is used to request the EASY Air Help Desk to deactivate existing equipment at the facility.
This is a change in EASY Air only and does not affect the status of any equipment in SLEIS or in an issued permit.
To reactivate equipment please contact the EASY Air Help Desk.

1) Facility Information

*Facility Name: _____ *Facility Number: _____

2) Deactivated Emission Point Identification Information Enter EP Permit # (If Applicable)

EP ID	Operation End Date	Description	EP Permit #

3) Deactivated Control Equipment Identification Information Enter EP Permit # (If Applicable)

CE ID	Operation End Date	Description	EP Permit #

4) Deactivated Emission Unit Identification Information Enter EP Permit # (If Applicable)

EU ID	Operation End Date	Description	EP Permit #

5) Comments – Add additional information regarding Equipment Deactivation

6) Requestor's Contact Information and Date

Name: _____ Date: _____

Email: _____ Phone: _____

Do you want to be notified when the equipment has been deactivated? Yes No

EASY Air Help Desk Administration Only

Plant Number: _____ Request Completion Date: _____ Completed By: _____



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Form Instructions

Request the DNR deactivate in Iowa EASY Air existing equipment at the facility. This is a change in Iowa EASY Air only and does not affect the status of any equipment in SLEIS or in a construction or operating permit. To reactivate equipment please contact the Iowa EASY Air Help Desk at easyair@dnr.iowa.gov.

How to complete this form:

Navigation: Use the Tab or Down Arrow key to move through the fields. Items marked with a * are required.

Section 1) Enter the Facility Information shown for *Facility Name and *Facility Number.

Section 2) Enter the Emission Point ID (EP ID) Number, Operation End Date, Description, and current Permit Number (if applicable), for each emission Point being deactivated.

- Use Section 5 for additional comments.
- Go to Section 3 if no Emission Point (EP) is being deactivated.

Section 3) Enter the Control Equipment (CE ID) Number, Operation End Date, Description, and current Permit Number (if applicable), for each Control Equipment being deactivated.

- Use Section 5 for additional Comments.
- Go to Section 4 if no Control Equipment (CE) is being deactivated.

Section 4) Enter the Emission Unit (EU ID) Number, Operation End Date, Description, and current Permit Number (if applicable), for each Emission Unit being deactivated.

- Use Section 5 for additional comments.
- Go to Section 6 if no Emission Unit (EU) is being deactivated.

Section 5) Use this section to add any additional information regarding Equipment Deactivation in Iowa EASY Air and if space is needed to complete Sections 2), 3) or 4).

Section 6) Enter Requestor's Contact Information, and enter the Date the Deactivation Form was submitted.

- If the Requestor wants to be notified by the Iowa EASY Air Help Desk when the Equipment Deactivation is complete, check the **Yes** box. If not, check the **No** box.

Additional Equipment

If you have more Emission Points, Control Equipment, or Emission Units than can be included on Page 1, you may identify them on Page 3. Duplicate Page 3 as many times as needed to include all of your equipment.

You may also attach your own equipment lists or spreadsheets to this Form, provided the information included matches the specifications found on Page 1.

How to handle this form:

1. Complete this form electronically (*no hard copies*).
2. E-mail the completed form to: **Iowa EASY Air Help Desk** (easyair@dnr.iowa.gov).
3. On the e-mail subject line, type EASY Air Equipment Deactivation Form.
4. E-mail questions regarding the status of your request to the email address above.



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Additional Equipment (Duplicate this form as needed to include all of your equipment.)

2) Deactivated Emission Point Identification Information			Enter EP Permit # (If Applicable)
EP ID	Operation End Date	Description	EP Permit #

3) Deactivated Control Equipment Identification Information			Enter EP Permit # (If Applicable)
CE ID	Operation End Date	Description	EP Permit #

4) Deactivated Emission Unit Identification Information			Enter EP Permit # (If Applicable)
EU ID	Operation End Date	Description	EP Permit #