IOWA | Department of Natural Resources

iowa EASYAir Tips

Working with EASY Air users, we've developed some tips for submitting applications. We hope these ideas will help you streamline your application process.

Prepare

- Prepare for EASY Air applications as you would prepare for a paper application. Gather all necessary information and attachments, complete calculations, keep your calculator handy and fill out the required form information. In EASY Air, all required fields will be marked with a red asterisk. The system's data validation lets you know if you are missing required information. Look for application instructions in the blue box at the top of each form. Or, click on the blue question marks (❓) next to some fields to learn what is required or where to obtain information.

- If you submit your application using Easy Air, **do not** submit an additional paper copy. However, make sure you submit necessary attachments such as technical specifications and calculations. Any required or optional attachments will be listed in the Attachments step of the EASY Air submittal wizard.

Get started

- When you begin a new submittal, write down your submittal ID number. This number is a unique five-digit number for your submittal. Find this number at the top of your application pages.

- Follow the steps in the EASY Air submittal wizard panel when completing application forms. The step-by-step wizard will guide you through the application.

- Fill out a complete form for each emission point, control equipment device and emission unit in the application. You can submit multiple EPs, CEs and EUs in one submittal.

- For a modification, check existing forms (Emission Point, Control Equipment and Emission Unit) already in the system for accuracy and completeness. Don't assume the forms are complete.

- If an outside consultant prepares the application, make sure to attach the professional engineer's (PE) signature document.

Contacts

Feel free to contact DNR if you have questions or issues when using the system.

Use the **EASY Air Help Line** for issues with the system (such as technical issues or accessing your account):

Email easyair@dnr.iowa.gov
Call 515-725-9569 or
515-725-9547

Contact the **Construction Permit Help Line** for assistance with filling out specific air construction permit application forms:

Call 877-AIR-IOWA
(877-247-4692)

Save frequently

- Save your work as often as possible.
- Save your data. When saving data to tables in the application, don't forget to click the save button or green check mark to commit the data to the application.

Ensure associations are complete

- On the control equipment form, associate each air pollutant with its control device. The associated pollutants are listed in the "Controlled Pollutant List" on each form.
- There are parts of the application (control equipment forms, emission calculations, etc.) where you must search for and save pollutants. In EASY Air, the pollutant type "CAP" stands for Criteria Air Pollutants.

Use applicable forms and fields

- Use the specific emission unit forms for the following sources: boilers, internal combustion engines, paint booths, and cooling towers. Be sure to use these forms instead of the generic miscellaneous form.
- If you need additional space to describe your miscellaneous emission unit, use the comments field on the emission unit form.
- Process flow diagrams are not necessary for certain sources (e.g. boilers, engines, paint booths, etc.). However, it's important to attach flow diagrams for most processes. If you are unsure if you should submit a process flow diagram, submit the diagram.

Paying Fees

- There are three ways to pay fees in EASY Air--by electronic check, credit card or mailed-in check. For more information, see Instructions for Form AF: Construction Permit Application Fee, DNR form 542-1302.
- Minor sources must pay fees before DNR begins processing their application. If paying by check, be sure to identify your facility and the submittal ID number. If paying by credit card, the DNR will contact you to complete the payment process.