

REQUIRED ELECTRONIC SUBMITTAL OF AIR PERMIT APPLICATIONS AND EMISSIONS INVENTORY REPORTS

FREQUENTLY ASKED QUESTIONS (FAQS)

These FAQs have been prepared by the Iowa Department of Natural Resources (DNR) to provide facilities with implementation information associated with the state's electronic permit application and emissions inventory systems. This document is intended solely as guidance, cannot be used to bind the DNR and is not a substitute for reading applicable statutes and rules.

1) Why is DNR requiring facilities to apply for air permits and report emissions electronically?

Electronic submittal makes permit application submittal and emissions reporting easier and more efficient, and allows businesses to submit their information from any location at any time. This speeds up the DNR's ability to issue permits and increases data accuracy, cutting costs for both businesses and DNR.

2) What systems are available to apply for air permits and report emissions electronically?

DNR offers two electronic systems: Iowa [EASY Air](#) (Environmental Application System for Air) for air permit applications and [SLEIS](#) (State and Local Emissions Inventory System) for reporting air emissions. Both systems provide a secure means to submit electronic information by using encrypted data and are compliant with EPA's Cross-Media Electronic Reporting Regulation (CROMERR) requirements.

3) Who is subject to the new requirement?

Both major and minor sources of air emissions will be required to use Iowa EASY Air for all air construction and Title V operating permit applications. For emissions reporting, minor sources will be required to submit emissions reports using SLEIS or standardized online spreadsheets as approved by DNR. Major sources have been required to submit their emissions reports electronically since 2019.

4) What types of permit applications are required to be submitted electronically and what requests can still be submitted on paper?

Construction permit standard applications, pre-applications, determinations, permit templates (concrete batch plants, bulk gasoline plants, aggregate processing plants, and hot mix asphalt plants), Group 1 and Group 2 grain elevator registrations, and permits by

rule will be required to be submitted electronically. Requests for permit rescissions and notifications for start of construction and start of operation will also be required to be submitted electronically. For applications with confidential information, applicants should electronically submit all non-confidential information and then follow the instructions in the [Confidentiality Request Form](#) to submit the confidential portions of the construction permit application on paper. For additional assistance on submitting confidential information please contact the hotline at 877-AIRIOWA (877-247-4692).

For the Title V program, electronic submittal will be required for initial and renewal operating permit applications, permit modifications, and pre-applications.

5) How will this benefit me and the DNR?

Using Iowa EASY Air reduces application errors and DNR requests for more information. DNR can process applications and issue needed permits more quickly. The use of SLEIS and Iowa EASY Air increases DNR efficiencies and reduces programmatic costs by helping to ensure complete and accurate data are submitted to DNR. Data entered into Iowa EASY Air is also automatically shared with SLEIS, further reducing the amount of data entry required.

6) When do the requirements start?

The requirement to submit permit applications and emissions inventory reports electronically begins Jan. 1, 2023. You do not have to wait to make electronic submittals. You can take advantage of the benefits of submitting electronically now.

7) Does this requirement also apply to payments for permit applications and invoices?

No. While applicants are encouraged to pay application fees and invoices electronically through Iowa EASY Air, applicants will continue to have the option to pay applicable fees and invoices by check.

8) Can I still use the concrete batch plant form (CB-1) and the portable plant calculator spreadsheets for emissions reporting?

Yes. Facilities using the specialized forms and spreadsheets for concrete batch plants and portable plants are encouraged to continue doing so. Because these submissions do not require a signature, they may be completed and submitted via e-mail to nick.page@dnr.iowa.gov. These tools are available at www.iowadnr.gov/eetools.

9) What kind of computer and software do I need to submit electronically?

Iowa EASY Air and SLEIS are web-based applications, so users can access either application using any web browser (e.g. Google Chrome, Firefox, Microsoft Edge, etc). If you have any issues accessing Iowa EASY Air, please contact us at easyair@dnr.iowa.gov or call 515-725-9569. For help with SLEIS, contact us at sleis@dnr.iowa.gov or call 515-725-9544 for help.

10) What alternatives does DNR offer if I can't submit electronically?

If a facility does not have access to a computer or smartphone by Jan. 1, 2023, the facility may use the standard variance request process found in 567 Iowa Administrative Code Chapter 21 to request an extension or a one-time paper submittal. DNR approves variances on a case-by-case basis.

11) What if I'm a small business?

Businesses with less than 100 employees can receive free assistance with both Iowa EASY Air and SLEIS through the University of Northern Iowa's [air assistance program](#) in the Iowa Waste Reduction Center.

12) What resources are available to help me submit electronically?

Online: Start at DNR's [eAirServices](#) webpage. Find resources, including FAQs, guidance documents, user guides, and training videos. Both applications contain built-in prompts and tool tips to help users input data.

Help: During business hours, email the Help Desk at easyair@dnr.iowa.gov or call 515-725-9569 or 515-725-

9547 for help with permits. Email sleis@dnr.iowa.gov or call 515-725-9544 for help with SLEIS.

For specific questions about construction permit applications, contact the hotline at 877-AIRIOWA (877-247-4692). To speak to a Title V senior environmental specialist, call 515-725-9511.

Live Training: DNR will announce training sessions through the "Air Quality Technical Updates" newsletter. Sign up to subscribe at www.iowaCleanAir.gov.

Fees: All resources, training, and Help Desk services are free.