



Department of
Natural Resources



Group 1 Grain Elevator Quick Guide Instructions for Iowa EASY Air

Iowa Department of Natural Resources
Air Quality Bureau
6200 Park Ave Ste 200
Des Moines, IA 50321

Contact the Iowa EASY Air Helpdesk

Email: easyair@dnr.iowa.gov

Or call (515) 725-9569 or (515) 725-9547

Table of Contents

Table of Contents	2
List of Figures	2
1. Adding the Group 1 Grain Elevator Application to Your Account.....	3
2. Finding the Group 1 Grain Elevator Application	6
3. Filling Out and Submitting a Group 1 Grain Elevator Application	7
3.1 Introduction	8
3.2 Permitting Requirements for Group 1 Grain Elevators.....	8
3.3 Contact Information.....	8
3.3.1 Facility Contact Information.....	8
3.3.2 Facility Information	9
3.4 Attachments.....	9
3.5 Validation	11
3.6 Payment	11
3.7 Submission	12

List of Figures

Figure 1 Dashboard Buttons to Create a New Submittal.....	3
Figure 2 Submittal Menu	3
Figure 3 Link to Submittal Types Associated with my Account	4
Figure 4 Available Submittal Types	4
Figure 5 My Account Menu.....	5
Figure 6 Basic Information Tabs.....	5
Figure 7 Associate Facility Button	5
Figure 8 Associate Facility Search	6
Figure 9 Facility Search Results and Adding Submission Type.....	6
Figure 10 Dashboard Buttons to Create a New Submittal.....	7
Figure 11 Submittal Menu	7
Figure 12 Construction – Group 1 Grain Elevator Icon	7
Figure 13 Permitting Requirements for Group 1 Grain Elevators Statement.....	8
Figure 14 Facility Contact Information	8
Figure 15 Facility Information	9
Figure 16 Attachment Screen	10
Figure 17 Attachment Screen	10
Figure 18 Example Attachment Screen.....	10
Figure 19 Example Validation Screen.....	11
Figure 20 Example Payment Screen.....	12
Figure 21 Example Certificate of Submission Screen.....	12
Figure 22 Confirmation of Submittal	13

This document provides directions on how to apply for a registration for a Group 1 Grain Elevator in the Iowa EASY Air System.

(Note: This document is written to explain how a Responsible Official can submit a registration for a Group 1 Grain Elevator. As with other submittal types within the Iowa EASY Air system, the Responsible Official may delegate the completion of these forms to a Preparer. The Preparer can complete the forms and have the Responsible Official complete the certification and submit the registration application. The instructions for assigning a Preparer for a facility and submittal type are covered in other parts of the Iowa EASY Air documentation.)

1. Adding the Group 1 Grain Elevator Application to Your Account

Before you are able to apply for a registration for a Group 1 Grain Elevator in the Iowa EASY Air system, you will need to add the Group 1 Grain Elevator application to your account.

Viewing Associated Application Types

If you do not know what application types are associated to your account, you may navigate to the Air Department Submittal Type List page and view the submittal types associated with your account. There are two ways to the Air Department Submittal Type List page within the Iowa EASY Air system.

For one method, on your dashboard click on the “Apply for a New Submittal” button in the upper left-hand corner of the dashboard as shown in Figure 1.



Figure 1 Dashboard Buttons to Create a New Submittal

Alternatively, hover over the Submittal dropdown menu and select “Start a New Submittal” as shown in Figure 2.



Figure 2 Submittal Menu

Next, you will see the application icons for the different types of submittals available to you in the system as shown in Figure 3.

My Dashboard Submittal My Account Hello, Dave Help Logout

Submittal > Open Submittals > Start a New Submittal

Click the "Start" button to begin creating your application/report.
You can save a draft of your application/report at any time for future submission.
DISCLAIMER: DO NOT include any information for which you wish to request confidential treatment. Once information has been entered into the EASY Air system, the information has been placed into the public record as non-confidential information. Please see the [confidentiality form](#) for how to request confidentiality of any information.

Category: Permit/License Keyword: (example: construction, air, water, and land... etc.)
Department: (All) Program: (All) Submittal Type: (All) Search

Submittal types associated with my Account

AIR - TV Department Submittal Type List

Figure 3 Link to Submittal Types Associated with my Account

Next, click on the link labeled "Submittal types associated with my Account" on the right side of the screen and the "Available Submittal Types" screen will appear as shown in Figure 4. On this screen, you are able to view the available submittal types and the submittal types already associated with your account.

Available Submittal Types

Available Submittal Types

1 - 2 of 2 displayed, total item(s)

Responsible Official Account Type	Available Submittal Type (Submittal Types with checked checkbox(es) is/are currently in your account)
Responsible Official for Construction	☒ Construction - Aggregate Processing Plant ☒ Construction - Bulk Gasoline Plant ☒ Construction - Concrete Batch Plant ☒ Construction - Group 1 Grain Elevator ☒ Construction - Group 2 Grain Elevator ☒ Construction - Hot Mix Asphalt Plant ☒ Construction - Paint Booth Permit-by-Rule ☒ Construction Determination ☒ Construction Plantwide Applicability Limitations (PAL) ☒ Construction Pre-Application ☒ Construction Standard Application
Responsible Official for Title V	☒ Title V Application ☒ Title V Pre-Application

Submittal Type Association Instruction

If you are a RO, you could add more submittal types to your account. Please click the "Add More" button and follow screen instructions to add, or click the "Close" button to return to the previous page.

If you are not a RO, your submittal options will be limited to the submittal options chosen by the RO you have worked with. In order to expand the submittal types currently not in your account, please contact the Responsible Official (RO) you are working with and ask them to grant you the access to the submittal types they have chosen.

If you have any questions regarding to the process described above, you may contact EASY Air Help Desk (515) 725-9523 for assistance.

Add more Close

Figure 4 Available Submittal Types

If you don't see the Group 1 Grain Elevator application associated with your account, click on "Add More". This will take you to the "Basic Information" page. Follow the instructions below to associate the application type.

Associate an Application Type

To associate an application type to your account, you will need to navigate to the “Associate Facilities” tab. To navigate to the “Associate Facilities” tab, on your dashboard hover on “My Account” and click on “Basic Information” as shown in Figure 5.

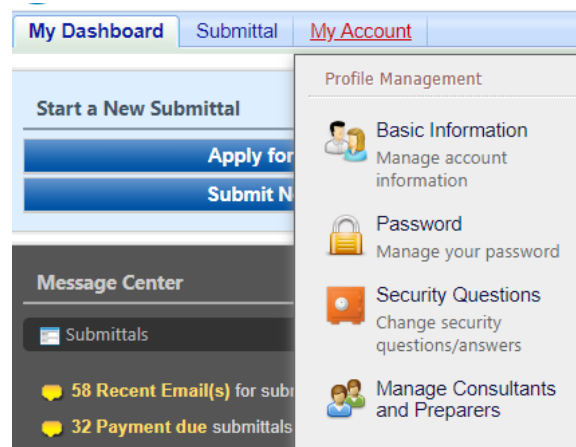


Figure 5 My Account Menu

The Basic Information page will appear. As shown in Figure 6, this page will have four tabs on top. Click on the “Associate Facilities” tab. This tab will show all your associated facilities and application types you currently have on your account.



Associated Facility List

Figure 6 Basic Information Tabs

Next, scroll to the bottom of the page and you should see three buttons, as shown in Figure 7 below. Please click on “Associate Facility”.

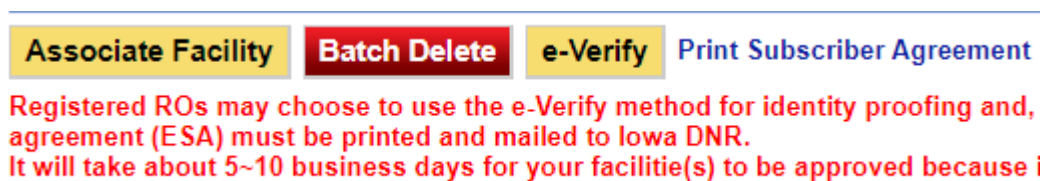


Figure 7 Associate Facility Button

The facility search will appear as shown in Figure 8 below. Enter in your facility information and click, “Search”. You may search by Facility Name, Address, or Facility Number.

Search Facility

Account type determines the submittal types available. If you do not see the submittal types that you would like to select, please close the window and double check if you have selected the correct account type. You can enter part of the facility name or/and address or the full facility name or/and address to search for the desired facilities.

Facility Name: Address: Facility Number:

Registered / Non-registered:

Search To go to the next step you need to find your facility using one of the search parameters above and then click the Search button.

Figure 8 Associate Facility Search

The facility information will appear below the facility search as shown in Figure 9. Select the check box for the facility and the “Construction – Group 1 Grain Elevator” check box under submission type.

Search

☐ Select Page All

1 - 1 of 1 displayed, total item(s)

Select	Facility Number	Name	Physical Location	Mailing Address	Submission Type
☒	99-99-998	Iowa EASY Air Test Site	502 E 9th St , Des Moines , IA 50319	502 E 9th St , Des Moines , IA 50319	☐ Select All ☐ Construction - Aggregate Processing Plant ☐ Construction - Bulk Gasoline Plant ☐ Construction - Concrete Batch Plant ☒ Construction - Group 1 Grain Elevator ☐ Construction - Group 2 Grain Elevator ☐ Construction - Hot Mix Asphalt Plant ☐ Construction - Paint Booth Permit-by-Rule ☐ Construction Determination ☐ Construction Plantwide Applicability Limitations (PAL) ☐ Construction Pre-Application ☐ Construction Standard Application ☐ Rescission ☐ Start of Construction ☐ Start of Operation ☐ Title V Application ☐ Title V Pre-Application

OK **Close**

Figure 9 Facility Search Results and Adding Submission Type

Next, click “Ok” and then click “Close”. This will associate the Group 1 Grain Elevator application to your account. If you went through the e-Verify subscriber agreement process when you set up your account, you will be able to use the Group 1 Grain Elevator application after this step. However, if you sent in the paper subscriber agreement form, you will have to wait until the Iowa EASY Air Administrator completes the association of the Group 1 Grain Elevator application to your account. You will receive an email from the Iowa EASY Air Administrator when the association of the Group 1 Grain Elevator application has been made to your account.

2. Finding the Group 1 Grain Elevator Application

There are two ways to start an application within the Iowa EASY Air system. For one method, on your dashboard you can click on the “Apply for a New Submittal” button in the upper left-hand corner of the dashboard as shown in Figure 10.

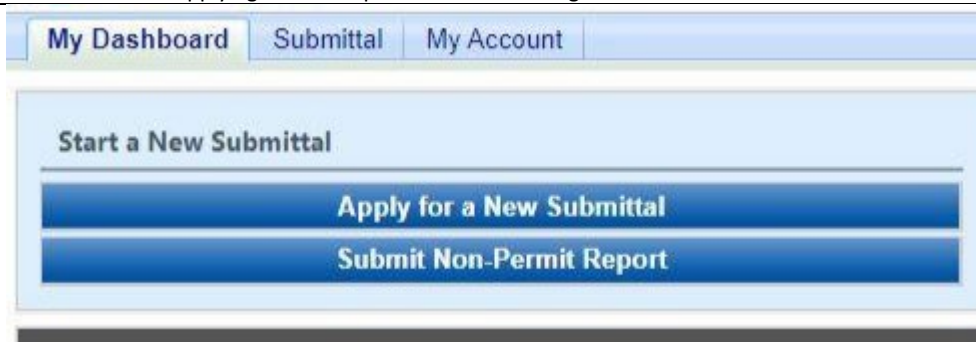


Figure 10 Dashboard Buttons to Create a New Submittal

Alternatively, hover over the "Submittal" tab and select "Start a New Submittal" as shown in Figure 11.



Figure 11 Submittal Menu

Next, you will see the application icons for the different types of submittals available to you in the system. The Construction – Group 1 Grain Elevator icon is shown below in Figure 12. Please select "Start" at the bottom right hand corner of the icon to start the Group 1 Grain Elevator application.

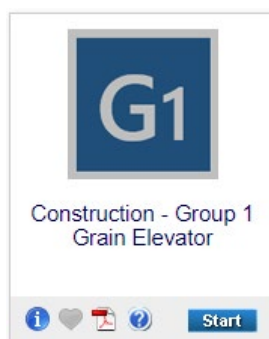


Figure 12 Construction – Group 1 Grain Elevator Icon

3. Filling Out and Submitting a Group 1 Grain Elevator Application

In order to apply for a registration for a Group 1 Grain Elevator, you must first verify that the proposed facility meets the Potential-to-Emit (PTE) limitations contained in the registration. Only grain elevators with a potential to emit of less than 15 tons PM₁₀ emissions per year are eligible to use Group 1 Registration. Grain elevators with a potential to emit of between 15 and 50 tons PM₁₀ emissions per year should apply for a Group 2 permit. Potential PM₁₀ Emissions Calculations may be calculated using the [GrainPTE Calculation Tool](#). If you have questions about how to use the GrainPTE Calculation Tool, please contact the Iowa Waste Reduction Center at 1-800-422-3109.

The Iowa EASY Air application has been designed to walk you through each part of the registration to verify that the proposed facility will meet the limitations established in the registration document. The registration will not be valid until reviewed and issued by the Department.

No changes may be made to any of the conditions. If you cannot meet those conditions or want to operate differently, you should complete a Construction Standard Application for each emission unit at the facility.

3.1 Introduction

Next, the Introduction screen will appear. The Introduction screen has links to the Department's list of [Group 1 Grain Elevator Registrations](#), to verify if the facility has already submitted a registration. This screen also contains a link to the [GrainPTE Calculation Tool](#) to calculate emissions from the facility. If you have questions about how to use the GrainPTE Calculation Tool, please contact the Iowa Waste Reduction Center at 1-800-422-3109. Once you have verified that this facility does not already possess a registration and have completed calculating the PTE from the facility using the GrainPTE Calculation Tool, please click on "Save" and then "Next".

3.2 Permitting Requirements for Group 1 Grain Elevators

Next, the Permitting Requirements for Group 1 Grain Elevators screen will appear (see Figure 13). Please read the Permitting Requirements for Group 1 Grain Elevators section carefully to be certain you can meet the conditions contained therein. Once you have reviewed the conditions and have determined that the template is applicable to your facility, please check the box at the bottom that you have read the section, then click on "Save" and then "Next".

☐ I have read the statement regarding Permitting Requirements for Group 1 Grain Elevators

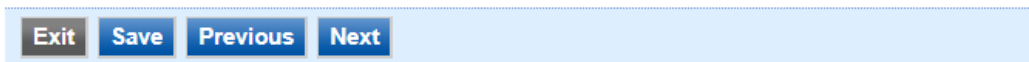
A screenshot of a software interface showing a row of four buttons: "Exit", "Save", "Previous", and "Next". The buttons are arranged horizontally in a light blue bar.

Figure 13 Permitting Requirements for Group 1 Grain Elevators Statement

3.3 Contact Information

Next, the Contact Information screen will appear (see Figure 14 and 15).

3.3.1 Facility Contact Information

Please provide the name and contact information for the person within the company who should be contacted regarding questions or other pertinent information related to the registration application. If this person is the responsible official, please check the box stating this. All fields with a red asterisk are required to be filled in.

Facility Contact Information

A screenshot of a web form titled "Facility Contact Information". It contains several input fields with red asterisks indicating required fields. The fields are: "Contact First Name", "Contact Last Name", "Contact Title", "Contact Phone Number (555-555-5555 Ext.)", "Contact E-mail", "Contact Address 1:", "Contact Address 2:", "Contact Address City:", "Contact Address State:" (with a dropdown menu showing "IA"), "Contact Address Zip Code:", and a checkbox labeled "Check if permit contact is responsible official".

Figure 14 Facility Contact Information

3.3.2 Facility Information

Please click on the “Company/Facility Name:” dropdown box and select the Company/Facility Name that the permit should be associated to. The mailing address and facility address will auto-fill. If the facility information is not correct, please contact easyair@dnr.iowa.gov to change the facility information.

Next, enter the equipment location. If you select “Same as Facility Address”, the information will be copied from the facility address information.

Facility Information

* Company/Facility Name:

Facility Name:

Mailing Address 1: Mailing Address 2:

City: State: Zip:

Facility Address 1: Facility Address 2:

County: City: State: Zip:

Equipment Location: ☐ Same as Facility Address

* Address 1: Address 2:

* City: * State: * Zip Code:

Figure 15 Facility Information

Once you have finished entering the information, click “Save” and then “Next”. If there is required information missing from the section, the Iowa EASY Air system will highlight the required fields in red. You may proceed with the application, but the system will not allow you to submit the application until all the required fields are completed during the Validation step.

3.4 Attachments

Next, the Attachments screen will appear (see Figure 16). Potential PM₁₀ Emissions Calculations is a required attachment for this submittal type. Potential PM₁₀ Emissions Calculations should be printed out from the [GrainPTE Calculation Tool](#). If you have questions about how to use the GrainPTE Calculation Tool, please contact the Iowa Waste Reduction Center at 1-800-422-3109. Attach any other information that you believe would be relevant (i.e. site plan, list of equipment, etc.) in obtaining the Group 1 registration.

Attachments may be uploaded to the application electronically, or mailed/faxed to the Department.

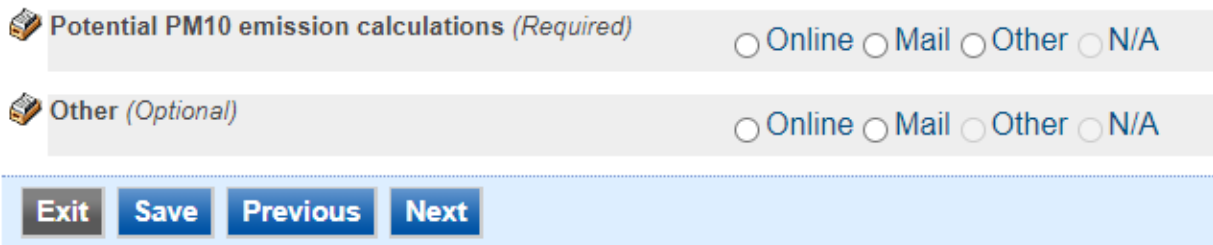
The Iowa DNR recommends that attachments be submitted electronically so as to not slow down the application process.

Please attach any documents required to assist the assigned engineer with completing the project on this screen.

To include your attachment(s) in the Iowa EASY Air system, select the "Online" radio button and then click on the "Upload" button. Only one file may be uploaded at a time, and the maximum file size allowed is 100 MB.

Attachment

The maximum file size allowed is 100MB. Please make sure the file you want to upload is smaller than 100MB.



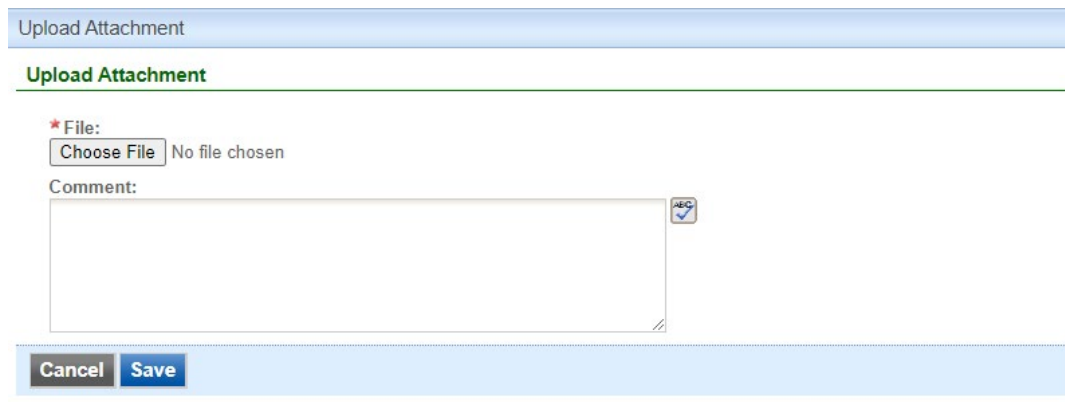
The form contains two sections for selecting attachment types. The first section, 'Potential PM10 emission calculations (Required)', has radio buttons for 'Online', 'Mail', 'Other', and 'N/A'. The second section, 'Other (Optional)', also has radio buttons for 'Online', 'Mail', 'Other', and 'N/A'. At the bottom, there is a blue bar with four buttons: 'Exit', 'Save', 'Previous', and 'Next'.

Figure 16 Attachment Screen

Select "Choose File" to select the document to be uploaded (see Figure 17). These file types are accepted by the system:

- pdf, doc, docx, txt, xls, xlsx, cvs
- jpeg, jpg, bmp, png, gif
- xml

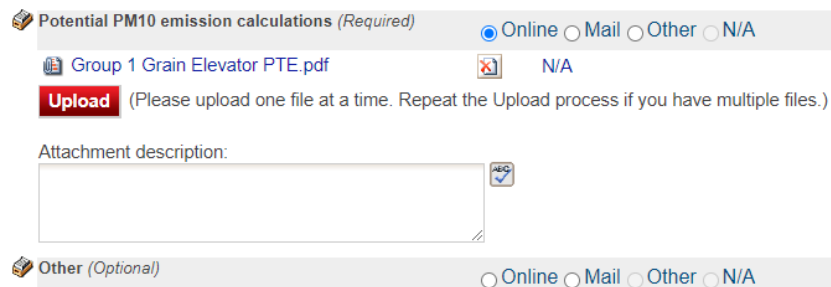
You may include a comment for each attachment. When you have successfully selected the document, click on "Save" to upload the attachment.



This form is titled 'Upload Attachment'. It includes a 'File:' section with a 'Choose File' button and the text 'No file chosen'. Below this is a 'Comment:' section with a large text area and a small 'ABG' icon. At the bottom, there are 'Cancel' and 'Save' buttons.

Figure 17 Attachment Screen

The uploaded attachment will display on the screen as shown in Figure 18. To remove an attachment, click the red "x" icon. The Iowa EASY Air system will confirm with you that you want to delete the record with a pop-up message. Select "Ok" on this message to confirm, or "Cancel" to stop the deletion request. To edit the attachment comment, click on the attachment comment, edit the comment, then select "Save" to update the comment or "Cancel" to cancel the change.



This screen shows the 'Potential PM10 emission calculations (Required)' section with the 'Online' radio button selected. Below it, an attachment named 'Group 1 Grain Elevator PTE.pdf' is listed with a red 'x' icon and the text 'N/A'. An 'Upload' button is present with a note: '(Please upload one file at a time. Repeat the Upload process if you have multiple files.)'. There is an 'Attachment description:' text area with an 'ABG' icon. At the bottom, the 'Other (Optional)' section is visible with radio buttons for 'Online', 'Mail', 'Other', and 'N/A'.

Figure 18 Example Attachment Screen

Please click "save" at the bottom of the screen to save the page.

If you do not click “save” before loading into another page, you will lose your current progress entering information.

If you plan to mail or fax the attachments, please select the “Mail” radio button on the attachment screen. If mailing attachments, include the attachment descriptions and submittal ID. Mail attachments to the following address:

Application Login Desk
Air Quality Bureau
6200 Park Ave Ste 200
Des Moines, IA 50321

If faxing documents, include the attachment descriptions and submittal ID. The Air Quality Bureau fax number is (515) 725-9501.

3.5 Validation

Next, the Validation screen will appear (see Figure 19). The system will check the application forms for required information that is missing, and will display a result similar to the figure below:

The screenshot displays the 'Validation' screen with the following elements:

- Application Form(s) Summary**
 - Click on the [hyperlinks](#) below to return to a specific section of the online form
 - Click on the PDF [hyperlink](#) below to open/save/print the PDF form
 - [Group 1 Grain Elevator](#) [Group 1 Grain Elevator - Form View](#)
 - ✓ [Introduction](#)
 - ✓ [Permitting Requirements for Group 1 Grain Elevators](#)
 - ✓ [Contact Information](#)
- Attachment(s) Summary**
 - ✓ [Potential PM10 emission calculations](#)
 - ✓ [Other](#)
- Navigation buttons: **Exit**, **Previous**, **Next**

Figure 19 Example Validation Screen

If there are no noted issues, click the “Next” button. If there are issues, you may navigate to the section by selecting the section on this screen to complete the missing information.

Please note that the system will only check for missing information, and will not validate whether the information is complete or accurate.

3.6 Payment

Next, the Payment screen will appear (see Figure 20). The application fee for Group 1 Grain Elevator registration is \$100.00 per application for each plant. You may pay for the application fee by Check, Money Order, or Online Checkout.

The Iowa DNR recommends that payment be submitted electronically (Online Checkout) so as to not slow down the application process.

Outstanding Balance

Construction - Group 1 Grain Elevator (View Fee Schedule)	\$100.00
Application Fee	
Fee	\$100.00

Payment Method

Fee Amount:	\$100.00
Amount Due:	\$100.00
TOTAL PAYABLE:	\$100.00

Payment Method:

[Exit](#) [Previous](#) [Next](#)

Figure 20 Example Payment Screen

If paying by Credit Card or eCheck, please use the “Online Checkout” option in the dropdown menu. The system will request the applicable information for each type of payment. If paying by Check or Money Order, select the appropriate method in the dropdown menu. When sending the payment via mail, please use the following information for payment:

- Pay To: Iowa Department of Natural Resources
- Address: 6200 Park Ave Ste 200, Des Moines, IA 50321
- Please print a copy of the submittal receipt and mail it in with the payment or write the submittal ID number on the check or money order.

When you have finished, click the “Next” button.

3.7 Submission

Next, the Certification of Submission screen will appear (see Figure 21). Please review the statement at the top of the screen, then check the box at the top of the screen, answer the security question, enter your pin, and click “Submit”.

Certification of Submission

☐ * I certify that all grain handling operations at the facility are in compliance with all applicable requirements of rule 567 IAC 22.10(455B). I understand that equipment at this facility shall be deemed registered under the terms of 567 IAC 22.10(3)*a,” only if all applicable requirements of 567 IAC 22.10(3)*a,” including implementation of Best Management Practices (BMP), as applicable, are met. This certification is based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.

I agree to pay all application fees for this submittal based on the current Fee Schedule. I agree to pay all fees incurred for the review of the submittal.

Question: What street did you live on in third grade?

Answer:

PIN: [Forgot your Pin Number?](#)

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent EASY Air's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

Disclaimer: Terms, Privacy, Warranty and Links to Other Sites

Please refer to <https://www.iowa.gov/policies> for the State of Iowa's disclaimer information.

[Exit](#) [Previous](#) [Submit](#)

Figure 21 Example Certificate of Submission Screen

You will get a confirmation screen similar to the one shown below in Figure 22 and a confirmation email will be sent you.

CONFIRMATION OF SUBMITTAL

1. Your application has been received and will be reviewed shortly.
 2. Check your account, email and text message for system notification at various mile stones.
 Thank you for using Iowa EASY Air.

Please click [HERE](#) to print your receipt.

Submittal ID: 49891

Submitted By:	Owner Info:
Ashley Waller IOWA EASY AIR TEST SITE 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov Submitted on: 11/23/2020 9:25:45 AM	Ashley Waller IOWA EASY AIR TEST SITE Work Site: 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov

Facility / Property Name: IOWA EASY AIR TEST SITE

Facility Number: 99-99-998

Form Detail

- Rescission

Attachment Detail

Figure 22 Confirmation of Submittal

If you have questions, please call the Iowa EASY Air Helpdesk
 at (515) 725-9569 or (515) 725-9547.
 Or, send an email to easyair@dnr.iowa.gov