



Iowa DNR - Air Quality Bureau
Iowa Environmental Application System (Iowa EASY Air)
User Deactivation Form



EASY Air User Deactivation Form

The Deactivation Form should be used by a Facility to deactivate a user's access to the Iowa EASY Air System for the completion or submission of permit application data.

DNR Records Center ONLY

R. Series/Initials: CON 10-1/
Facility Number: _____
WK ACT/ Doc Code: MS / CL

***Required Fields**

***1. Contact Information**

EASY Air User Name (optional) _____
User's First Name _____ User's Last Name _____
Company Name _____ Title _____
Mailing Address _____
City _____ State _____ Zip Code _____
Phone Number (if known) _____ E-Mail Address (if known) _____

Please allow at least 30 days for processing. Please remove the facility user identified above from the EASY AIR System.

***2. Associated Facilities (Fill at least one row)**

Facility Number Format: 00-00-000

Facility Name	_____	Facility Number	_____
Facility Name	_____	Facility Number	_____
Facility Name	_____	Facility Number	_____
Facility Name	_____	Facility Number	_____
Facility Name	_____	Facility Number	_____

***3. User Certification and Signature**

I understand that the company is obligated to continue to use EASY AIR System to conclude any business (reporting, correcting or submitting data) that occurred during the time the above facility user was an active Iowa EASY Air System user.

I understand that this request in no way changes the submission obligations of any facility identified above. This request is only an indication that the facility user will no longer use the EASY Air System.

Facility User Legal Full Name (type or print) _____ Official Title _____

Facility User Signature _____ Date _____

IMPORTANT - Sign and mail or hand-deliver this completed form to:

Air Quality Bureau
Attn: Iowa EASY Air Administrator
6200 Park Ave Ste 200
Des Moines IA 50321

Iowa DNR Use Only

	Name	Date
Received by:		
Approved by:		
EASY AIR Updated by:		



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Form Instructions

This form is used to request the deactivation of a User Account and any Associated Facilities

How to complete this form:

Navigation: Use the Down Arrow key or Tab to move through the fields.

1. Complete the contact information section.
2. Identify all facilities associated with the user that will be removed from account access.
3. Read the Certification then Sign and Date the form to complete the deactivation process.

Your User Deactivation request confirmation will be emailed to you

How to handle this form:

1. Complete the contact information section.
2. Mail the completed form to:
Air Quality Bureau
Attn: Iowa EASY Air Administrator
6200 Park Ave Ste 200
Des Moines IA 50321

For questions regarding the status of your request send an e-mail to:

Iowa EASY Air Help Desk
easyair@dnr.iowa.gov