



IOWA DEPARTMENT OF  
NATURAL RESOURCES



# Bulk Gasoline Plant Quick Guide Instructions for Iowa EASY Air

Iowa Department of Natural Resources  
Wallace State Office Building  
Air Quality Bureau  
502 E 9<sup>th</sup> St  
Des Moines, IA 50319  
Phone: (515) 725-8200

**Contact the Iowa EASY Air Helpdesk**

Email: [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)

Or call (515) 725-9569 or (515) 204-3749

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This document provides directions on how to apply for a Bulk Gasoline Plant Template Permit in the Iowa EASY Air System.

(Note: This document is written to explain how a Responsible Official can submit an application for a template permit for a Bulk Gasoline Plant. 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 template 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 Bulk Gasoline Plant Application to Your Account

Before you are able to apply for a template permit for a Bulk Gasoline Plant in the Iowa EASY Air system, you will need to add the Bulk Gasoline Plant 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.

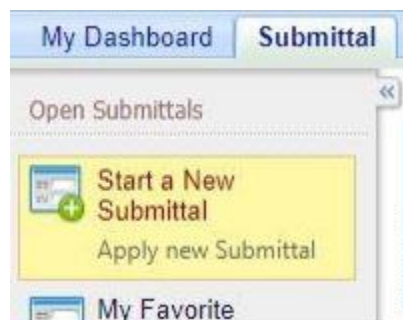


Figure 2 Submittal Menu

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

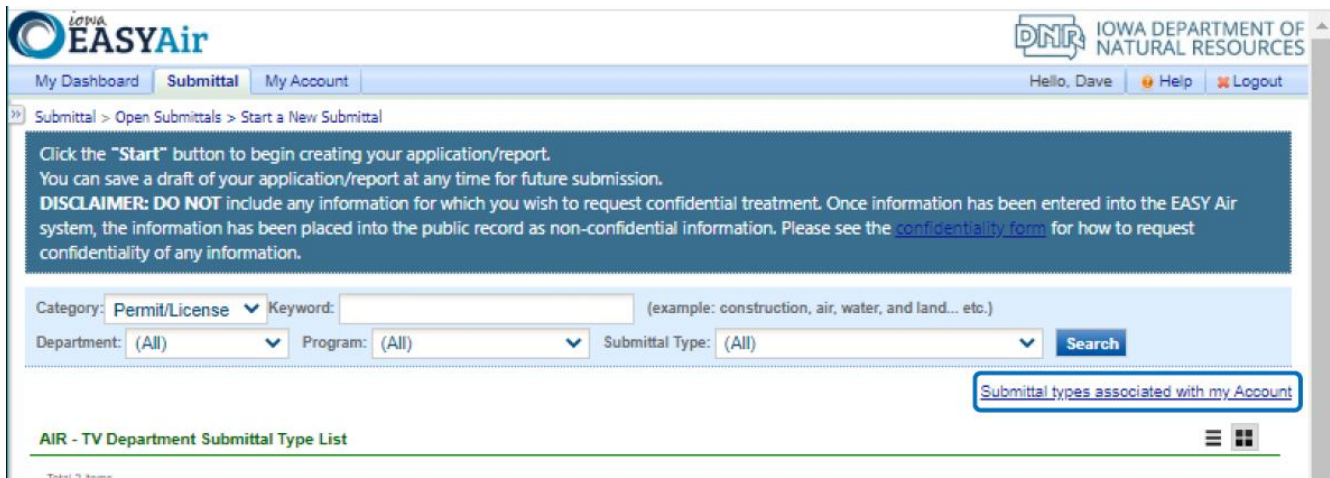


Figure 3 Link to Submittal Types Associated with my Account

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.

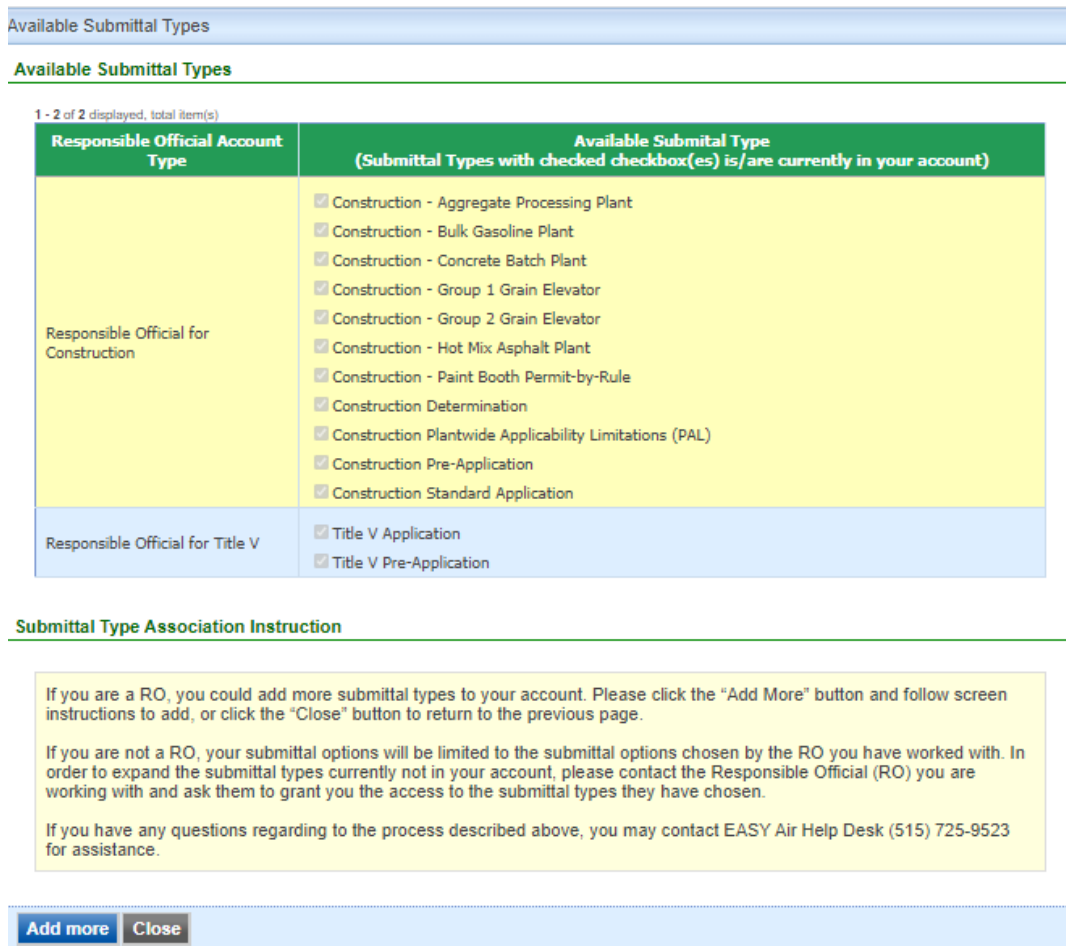


Figure 4 Available Submittal Types

If you don’t see the Bulk Gasoline Plant 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.

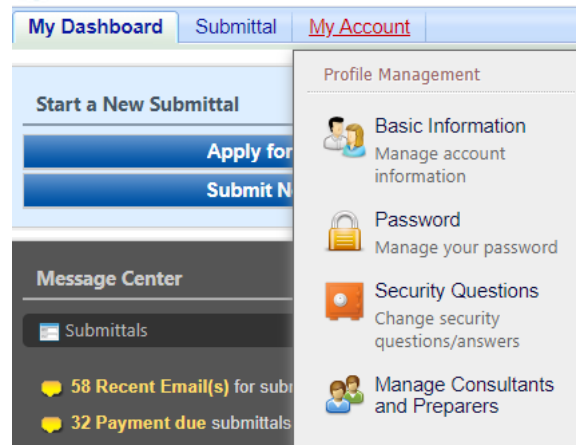


Figure 5 My Account Menu

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”.

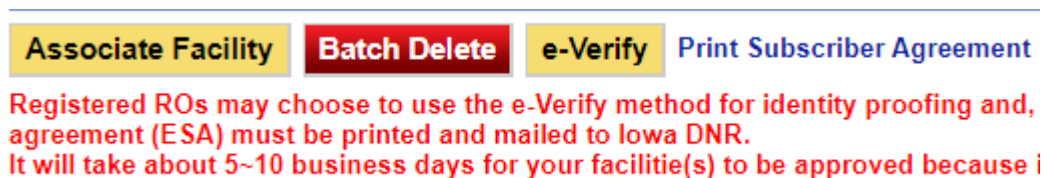


Figure 7 Associate Facility Button

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 – Bulk Gasoline Plant” 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
<input checked="" type="checkbox"/>	99-99-998	Iowa EASY Air Test Site	502 E 9th St , Des Moines , IA 50319	502 E 9th St , Des Moines , IA 50319	<input type="checkbox"/> Select All <input type="checkbox"/> Construction - Aggregate Processing Plant <input checked="" type="checkbox"/> Construction - Bulk Gasoline Plant <input type="checkbox"/> Construction - Concrete Batch Plant <input type="checkbox"/> Construction - Group 1 Grain Elevator <input type="checkbox"/> Construction - Group 2 Grain Elevator <input type="checkbox"/> Construction - Hot Mix Asphalt Plant <input type="checkbox"/> Construction - Paint Booth Permit-by-Rule <input type="checkbox"/> Construction Determination <input type="checkbox"/> Construction Plantwide Applicability Limitations (PAL) <input type="checkbox"/> Construction Pre-Application <input type="checkbox"/> Construction Standard Application <input type="checkbox"/> Rescission <input type="checkbox"/> Start of Construction <input type="checkbox"/> Start of Operation <input type="checkbox"/> Title V Application <input type="checkbox"/> 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 Bulk Gasoline Plant 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 Bulk Gasoline Plant 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 Bulk Gasoline Plant application to your account. You will receive an email from the Iowa EASY Air Administrator when the association of the Bulk Gasoline Plant application has been made to your account.

## 2. Finding the Bulk Gasoline Plant 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 – Bulk Gasoline Plant icon is shown below in Figure 12. Please select “Start” at the bottom right hand corner of the icon to start the Bulk Gasoline Plant application.



Figure 12 Construction – Bulk Gasoline Plant Icon

### 3. Filling Out and Submitting a Bulk Gasoline Plant Application

In order to apply for a permit for a Bulk Gasoline Plant using the template, you must first verify that the proposed facility meets the limitations contained in the template. The Iowa EASY Air application has been designed to walk you through each part of the template permit to verify that the proposed facility will meet the limitations established in the template permit, to assist the Department in drafting your permit. The permit 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 Facilities Covered by Template Permit

Next the Facility Covered by Template Permit screen will appear (see Figure 13). Please read the Facilities Covered by Template Permit screen 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 statement, then click on “Save” and then “Next”.

I have read the statement regarding Facilities Covered by Template Permit

The screenshot shows a light blue horizontal bar containing three buttons: 'Exit' (dark grey), 'Save' (blue), and 'Next' (blue).

Figure 13 Facilities Covered by Template Permit Statement

### 3.2 Contact Information

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

#### 3.2.1 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 permit 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

\* 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:    \* Contact Address Zip Code:

Check if permit contact is responsible official

Figure 14 Facility Contact Information

#### 3.2.2 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 facility address and facility number will auto-fill. If the facility information is not correct, please contact [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov) to change the facility information.

Next, enter the equipment location information. If you select “Same as Facility Address”, the information will be copied from the facility address information. Check the box at the end if the company owns or operates another facility adjacent or contiguous to this plant. If you checked this box, enter the name of the facility that this facility is adjacent or contiguous to.

**Facility Information**

\* Company/Facility Name:

Facility Address 1:  Facility Address 2:

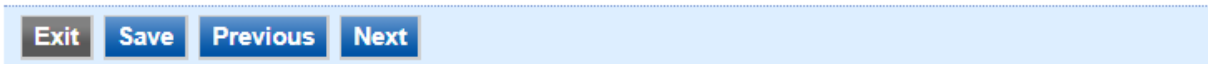
County:  City:  State: IA  Zip:

Equipment Location:  Same as Facility Address

\* Address 1:  Address 2:

\* City:  \* State: IA  \* Zip Code:

Check if your company owns or operates another facility adjacent or contiguous to this bulk plant



**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.

**3.3 Maximum Throughput Applicability Question**

Next the Maximum Throughput Applicability Question screen will appear (see Figure 16). Please select the type of facility being permitted from the options of “Less than 20,000 gallons of gasoline per month (Small Bulk Gasoline Plant)” or “Less than 20,000 gallons of gasoline per day (Large Bulk Gasoline Plant)” using the radio buttons, as shown below.

**Applicability Question**

\* What is the maximum throughput of the bulk gasoline plant?

Less than 20,000 gallons of gasoline per month (Small Bulk Gasoline Plant)

Less than 20,000 gallons of gasoline per day (Large Bulk Gasoline Plant)

Exit Save Previous Next

**Figure 16 Maximum Throughput Applicability Question Summary**

The operating requirements for the facility in the permit are determined by the type of facility being permitted. The requirements for a Small Bulk Gasoline Plant are:

- Volatile Organic Compounds (VOC) emission limit of 7.0 tons/yr
- The facility throughput cannot exceed 19,999 gallons per calendar month

The requirements for a Large Bulk Gasoline Plant are:

- Volatile Organic Compounds (VOC) emission limit of 37.0 tons/yr
- The facility throughput cannot exceed 19,999 gallons per calendar day

Once you have reviewed the conditions and have determined that the template is applicable to your facility, please click on “Save” and then “Next”.

### 3.4 Emission Limits and Compliance Demonstrations

Next the Emission Limits and Compliance Demonstrations screen will appear (see Figure 17 and 18).

#### 3.4.1 Emission Limits

Please read the Emission Limits 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.

\*  I have read the emission limit requirements

Figure 17 Emission Limits Statement

#### 3.4.2 Compliance Demonstrations

Please read the Compliance Demonstrations 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 compliance demonstrations requirements



Figure 18 Emission Limits Statement

### 3.5 Federal Rule Applicability

Next the Federal Rule Applicability screen will appear (see Figure 19). Please read the Federal Rule Applicability screen 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 federal rule applicability requirements



Figure 19 Federal Rule Applicability Statement

### 3.6 Operating Limits

Next the Operating Limits screen will appear (see Figure 20). Please read the Operating Limits 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 operating limits requirements



Figure 20 Operating Limits Statement

### 3.7 Equipment List

Next the Equipment List screen will appear as shown in Figure 21. To enter the Loading Rack Equipment associated with your Bulk Gasoline Plant, click “Add New Loading Rack Equipment”. Text boxes for the Arm ID, Date of Construction, Rated Pump Capacity (gallons per minute), Average Monthly Throughput (gallons), Material Loaded, Description, and Loading Method will appear as shown in Figure 22.

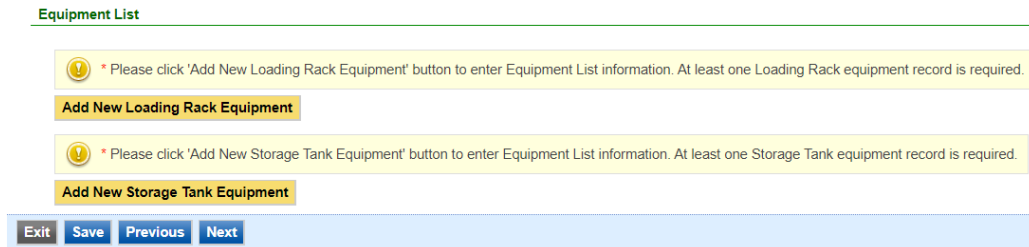


Figure 21 Equipment List Summary

Figure 22 Loading Rack Equipment List Summary

Below is an explanation for the corresponding field on the form:

**Arm ID:** Provide the identifier that the facility will use for this equipment.

**Date of Construction:** Provide the date in which on-site installation or modification of the emission unit begins or will begin. The date should be in MM/DD/YYYY format. If you don’t know the day of the month, please use the 1<sup>st</sup> of the known month. If you don’t know the month of the year, please use January 1<sup>st</sup> of the known year.

**Rated Pump Capacity (gallons per minute):** Provide the maximum rated capacity as provided by the manufacturer for the pump, in units of gallons per minute.

**Average Monthly Throughput (gallons):** Provide an estimate (or actual data, if available) of the average monthly throughput through this specific loading arm, in gallons.

**Material Loaded:** Using the checkboxes, select the material types loaded by the loading arm. Check all that apply. “Gasoline” includes all blends of gasoline (e.g. E10, E85, gasohol). “Fuel Oil” includes fuel oil grades No. 1 through No. 6, kerosene, and diesel fuels. If “Other Liquid” is selected, use the “Description” field to enter a brief description of the other liquid loaded by this loading arm.

**Loading Method:** Using the dropdown menu, select the loading method for the loading arm. Bottom filling is considered to be a type of submerged filling. For arms loading gasoline, submerged fill pipes installed before November 9, 2006

must be no more than 12 inches from the bottom of the tank. Submerged fill pipes installed after November 9, 2006 must be no more than 6 inches from the bottom of the tank.

When you are finished entering information for the loading rack, please click “save” on the window, or “cancel” to cancel the entry. Please click “save” at the bottom of the Equipment List screen to save the equipment to the application.

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

You may edit the equipment using the “pencil and paper” icon, or delete the record using the “red x” icon shown below in Figure 23. If you choose to delete the record, 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.

View/Edit	Delete	Arm ID	Date of Construction	Rated Pump Capacity (gallon per minute)	Average Monthly Throughput (gallons)	Material Loaded	Material Loaded Description	Loading Method
		01	01/01/2001	100	10000	Gasoline		Submerged fill to within 6 inches of bottom

**Figure 23 Equipment List Example**

To enter the Storage Tank Equipment associated with your Bulk Gasoline Plant, click “Add New Storage Tank Equipment”.

*Tanks with a capacity of less than 250 gallons do not have to be listed in this table.*

Text boxes for the Tank ID, Material Stored, Description, Tank Capacity (gallons), Date of Installation, and Loading Method will appear as shown in Figure 24.

Storage Tank Equipment List

**Storage Tank Equipment List**

\* Tank ID

\* Material Stored (Check all that apply)  
 Gasoline  
 Fuel Oil  
 Other Liquid:

\* Description

\* Tank Capacity (gallons)

Date of Installation

\* Loading Method

**Save** **Close**

**Figure 24 Storage Tank Equipment List Summary**

Below is an explanation for the corresponding field on the form:

**Tank ID:** Provide the identifier that the facility will use for this equipment.

**Material Stored:** Using the checkboxes, select the material types stored by the storage tank. Check all that apply. “Gasoline” includes all blends of gasoline (e.g. E10, E85, gasohol). “Fuel Oil” includes fuel oil grades No. 1 through No. 6, kerosene, and diesel fuels. If “Other Liquid” is selected, use the “Description” field to enter a brief description of the other liquid loaded by this loading arm.

**Tank Capacity (gallons):** Provide the maximum rated capacity as provided by the manufacturer for the tank, in units of gallons.

**Date of Installation:** Provide the date in which on-site installation or modification of the emission unit begins or will begin. The date should be in MM/DD/YYYY format. If you don't know the day of the month, please use the 1<sup>st</sup> of the known month. If you don't know the month of the year, please use January 1<sup>st</sup> of the known year.

**Loading Method:** Using the dropdown menu, select the loading method for the loading arm. Bottom filling is considered to be a type of submerged filling. **For tanks storing gasoline**, submerged fill pipes installed before November 9, 2006 must be no more than 12 inches from the bottom of the tank. Submerged fill pipes installed after November 9, 2006 must be no more than 6 inches from the bottom of the tank.

When you are finished entering information for the storage tank, please click "save" on the window, or "cancel" to cancel the entry. Please click "save" at the bottom of the Equipment List screen to save the equipment to the application.

---

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

---

You may edit the Storage Tank equipment in the same manner as the Loading Rack equipment.

When you are finished filling out this form, please click, "Save" and then "Next". Please click "Save", if you want to save your work and return to the form at any time.

### **3.8 Form GHG: Greenhouse Gas Emissions Inventory**

Next the Form GHG: Greenhouse Gas Emissions Inventory screen will appear as shown in Figure 25.

---

*As required by IAC 455B.134(3)"f", Form GHG is required for every construction permit application even if the potential GHG emissions are zero.*

---

GHG emissions are caused by combustion sources (e.g. dryers, boilers, space heaters, etc.). If your application does not have any Greenhouse Gas (GHG) emissions, please check the corresponding box at the top of the screen. The rest of the form does not need to be completed.

**Form GHG: Greenhouse Gas Emissions Inventory**

Check this box if Greenhouse Gases are not emitted from any of the emission units in this project.

Stack/Vent Emissions Summary									
EP ID	EU ID	Emission Unit Name	On-Site Installation/Modification Date	CO2 (TPY)	CH4 (TPY)	N2O (TPY)	SF6 (lb/yr)	HFCs (lb/yr)	PFCs (lb/yr)
Total Stack/Vent Emissions:				0	0	0	0	0	0

Add New Record

Fugitive Emissions Summary									
EP ID	EU ID	Emission Unit Name	On-Site Installation/Modification Date	CO2 (TPY)	CH4 (TPY)	N2O (TPY)	SF6 (lb/yr)	HFCs (lb/yr)	PFCs (lb/yr)
Total Fugitive Emissions:				0	0	0	0	0	0

Add New Record

**Total Project Emissions:**

CO2 (TPY):	CH4 (TPY):	N2O (TPY):	SF6 (lb/yr):	HFCs (lb/yr):	PFC (lb/yr):
0	0	0	0	0	0

**Figure 25 Form GHG: Greenhouse Gas Emissions Inventory Summary**

If GHG emissions are present:

- To begin entering information for each emission unit, use the “Add New Record” button.
- List ALL emission units in the project including fugitive sources, exempt units and other non-permitted emission units (i.e. natural gas boilers rated less than 10 MMBtu/hr, chillers, small units, etc.). Mobile sources (i.e. trucks, forklifts, cars, etc.) are not required to be listed.
- Emission units may be grouped into categories (i.e. chillers, space heaters, etc.).
- If the project is a modification to an emission unit, the facility shall report the total GHG emissions for the unit.
- If multiple emission units use a common emission point, associate the emission point ID in column (1) to each of the emission units involved in column (2). Provide the GHG emissions for each unit venting to that emission point.
- Show how potential GHG emissions were calculated on an attached sheet labeled “Form GHG-A”. Total HFCs and PFCs are to be listed in the corresponding cells, but the calculations should separate the individual HFCs and PFCs.
- More information concerning GHG emissions, including emission factors, can be found on the Air Quality Bureau [Greenhouse Gas Emission page](#).

Below is an explanation for the corresponding field on the form:

**Emission Point (EP) ID:** Called the emission point (EP) identification (ID). It can be any combination of letters or numbers up to 16 characters in length. The ID should match the ID for this equipment used on other construction permit applications and within this application. If also submitting an operating permit application, the ID used in this application should be consistent with those used in the operating permit application.

**Emission Unit (EU) ID:** Called the emissions unit (EU) identification (ID). Each source in the application must have its own identifier. It can be any combination of letters or numbers up to 16 characters in length. The ID should match the ID for this equipment used on other construction permit applications and within this application. If also submitting an operating permit application, the ID used in this application should be consistent with those used in the operating permit application.

**Emission Unit Name:** Provide the name of the emission unit, such as “Emergency Engine”, “Boiler 1”, etc.

**On-Site Installation or Modification Date:** Provide the date (both month and year) in which on-site installation or modification of the emission unit begins or will begin.

- For the purposes of this form: Modification means any physical change or change in the method of operation of any existing equipment or control equipment.



- If you don't know the day of the month, please use the 1<sup>st</sup> of the known month. If you don't know the month of the year, please use January 1<sup>st</sup> of the known year.

**Potential or Permitted Emission Rate:** Fill in the rate of potential emission in the appropriate units (either tons per year or pounds per year) for each pollutant. The following are the GHG emissions that must be included:

- CO2: Carbon dioxide
- CH4: Methane
- N2O: Nitrous oxide, also known as dinitrogen oxide or dinitrogen monoxide.
- SF6: Sulfur hexafluoride
- HFC: Hydrofluorocarbons
- PFC: Perfluorocarbons

---

*Attach to this form a copy of your calculations showing how the potential GHG emissions were calculated.*

---

Total HFCs and PFCs are to be listed in the corresponding cells, but the calculations should separate the individual HFCs and PFCs. If you have more stack/vent emission sources than can fit on this form, attach a separate sheet labeled "Form GHG-A".

There is a separate field area for fugitive emissions on this screen. Fugitive emissions are those emissions that cannot reasonably be made to pass through a stack, a vent, or an equivalent opening. Examples include equipment leaks, portion of landfill gas emissions, portion of wastewater treatment plant emissions, transformers, etc. Fugitive emissions must be included on this form if they are part of the current project for which the application is being submitted.

The system will automatically sum all the potential or permitted emission rates for the listed equipment. To remove an entry in the Stack/Vent Emissions Summary table or the Fugitive Emissions Summary table, click the red "x". 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. Please click "save" at the bottom of the screen to save the data entered into each table to the application.

---

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

---

### 3.9 Attachments

Next the Attachments screen will appear (see Figure 26 and 27). 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.

Other (Optional)  Online  Mail  Other  N/A

**Upload** (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:

Figure 26 Attachment Screen

Select “Choose File” to select the document to be uploaded. 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.

Upload Attachment

### Upload Attachment

\* File:  
Choose File No file chosen

Comment:

Cancel Save

Figure 27 Upload Attachment Screen

The uploaded attachment will display on the screen (see Figure 28). 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.

Figure 28 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  
502 E 9<sup>th</sup> Street  
Des Moines, IA 50319

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

### 3.10 Validation

Next the Validation screen will appear (see Figure 29). The system will check the application forms for required information that is missing, and will display a result similar to the figure below:

Figure 29 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.*

### 3.11 Payment

Next the Payment screen will appear (see Figure 30). The application fee for a Bulk Gasoline Plant template permit is \$100.00 per application for each plant. You may pay for the application fee by Credit Card, Check, Money Order, or eCheck (ACH – NACHA).

*The Iowa DNR recommends that payment be submitted electronically (Credit Card or eCheck) so as to not slow down the application process.*

The screenshot shows a payment interface with the following elements:

- Outstanding Balance:** A table listing a fee for "Construction - Bulk Gasoline Plant" with an amount of \$100.00.
- Payment Method:** A summary table showing the fee amount, amount due, and total payable, all at \$100.00.
- Payment Method:** A dropdown menu currently set to an empty selection.
- Navigation:** Buttons for "Exit", "Previous", and "Next" at the bottom.

Outstanding Balance	
Construction - Bulk Gasoline Plant (View Fee Schedule)	\$100.00
Application Fee	
Fee	\$100.00

Payment Method	
Fee Amount:	\$100.00
Amount Due:	\$100.00
<b>TOTAL PAYABLE:</b>	<b>\$100.00</b>

Payment Method:

**Exit Previous Next**

Figure 30 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: Wallace State Office Building 502 E 9<sup>th</sup> St, 4th Floor, Des Moines IA 50319
- 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.

### 3.12 Submission

Next, the Certification of Submission screen will appear (see Figure 31). 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, based on information and belief formed after reasonable inquiry, the enclosed documents including the attachments are true, accurate, and complete and that legal entitlement to install and operate the equipment covered by the permit application and on the property identified in the permit application has been obtained. 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. I certify that this permit, as drafted, is for (and only for) equipment located at a "bulk gasoline plant" not otherwise "excluded" as noted above. I certify that there are no physical or chemical characteristics or pollutants in the air contaminants emitted from this facility which are atypical of this type of facility. I certify that the requirements of 40 CFR Part 63, Subpart BBBBBB – NESHAP for Source Category: Gasoline Distribution Bulk Terminals, Bulk Plants, and Pipeline Facilities, will be met by the compliance date specified and will be met at all times thereafter. I certify that all other terms and conditions of this permit will be met beginning with the issuance date of the permit and at all times thereafter.

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 31 Example Certificate of Submission Screen**

You will get a confirmation screen similar to the one shown below in Figure 32 and a confirmation email will be sent to you.

**CONFIRMATION OF SUBMITTAL**

- Your application has been received and will be reviewed shortly.
- 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	Ashley Waller IOWA EASY AIR TEST SITE Work Site: 502 E 9th St Des Moines IA 50319 5555555555 ashley.dvorak@dnr.iowa.gov

Submitted on: 11/23/2020 9:25:45 AM

Facility / Property Name: IOWA EASY AIR TEST SITE

Facility Number: 99-99-998

**Form Detail**

- Rescission

**Attachment Detail**

**Figure 32 Confirmation of Submittal**

**If you have questions, please call the Iowa EASY Air Helpdesk at (515) 725-9569 or (515) 204-3749. Or, send an email to [easyair@dnr.iowa.gov](mailto:easyair@dnr.iowa.gov)**