Iowa EASY Air Frequently Asked Questions

"SEND BACK" / AMENDMENT QUESTIONS

Q. What does "Send Back" mean?

A. "**Send Back**" is the AQB's designation for the process when additional information is needed from the applicant for a specific permit application submission. For you, the applicant, this means that your submission needs to be "**Amended**". Prior to any application being "**Sent Back**", the assigned permit engineer or permit writer will contact the facility by phone or email regarding the specific information that needs to be updated/added.

Q. Why is my permit application being "Sent Back" to me?

A. During the Air Quality Bureau's review of your permit application submission, the permit engineer or permit writer may find that additional information is needed to mark the submission as "Complete" for the task under review. "Complete" means that all of the required fields, attachments, and fees (if applicable) have been included in the application submission or submitted to the Bureau in support of the submission.

If any of the information to complete the review is missing, the permit engineer or permit writer will identify the information needed and send the submission back to the company to be amended. The permit application may be sent back at any point during the Administrative or Technical Review tasks.

Q. How will I know that my permit application has been sent back to me?

A. When the permit engineer or permit writer sends a submission back to the Responsible Official (Owner/Operator) he/she will be notified by an email generated by the Iowa EASY Air system. Additionally, this may be followed up by an email or phone call from the permit engineer or permit writer.

Q. How do I find my sent back application?

A. Log into Iowa EASY Air and select the "**Submittal**" tab. Go to the "**Edit Pending Submittals**" link to see active permit application submittals. The sent back permit application will have a light red background. Click on the "**View/Edit**" icon to access the application.

Q. I'm in the application, how do I find out what needs to be updated?

A. Click the blue "**Amend**" button beneath the Comments box.
You are directed to the first form in the application selected for amendment.
All forms will be listed in the left-hand wizard panel, but only the Forms identified by the AQB permit engineer or permit writer may be edited (see Figure 1 below).

The "**Previous**" and "**Next**" buttons will move you through the forms that were selected and sent back for amendment.

Q. Why can't I edit some of the forms? I found updates to other equipment / processes / emissions but I am locked out of editing the form.

A. Only the forms identified by the AQB permit engineer or permit writer may be edited. These forms were identified during the permit application submission review and found to have missing data or data that needed more documentation or updating. Selecting a form from the left-hand wizard panel will take you to the form, but if it wasn't selected for amendment, the "Save", "Previous" and "Next" buttons will be grayed out (see Figure 1). If you need to modify forms that were not selected for amendment, submit the application without modifying those forms and contact the permit writer to open up the additional forms for editing.
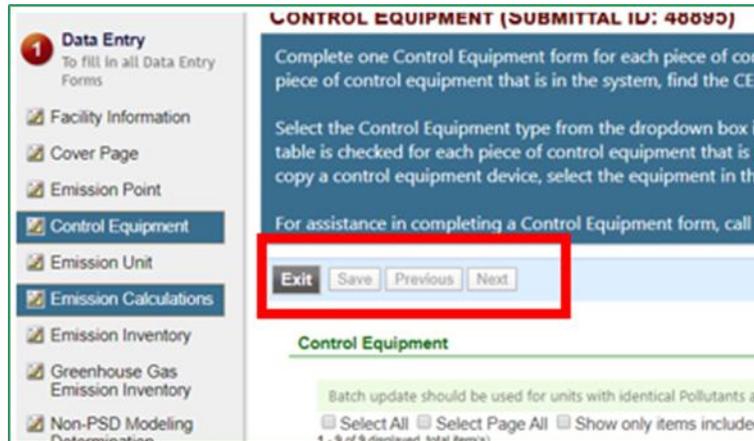
Figure 1 - Form Editing Restrictions

Q. I have completed updating the identified forms and/or attaching supporting documents as required, and passed Validation. As a Preparer, how do I notify the Responsible Official that the application is ready for signature and submittal?

A. The Preparer's notification to a Responsible Official for an Amendment is the same as the initial permit application submittal process. At the bottom of the Submission screen, click the green "**Notify owner ready for review and submittal**" button.

Q. What does the Responsible Official do after being notified by the Preparer that application is ready for signature and submission?

A. The Responsible Official logs into Iowa EASY Air, and navigates to Edit Pending Submittals. When in the application, click on "Validate" to make sure all of the information passes the program checks. When Validation is passed, click the blue "Next" button which takes the RO to either Payment or Submission. In the Submission screen, complete the necessary data entry including the answer to a security question and the RO's PIN, then click the blue "Submit" button. The application will be submitted to the Air Quality Bureau.