



IOWA DEPARTMENT OF
NATURAL RESOURCES



Rescission Application Quick Guide Instructions for Iowa EASY Air

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This document is intended to provide directions on how to apply for a request for rescission of a permit in the Iowa EASY Air System.

(Note: This document is written to explain how a Responsible Official can submit a rescission application. 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 rescission 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 Rescission Application to Your Account

Before you are able to request a rescission in the Iowa EASY Air system, you will need to add the rescission application to your account. You need to go the Associate Facilities tab under the Basic Information page. There are two ways to navigate to Associate Facilities tab. First, on your dashboard you can hover on “My Account” and click on “Basic Information” or you can click on “My Account” and the Basic Information page will open.

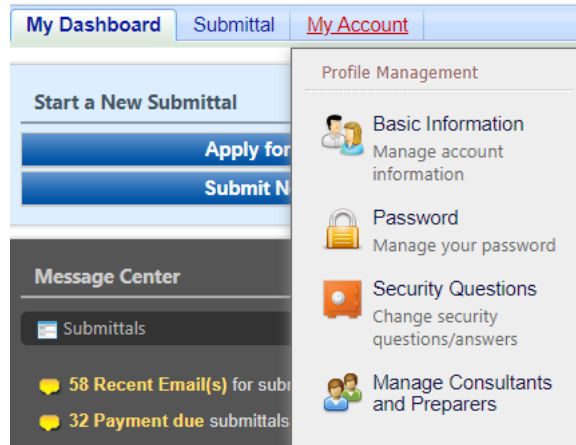


Figure 1 My Account Menu

Alternatively, you can navigate to the Air Department Submittal Type List page and view the submittal types associated with your account.

There are two ways to Air Department Submittal Type List page within the Iowa EASY Air system. First, on your dashboard you can click on the “Apply for a New Submittal” button in the upper left-hand corner of the dashboard.

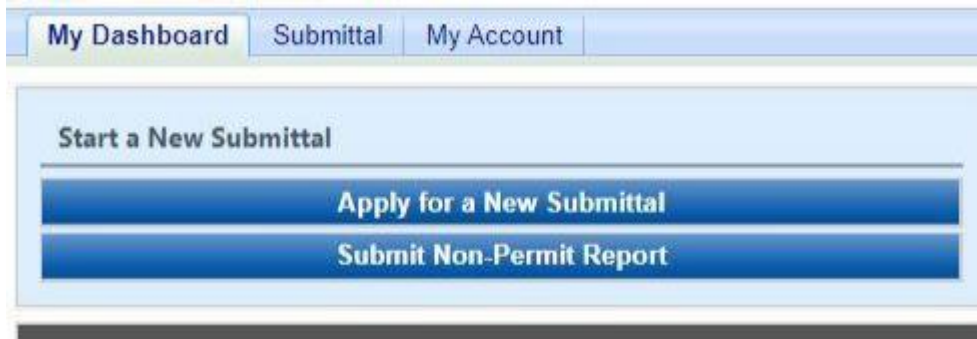


Figure 2 Dashboard Buttons to Create a New Submittal

Alternatively, you can go to go the and select “Start a New Submittal”



Figure 3 Submittal Menu

No matter which method you use to get to this point, you will see the application icons for the different types of submittals available to you in the system.

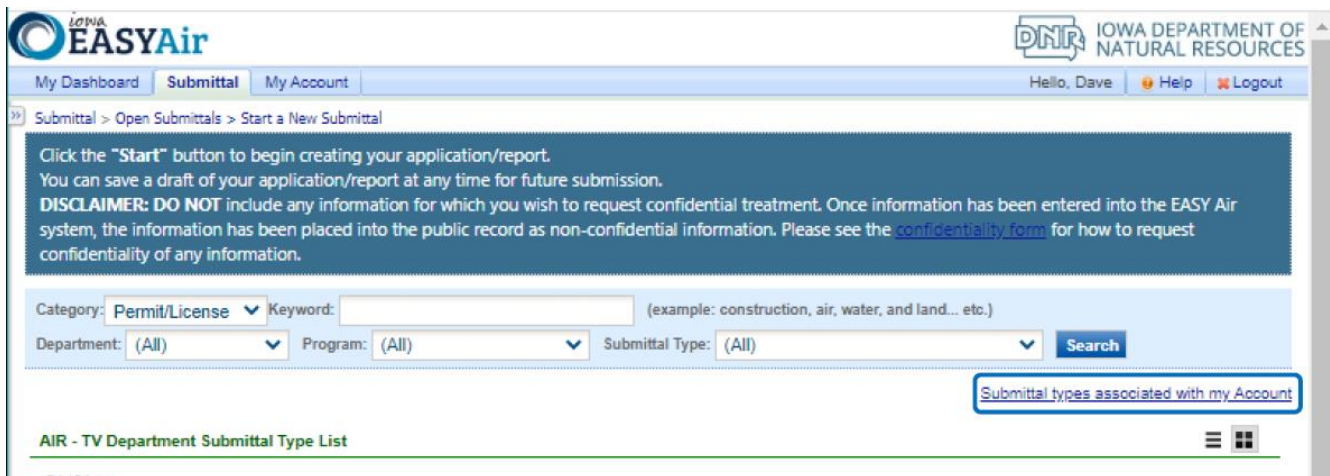


Figure 4 Link to Submittal Types Associated with My Account

Clicking on the highlighted link the screen below will appear. On this screen, you are able to view the available submittal types and the submittal types 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	<input checked="" type="checkbox"/> Construction - Aggregate Processing Plant <input checked="" type="checkbox"/> Construction - Bulk Gasoline Plant <input checked="" type="checkbox"/> Construction - Concrete Batch Plant <input checked="" type="checkbox"/> Construction - Group 1 Grain Elevator <input checked="" type="checkbox"/> Construction - Group 2 Grain Elevator <input checked="" type="checkbox"/> Construction - Hot Mix Asphalt Plant <input checked="" type="checkbox"/> Construction - Paint Booth Permit-by-Rule <input checked="" type="checkbox"/> Construction Determination <input checked="" type="checkbox"/> Construction Plantwide Applicability Limitations (PAL) <input checked="" type="checkbox"/> Construction Pre-Application <input checked="" type="checkbox"/> Construction Standard Application
Responsible Official for Title V	<input checked="" type="checkbox"/> Title V Application <input checked="" type="checkbox"/> 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 5 Available Submittal Types

In order to add the rescission application to your account, you will want to click, "Add More."

No matter which method you use to get to this point, the Basic Information page will appear. This page will have four tabs on top, as shown below. You will want to click on the "Associate Facilities" tab. This tab will show all of your associated facilities and application types you current have on your account.

General Information | Address Information | **Associate Facilities** | Attachment

Responsible Official Definition - 40 CFR 122.22

You are registered as:

* Account group: Preparer Responsible Official Identity Proofing Status: E-Verify ESA

* Submittal Group:

Responsible Official for Construction Responsible Official for Title V

[Save Account](#)

Associated Facility List

Figure 6 Basic Information Tabs

Next, you will want to scroll all the way down to the bottom of the page and should see three buttons, as shown below. Please click on “Associate Facility”.

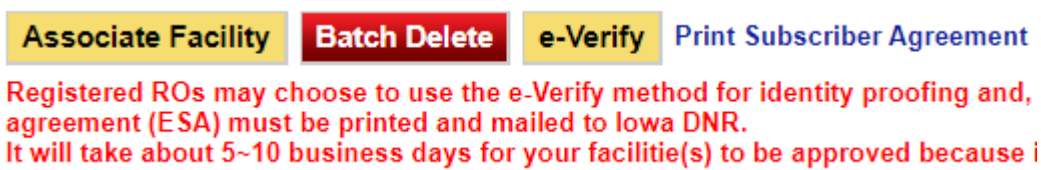


Figure 7 Associate Facility Button

The facility search will pop-up, which is shown below. Enter in your facility information and click, “Search”

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 and you will be able to check the “Select” check box for the facility and the “Rescission” 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 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 checked="" type="checkbox"/> Rescission <input type="checkbox"/> Start of Construction <input type="checkbox"/> Start of Operation

OK **Close**

Figure 9 Facility Search Results and Adding Submission Type

Next, click, “Ok” and then click “Close”. This will associate the rescission application to your account. If you went through the e-Verify subscriber agreement process when set up your account, you will be able to use the rescission 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 rescission application to your account. You will receive an email from the Iowa EASY Air when the association of the rescission application has been made to your account.

2. Finding the Rescission Application

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



Figure 10 Dashboard Buttons to Create a New Submittal

Alternatively, you can go to Submittal and select “Start a New Submittal”



Figure 11 Submittal Menu

No matter which method you use to get to this point, you will see the application icons for the different types of submittals available to you in the system. The rescission icon is shown below. Please select “Start” at the bottom right hand corner of the rescission icon to start the permit rescission application.



Figure 12 Rescission Icon

3. Filling Out and Submitting a Rescission Application

Next, the Form FI: Facility Information screen will appear. This is the first screen in the application, which is shown below.

FORM FI: FACILITY INFORMATION

The facility information cannot be saved as blank. Please select a facility if you want to save the submittal information.

* Company/Facility Name:

Facility Address 1: Facility Address 2:

County: City: State: IA Zip:

Facility Number:

* Facility Contact Person Name: Prefix: Mr. Ms. Dr.

* Position Title:

* Email Address: * Phone Number:

* Person Rescission Letter Should Be Mailed to:

Same as Facility Contact

* Contact: Prefix: Mr. Ms. Dr. Position Title:

* Phone Number: * Email:

Same as Facility Address

* Mailing Address:

* City: * State: IA * Zip Code:

Exit Save Next

Figure 13 Form FI: Facility Information

Please click on the “Company/Facility Name:” dropdown and select the Company/Facility Name associated with the permit you are requesting to rescind. The facility address and facility number will auto-fill. Next, fill out the facility contact person’s information.

In the Person Rescission Letter Should Be Mailed to section, please fill out the contact information for who you want the rescission letter to be mailed to. If this person is the same as the facility contact, please check the “Same as Facility Contact” box to auto-fill the facility contact’s information into this section. Also, please fill out the mail addressing of the person you want the rescission letter to be mailed to. If this person’s mailing address is the same as the facility address, please check the “Same as Facility Address” box to auto-fill the facility address information into this section.

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

When you click, “Next” on the Form FI: Facility Information form, the Rescission form will appear, as shown below.

Rescission

* Would you like to provide a Request for Rescission Letter as an attachment?
 Yes No

EP ID/ Emission Point Name	Permit Number	PSD Permit?

Add New Record

Reason for Rescission

Exit Save Previous Next

Figure 14 Rescission Form

The first question to answer is, “Would you like to provide a Request for Rescission Letter as an attachment?”. If you want to attach a request for rescission letter as an attachment and not fill out this form, please click the “Yes” radio button and click, “Next”. On the attachment screen you will be required to attach your request for rescission letter.

If you would like to fill out the rescission form instead of attaching a request for rescission letter, please click the “No” radio button and the rescission form will become required.

Please click the “Add New Record” button for each permit you would like to rescind.

	EP ID/ Emission Point Name	Permit Number	PSD Permit?
✖	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Add New Record

Figure 15 Rescission Permit Selection Table



Click the “EP ID/Emission Point Name” drop down and select the emission point associated with the permit you would like to rescind. The “Permit Number” dropdown and “PSD Permit?” check box will auto-fill. If the “Permit Number” dropdown and/or the “PSD Permit?” check box are not accurate, you may change the permit associated with the emission point and uncheck or check the PSD permit check box. Each emission point must be associated with a permit number to pass validation.

Next, fill out the “Reason for Rescission” comment box below the table, as shown in Figure 4. When this form is completed, please click “Next”.

The attachment screen will appear, as shown below.

Attachment

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

 Rescission Letter <i>(Optional)</i>	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Other <i>(Optional)</i>	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A

Exit
Save
Previous
Next


Figure 16 Attachments

Please attach a rescission letter, if you clicked the “Yes” radio button for the question, “Would you like to provide a Request for Rescission Letter as an attachment?” on the rescission form.

If you clicked the “No” radio button for the question, “Would you like to provide a Request for Rescission Letter as an attachment?” on the rescission form, you are not required to attach any documents. However, if you would like to attach a document corresponding to your rescission request, you may attach the document here.

Once you have attached any required attachments, click the “Next” button. A validation tests will be completed and the next screen will show you the results similar to the one below.

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

-  [Rescission](#)  [Rescission - Form View](#)
- ✓ [Form FI](#)
- ✓ [Rescission](#)

Attachment(s) Summary

- ✓ [Rescission Letter](#)
- ✓ [Other](#)

Exit
Previous
Next

Figure 17 Validation Screen

If there are no noted issues, click the “Next” button. The Certification of Submission screen will appear. Please 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 I have the legal authority to request rescission of one or more construction permits for one or more of the following reasons, that I have submitted a rescission request to the department at (<https://programs.iowadnr.gov/easyair/Public/GovEnt/Shared/Pages/Main/Login.aspx>), and I have included the construction permit numbers and the reason(s) for rescission of each construction permit. The reasons for may include the following:

1. the equipment and control equipment are disconnected and removed;
2. the equipment is permitted under a different construction permit;
3. the equipment was never constructed;
4. the permitted equipment or control equipment has been disconnected or altered in a way that it is no longer in operation but it has not been removed, AND the owner of the permitted equipment no longer wishes to retain the permit for future operation;
5. the permit holder has lost legal entitlement to use the property identified in the permit to install and operate equipment covered by the permit;
6. the permit holder does not wish to continue the operation of the permitted equipment;
7. Other.

Question: What is the name of the hospital and state where you were born?
 Answer:
 PIN: [Forgot your Pin Number?](#)

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 18 Certification of Submission

You will get a confirmation screen similar to the one shown below 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	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 19 Confirmation of Submittal

**If you have questions, please call the Iowa EASY Air Helpdesk
 at (515) 725-9569 or (515) 725-9523.
 Or, send an email to easyair@dnr.iowa.gov**