



**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 Facility Users to discontinue the completion or submission of data using the EASY AIR System.

DNR Records Center ONLY	
R. Series/Initials:	_____
Facility Number:	_____
WK ACT/ Doc Code:	_____

1. Contact Information

EASY Air User ID: _____ EASY Air User Name: _____
 First Name _____ Last Name _____
 Facility Name _____ Title _____
 Mailing Address _____
 City _____ State _____ Zip Code _____
 Phone Number _____ E-Mail Address _____

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 I am obligated to continue to use EASY AIR System to conclude any business (reporting, correcting or submitting data) that occurred during the time this facility user was an active EASY AIR System user

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

User's Legal Full Name (type or print)

Official Title

User's Signature

Date

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

Air Quality Bureau
Attn: Iowa EASY Air Administrator
502 E 9th St
Des Moines, IA 50319

Iowa DNR Use Only		
	Name	Date
Received by:		
Approved by:		
EASY AIR Updated by:		



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.

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

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

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
502 E 9th St
Des Moines, IA 50319

For questions regarding the status of your request send an e-mail to:
EASY Air Number & Facility Change (easyair_fn@dnr.iowa.gov).