Air Emissions Inventory (EI) – Adding Another Process for a Device

July 2021
Summary

• General
• Accessing the Air Reporting System (ARS)
• Adding another process
• Revising an emissions-generating device
  • General process data
  • Throughputs
    • General
    • Adding
  • Emission factors (efs)
    • General
    • Adding
    • Editing
    • Deleting

• Streams
  • General
  • Adding
• Reported emissions
  • General
  • Adding

• Help
General

1. More than one process can be added to an emissions-generating device (e.g., boiler, paint booth, crusher etc.) or a controlling device (e.g., flare).
2. Discharging devices (i.e., stacks) can only have one process which is a discharging process.
3. When adding another process to a device, the new process must be an emission-generating process.
Accessing the Air Reporting System (ARS)

After the Web Access Management System (WAMS) account is created and the air emissions inventory submittal role is granted, access the Air Reporting System (ARS) by clicking **LOG IN** on the [DNR SWITCHBOARD webpage](https://www.dnr.wi.gov).
Adding another process

1. On the ARS home page, click *Update Device/Process*.  

### Air Reporting System (ARS) Home for the 2020 Air Emissions Inventory (EI)

**Air Emissions Inventory (EI) Reporting Calendar**

- March 1, 2021 - EIs or Under-Thresholds-Notifications (UTNs) are due.
- April 1, 2021 - Facilities notified through email that EIs or UTNs are overdue.
- By May 31, 2021 environmental fee statements are emailed to facilities or mailed if no email address is available.
- June 30, 2021 - Environmental fees payments and certifications are due.

**EI Reporting Basic Steps**

1. Review, revise and save the facility info including completion the Environmental Management System (EMS) questionnaire.
2. Review contacts info. If changes are needed, only people previously associated with the facility can be assigned.
2. On the Device/Process Page:
   a. Click the radio button next to the device for which a process is being added.
   b. Click **Insert Process**.
3. On the Process Detail Page in the General Process Data section, to add general process info:
   a. Enter a process ID excluding any hyphens.
   b. If needed, enter a device Name
   c. If needed, enter a Begin Date.
   d. Select a process Code.
   e. With the exception of breathing or working processes, select a Material Group and SCC. See the next slide for a material group list.  

   ![Process Detail Page]

"Process Detail Page"

- Process Details
- Device Details
- Helpful Links

```
#a ID: [ ] Name: [ ] Code: [ ]
#c Begin Date: [ ]
#e Material Group: [ ]
```

Scc links to a SCC list.
<table>
<thead>
<tr>
<th>Material Groups</th>
<th>Blasting Waste</th>
<th>Process Gas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biofuel - not elsewhere classified</td>
<td>Liquid Waste - Other</td>
<td>PRODUCT - RUBBER OR PLASTIC</td>
</tr>
<tr>
<td>Blast</td>
<td>Liquid Waste - Waste Oil</td>
<td>Process Gas</td>
</tr>
<tr>
<td>Coal</td>
<td>Natural Gas</td>
<td>Process Gas - Digester</td>
</tr>
<tr>
<td>Coal - Anthracite</td>
<td>Other solvent</td>
<td>Process Gas - Landfill, Methane</td>
</tr>
<tr>
<td>Coal - Bituminous</td>
<td>PRODUCT - AGRICULTURE</td>
<td>Process Gas - Petroleum Refinery Gas</td>
</tr>
<tr>
<td>Coal - Lignite</td>
<td>PRODUCT - CHEMICAL</td>
<td>Sawdust</td>
</tr>
<tr>
<td>Coke</td>
<td>PRODUCT - FOOD</td>
<td>Solid Waste - Dried Sludge</td>
</tr>
<tr>
<td>Cooling Tower Evaporation</td>
<td>PRODUCT – METALS</td>
<td>Solid Waste - Tires</td>
</tr>
<tr>
<td>Fuel Oil - Aviation/Jet Fuel</td>
<td>PRODUCT - MINERALS</td>
<td>Solid Waste - Wood and/or Bark</td>
</tr>
<tr>
<td>Fuel Oil - Distillate (aka Diesel)</td>
<td>PRODUCT - PAPER</td>
<td>Solid Waste - not elsewhere classified</td>
</tr>
<tr>
<td>Fuel Oil - Residual</td>
<td>PRODUCT - PETROLEUM DERIVED</td>
<td>Thinning solvent</td>
</tr>
<tr>
<td>Gasoline</td>
<td>PRODUCT - WOOD</td>
<td>UNKNOWN</td>
</tr>
<tr>
<td>Liquefied Petroleum Gas (propane)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. On the Process Detail Page in the General Process Data section, to add schedule info and comments:
   a. Enter Hrs/Dy, Dys/Wk and Dys/Yr.
   b. Enter the quarterly activity percentages.
   c. If needed, enter Comments.
   d. Click Save
5. Throughputs – general
   a. If a process is generating emissions, the throughput must be greater than zero.
   b. Max hourly throughput must be larger than average hourly throughput.
   c. Average hourly throughput is calculated using the annual throughput, days per year and hours per day.
Adding another process (cont.)

6. On the Process Details Page on the Throughput tab, to add throughput info:
   a. Enter Annual Use (= annual throughput (tp)) and select units.
   b. Enter Max Hourly Use (= max hourly tp).
   c. If needed, enter Avg Sulfur and/or Avg Ash contents.
   d. If the sulfur and/or ash content are used to calculate an emission factor, check the appropriate Use? boxes.
   e. Click Save.

![Screenshot of Process Details Page with highlighted fields:
   #a: Annual Use with value 5 and unit MMCF
   #b: Max Hourly Use with value 50
   #c: Avg Sulfur with value 1.5
   #d: Save button]
Adding another process (cont.)

7. Emission factors (efs) – general
   a. Pollutants with generic emission factors appear in red even if the generic emission factor is not being displayed.
   b. When editing an emission factor, a comment is needed in order to save the edits.
   c. Multiple emission factors can be edited before saving.
   d. An emission factor can only be deleted if a generic value does not exist.
Adding another process (cont.)

8. On the Process Details Page on the EmisFactor tab:
   a. Emission factors can be added.
   b. Emission factors can be edited.
   c. Emission factors can be deleted.
8. a. To add an emission factor (ef):
   i. Click *Add E. Factor* which will create another ef row.

<table>
<thead>
<tr>
<th>Select</th>
<th>Pollutant</th>
<th>Factor</th>
<th>EUnit</th>
<th>TPUnit</th>
<th>Throughput</th>
<th>Type</th>
<th>Origin</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOX</td>
<td>140</td>
<td>LB/</td>
<td>MMCF</td>
<td>of Natural Gas</td>
<td>G</td>
<td>EPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROG</td>
<td>2.8</td>
<td>LB/</td>
<td>MMCF</td>
<td>of Natural Gas</td>
<td>G</td>
<td>EPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SO2</td>
<td>0.6</td>
<td>LB/</td>
<td>MMCF</td>
<td>of Natural Gas</td>
<td>G</td>
<td>EPA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,35</td>
<td>TRIG/I</td>
<td></td>
<td>of Natural Gas</td>
<td>G</td>
<td>DNR</td>
<td></td>
</tr>
</tbody>
</table>

#i

To edit existing records, enter new values, then click 'SAVE ALL'.
Use checkboxes to choose a record for deleting or reverting.
Adding another process (cont.)

8. a. To add an ef (cont.):
   ii. Select a pollutant from the dropdown list.
   iii. Enter a Factor value.
   iv. Select a TPUnit and an ef Origin.
   v. Enter a Comment.
   vi. Click [Finish Add].
Adding another process (cont.)

8. b. To edit an ef:
   i. Enter a new Factor value.
   ii. Select an ef Origin.
   iii. Enter a Comment.
   iv. Click SAVE ALL.
Adding another process (cont.)

8. b. To edit an ef (cont.):
   v. To change an ef back to its generic value:
      • Click the checkbox next to the ef to be changed.
      • Click the Revert to Default Value.
Adding another process (cont.)

8. c. To delete an ef:
   i. Click the checkbox for the source-specific ef to be deleted.
   ii. Click *Delete E. Factor*.
8. c. To delete an ef (cont.):

   iii. Since an ef with a generic value cannot be deleted, revise the ef value to zero. Be sure to include a comment or the change will not be saved.
Adding another process (cont.)

9. Streams - general
   a. Streams can only be created as outgoing.
   b. An emissions-generating process cannot have any incoming streams.
   c. A discharging process can only have incoming streams.
   d. Only a controlling process can have both incoming and outgoing streams.
10. On the Process Details Page on the In/Out Streams tab, to add a stream:
   a. Click the Add Stream.
   b. Enter/select Device, Process and Partition.
   c. If needed, add a Comment.
   d. Click Add It.
11. Reported emissions - general
   a. Instead of using a throughput and an emission factor to calculate emissions, a facility may opt to use reported emissions by providing the emissions generated by a process being released to the environment after controls.
   b. Even if the reported emissions option is chosen, a non-zero throughput is still required to quantify annual process activity.
   c. Supporting documentation of reported emissions needs to be available upon request.
10. Reported emissions – general (cont.)

e. A value of “-1” indicates that reported emissions were used for a pollutant in the previous EI.

f. EF column indicates whether an emission factor exists for a pollutant.
Adding another process (cont.)

13. Adding reported emissions on the Reported tab:
   a. Click *Add Reported Emissions*.
   b. Enter/select Pollutant, Value, Units, Type and Comment.
   c. Click *[Finish Add]*.

![Image of interface with highlighted sections](image-url)
For EI and Air Reporting Switchboard Help

• Contact the facility-assigned compliance engineer. On the DNR’s website, find the compliance engineer’s contact information by using the **AIR PERMIT SEARCH** tool to locate the facility and select the DNR Air Contacts tab.

  - OR -

• Email: DNRAMEmissionsInventory@wisconsin.gov