

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

July 2021

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# 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.



The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.

**NEED ASSISTANCE?**  
Answer a few questions and get routed quickly and efficiently to the correct source of help.

**LOG IN**  
If you already have a Wisconsin User ID, log in now. You can request access to systems/reports once you are logged in.

**CREATE USER ID**  
If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.

**INSTRUCTIONS, FAQ AND TROUBLESHOOTING**  
Information to help you use the DNR Switchboard and manage your account.

# Adding another process

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

FID: 55555550

Air Emissions Reporting

FID: 555555

Facility - 55555550 : AIR Test FACILITY #1 DNR Contact : Steven Bogost, (608) 264-8843 [Steven.Bogost@wisconsin.gov](mailto:Steven.Bogost@wisconsin.gov)

[Back to Switchboard](#)

Annual Reporting Home

Update Facility Info

Update Contacts

Update Device/Process

Final Check/Submit Data

Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)

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

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

- March 1, 2021 - EI's or Under-Thresholds-Notifications (UTNs) are due.
- April 1, 2021 - Facilities notified through email that EI's 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.

# Adding another process (cont.)

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*.

Device/Process Page      Clicking on this link allows you to enter your throughput for each process without going through the entire ARS program.  
[ARS Shortcut Page](#)

DEVICE List: (194)						
	ID	Code	Desc	# Pros	Done	Del?
<input type="radio"/>	B01	BOILER		1		
<input type="radio"/>	B02	BOILER	bob	2	✓	
<input type="radio"/>	B03	BOILER	SN 523804150	3	✓	
<input type="radio"/>	B04	BOILER	kk	2	✓	
<input type="radio"/>	B05	COLLECTOR	test	1	✓	
<input type="radio"/>	B1000	TANK,FIXED	1	1	✓	
<input type="radio"/>	B101	BOILER	d	3	✓	
<input type="radio"/>	B111	ASHHANDLING	ddd	1	✓	
<input checked="" type="radio"/>	<b>B112</b>	<b>BOILER</b>	v	1	✓	
<input type="radio"/>	B22	BOILER	SRB Boiler 22	1	✓	
<input type="radio"/>	B345	BOILER		0	✓	
<input type="radio"/>	B555	ASHHANDLING	SN 4564	1	✓	
<input type="radio"/>	B66x	BLAST FURNACE	SN	3	✓	

**#a**      **#b**

PROCESS List for Device B112 (1)						
ID	Code	Name	Done	D		
01	GENERIC	#b	✓			

[Edit Process](#)   [Insert Process](#)   [Delete Process](#)

[Global Updates: \(Schedule & Report\)](#)  
[Emissions](#)

# Adding another process (cont.)

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. ScC links to a SCC list.

Process Detail Page

Process Details   Device Details   Helpful Links

Process Details

General Process Data For: B112- #b #d

#a ID:  Name:  Code:  #d

#c Begin Date:

End Date: To add an end date, please contact your compliance inspector

#e Material Group:  SELECT MAT GRP:  ScC:  #d

Hrs/Dy:  Dys/Wk:  Dys/Yr:  Qtr1:  Qtr2:  Qtr3:  Qtr4:

Comments:

# Adding another process (cont.)

Material Groups		
Biofuel - not elsewhere classified	Liquid Waste - Other	PRODUCT -RUBBER OR PLASTIC
Blast	Liquid Waste - Waste Oil	Process Gas
Coal	Natural Gas	Process Gas - Digester
Coal - Anthracite	Other solvent	Process Gas - Landfill, Methane
Coal - Bituminous	PRODUCT - AGRICULTURE	Process Gas - Petroleum Refinery Gas
Coal - Lignite	PRODUCT - CHEMICAL	Sawdust
Coke	PRODUCT - FOOD	Solid Waste - Dried Sludge
Cooling Tower Evaporation	PRODUCT – METALS	Solid Waste - Tires
Fuel Oil - Aviation/Jet Fuel	PRODUCT - MINERALS	Solid Waste - Wood and/or Bark
Fuel Oil - Distillate (aka Diesel)	PRODUCT - PAPER	Solid Waste - not elsewhere classified
Fuel Oil - Residual	PRODUCT - PETROLEUM DERIVED	Thinning solvent
Gasoline	PRODUCT - WOOD	UNKNOWN
Liquefied Petroleum Gas (propane)		

# Adding another process (cont.)

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

## Process Detail Page

Process Details      Device Details      Helpful Links

**Process Details**

General Process Data For: B112-

ID: 22	Name: <input type="text"/>	Code: GENERIC					
Begin Date: <input type="text"/>	<input type="button" value=""/>						
End Date: <small>To add an end date, please contact your compliance inspector</small>							
Material Group: Process Gas	ScC: <input type="button" value="SELECT SCc"/>						
#e Hrs/Dy: 8	Dys/Wk: 5	Dys/Yr: 260	Qtr1: 30	Qtr2: 20	Qtr3: 25	Qtr4: 25	#f
#g Comments: <input type="text"/>							
#h <input type="button" value="Save"/>	<input type="button" value="Insert"/>	<input type="button" value="Cancel"/>	Process detail tabs not accessible until you choose and save an ScC code				

# Adding another process (cont.)

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.

[Throughput](#) [EmisFactor](#) [In/Out Streams](#) [Reported](#) [Paths](#)

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year		Previous Year	
#a	Annual Use: 5	MMCF	2019
#b	Max Hourly Use: 50	E3 FT3/H	Material:
	Avg Hourly Use: 0	E3 FT3/H	SCC:
#c	Avg Sulfur: 1.5	<input type="checkbox"/> Use?	Annual Use:
	Avg Ash:	<input type="checkbox"/> Use?	Max Use:
#d	<b>Save</b>	Avg:	
		Avg Sulfur:	
		Avg Ash:	
		Comment:	

# 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.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Current Year:		* No Commas, please! *					
Select Pollutant	Factor	EUnit	TPUnit	Throughput	Type	Origin	Comment
<input type="checkbox"/> 1,3,5 TRIGLY	5	LB/	▼ of		S	DNR	
<input type="checkbox"/> PM10	17100	LB/	ACRE-YR ▼ of	PRODUCT - MINERALS	G	EPA	
<input type="checkbox"/> PM10-FIL	17100	LB/	ACRE-YR ▼ of	PRODUCT - MINERALS	G	EPA	

**SAVE ALL**  
**Add E. Factor**   **Delete E. Factor**   **Revert to Default Value**

~ 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 emission factor (ef):
  - i. Click *Add E. Factor* which will create another ef row.

Throughput    EmisFactor    In/Out Streams    Reported    Paths

Do not use commas when entering numbers.

Current Year:		* No Commas, please! *											
Select	Pollutant	Factor	EUnit	TPUnit	Throughput		Type	Origin	Comment				
<input type="checkbox"/>	NOX	140	LB/	MMCF	▼	of	Natural Gas	G	EPA	▼			
<input type="checkbox"/>	ROG	2.8	LB/	MMCF	▼	of	Natural Gas	G	EPA	▼			
<input type="checkbox"/>	SO2	0.6	LB/	MMCF	▼	of	Natural Gas	G	EPA	▼			
	1,3,5 TRIGIY	▼				▼	Natural Gas		DNR	▼			

[\[Finish Add\]](#)  
[\[Cancel Add\]](#)

#i      Add E. Factor    [Delete E. Factor](#)    [Revert to Default Value](#)    [SAVE ALL](#)

~ To edit existing records, enter new values, then click 'SAVE ALL'.  
~ Use checkboxes to choose a record for deleting or reverting.

Prev. Year: [2019](#) ▼  
NO EMISSION FACTORS FOUND

# 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]*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Current Year:		* No Commas, please! *								
Select	Pollutant	Factor	EUnit	TPUnit	Throughput	Type	Origin	Comment		
<input type="checkbox"/>	NOX	140	LB/	MMCF	of Natural Gas	G	EPA			
<input type="checkbox"/>	ROG	2.8	LB/	MMCF	of Natural Gas	G	EPA			
<input type="checkbox"/>	SO2	0.6	LB/	MMCF	of Natural Gas	G	EPA			
#vi	CO	100		MMCF	of Natural Gas		STK	Based on 5/22/20 stat		

**#ii** **#iii** **#iv** **#iv** **#v**

**[Finish Add]** **[Cancel 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**.

Throughput    EmisFactor    In/Out Streams    Reported    Paths

Do not use commas when entering numbers.

Current Year: \* No Commas, please! \*

Select Pollutant	Factor	EUnit	TPUnit	Throughput	Type	Origin	Comment
<input type="checkbox"/> CO	100	LB/	MMCF	of Natural Gas	S	STK	5/20/20 stack test
<input type="checkbox"/> NOX	140	LB/	MMCF	of Natural Gas	G	EPA	
<input type="checkbox"/> ROC	#i 2	LB/	MMCF	of Natural Gas	#ii	OTHR	supplier fuel specs
<input type="checkbox"/> SO2	0.6	LB/	MMCF	of Natural Gas	G	EPA	#iii

#iv    **SAVE ALL**

Add E. Factor    Delete E. Factor    Revert to Default Value

# 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*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Current Year: \* No Commas, please! \*

Select Pollutant	Factor	EUnit	TPUnit	Throughput	Type	Origin	Comment
<input type="checkbox"/> NOX	140	LB/	MMCF	of Natural Gas	G	EPA	
<input checked="" type="checkbox"/> ROG	2	LB/	MMCF	of Natural Gas	S	STK	5/2/20 stack test
<input type="checkbox"/> SO2	0.6	LB/	MMCF	of Natural Gas	G	EPA	

**SAVE ALL** **Add E. Factor** **Delete E. Factor** **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*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Current Year:		* No Commas, please! *									
#	Select Pollutant	Factor	EUnit	TPUnit	Throughput	Type	Origin	Comment			
#i	<input checked="" type="checkbox"/> co	100	LB/	MMCF	of	Natural Gas	S	STK	5/20/20 stack test		
	<input type="checkbox"/> NOX	140	LB/	MMCF	of	Natural Gas	G	EPA			
	<input type="checkbox"/> ROG	2	LB/	MMCF	of	Natural Gas	S	OTHR	supplier fuel specs		
	<input type="checkbox"/> SO2	0.6	LB/	MMCF	of	Natural Gas	G	EPA			

#ii SAVE ALL Delete E. Factor Revert to Default Value

# Adding another process (cont.)

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.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Current Year: \* No Commas, please! \*

Select Pollutant	Factor	EUnit	TPUnit	Throughput	Type	Origin	Comment
<input checked="" type="checkbox"/> NOX	0	LB/	MMCF	of Natural Gas	G	OTHR	No NOx emissions
<input type="checkbox"/> ROC	2	LB/	MMCF	of Natural Gas	S	STK	5/2/20 stack test
<input type="checkbox"/> SO2	0.6	LB/	MMCF	of Natural Gas	G	EPA	

SAVE ALL

Add E. Factor Delete E. Factor Revert to Default Value

# 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.

# Adding another process (cont.)

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*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

*Outgoing Streams Data* #b

Select	Device	Process	Partition	Comment
<a href="#">Add</a> <a href="#">Cancel</a>	S09	01	100	

#d [Add It](#) #c [Cancel](#)

\*\* Please do not choose 'No Devices' from the device list \*\*

Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered fugitive.

#a [Add Stream](#) [Edit](#) [Delete](#) [Mark Completed](#)

# Adding another process (cont.)

## 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.

# Adding another process (cont.)

## 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:

- Click *Add Reported Emissions*.
- Enter/select Pollutant, Value, Units, Type and Comment.
- Click *[Finish Add]*.

Throughput EmisFactor In/Out Streams **Reported** Paths

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year: * No Commas, please! *						
Select	Pollutant	Value	Unit	Type	Comment	EF
<input type="checkbox"/>	ADIPIC ACID	-1	LB	REPORTED		
	1,3,5 TRIGIY		LB	MEASURED		

**#c** **[Finish Add]** **[Cancel Add]**

**#a** **Add Reported Emission** **Delete Reported Emission** **SAVE ALL**

**#b** **Mark Reported Emissions as Completed**

# 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.

General Facility Information | Facility Contacts | **DNR Air Contacts** | Permits and Permit Applications | Emission Inventory Reports | Industrial Monitoring Data

- OR -

- Email:  
**DNRAEmissionsInventory@wisconsin.gov**