

# **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.

The image shows a row of four navigation cards. The first card is titled 'NEED ASSISTANCE?' and describes a help section. The second card, 'LOG IN', is highlighted with a red border and describes logging in with an existing User ID. The third card, 'CREATE USER ID', describes creating a new User ID. The fourth card, 'INSTRUCTIONS, FAQ AND TROUBLESHOOTING', describes a help section. Each card has a 'READ MORE' link and a right-pointing arrow icon.

# Adding another process

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

FID: 555555550

Air Emissions Reporting

FID: 555555

Facility - 555555550 : 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 - 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.

# 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**

**ARS Shortcut Page** Clicking on this link allows you to enter your throughput for each process without going through the entire ARS program.

**DEVICE List: (194)**

	ID	Code	Desc	# Pros	Done	Del?
<input type="radio"/>	B01	BOILER		2	✓	
<input type="radio"/>	B02	BOILER	bob	2	✓	
<input type="radio"/>	B03	BOILER	SN 523864156	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"/>	B112	BOILER	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	✓	

**PROCESS List for Device B112 (1)**

ID	Code	Name	Done	D
<input checked="" type="radio"/>	01	GENERIC	#b ✓	

**#a**

**#b**

Buttons: Edit Process, **Insert Process**, Delete Process

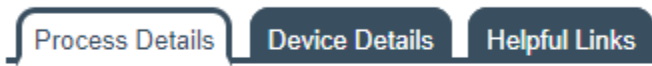
Global Updates: (Schedule & Report Emis)

Bottom Bar: Edit Device, Insert Device, Delete Device, Control Efficiency

# 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. Sc links to a SCC list.

## Process Detail Page



**Process Details**

General Process Data For: B112- **#b** **#d**

**#a** ID:  Name:  Code:

**#c** Begin Date:  End Date: To add an end date, please contact your compliance inspector

**#e** Material Group: SELECT MAT GRP:  Sc:

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**

*General Process Data For:* B112-

ID:  Name:  Code:

Begin Date:

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

Material Group:

**#e**        **#f**

**#g**

**#h**    Process detail tabs not accesible 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.

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



Do not use commas when entering numbers.

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

Select	Pollutant	Factor	EUnit	TPUnit	of	Throughput	Type	Origin	Comment
<input type="checkbox"/>	1,3,5 TRIGIY	5	LB/	<input type="text"/>	of	<input type="text"/>	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	

~ 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

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.

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 TPUUnit 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	Natural Gas	G	EPA	
<input type="checkbox"/>	ROG	2.8	LB/	MMCF	Natural Gas	G	EPA	
<input type="checkbox"/>	SO2	0.6	LB/	MMCF	Natural Gas	G	EPA	
<b>#vi</b>	CO	100		MMCF	Natural Gas		STK	Based on 5/22/20 stac

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

# 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	F
<input type="checkbox"/>	CO	100	LB/	MMCF	Natural Gas	S	STK	5/20/20 stack test	
<input type="checkbox"/>	NOX	140	LB/	MMCF	Natural Gas	C	EPA		
<input type="checkbox"/>	ROG #i	2	LB/	MMCF	Natural Gas	#ii	OTHR	supplier fuel specs	
<input type="checkbox"/>	SO2	0.6	LB/	MMCF	Natural Gas	C	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! \*

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

#ii

SAVE ALL

Add E. Factor   **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	of	Throughput	Type	Origin	Comment
<input checked="" type="checkbox"/>	NOX	0	LB/	MMCF		Natural Gas	G	OTHR	No NOx emissions
<input type="checkbox"/>	ROG	2	LB/	MMCF		Natural Gas	S	STK	5/2/20 stack test
<input type="checkbox"/>	SO2	0.6	LB/	MMCF		Natural Gas	G	EPA	

Add E. Factor

DELETE ALL

SAVE ALL

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*.

The screenshot shows the 'In/Out Streams' tab selected. Below the tabs is a warning: 'Do not use commas when entering numbers.' The main section is titled 'Outgoing Streams Data' with a red '#b' annotation. It contains a table with columns: Select, Device, Process, Partition, and Comment. The 'Device' column has a dropdown menu with 'S09' selected. The 'Process' column has a dropdown menu with '01' selected. The 'Partition' column has a text input field with '100' entered. The 'Comment' column has an empty text input field with a red '#c' annotation. Below the table are two buttons: 'Add It' (green) and 'Cancel' (red), with a red '#d' annotation next to 'Add It'. Below the table is a red warning: '\*\* Please do not choose 'No Devices' from the device list \*\*'. At the bottom, there are four buttons: 'Add Stream' (grey), 'Edit' (grey), 'Delete' (grey), and 'Mark Completed' (dark grey), with a red '#a' annotation next to 'Add Stream'. At the bottom of the page, there is a blue note: 'Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered fugitive.'

# 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:
  - a. Click *Add Reported Emissions*.
  - b. Enter/select Pollutant, Value, Units, Type and Comment.
  - c. 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

Mark Reported Emissions as Completed

#b



# 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:  
DNRAMEmissionsInventory@wisconsin.gov