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

July 2021

Summary

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 DNR 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.

READ MORE →

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.

READ MORE →

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.

READ MORE →

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

READ MORE →

Adding another process

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

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.*

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
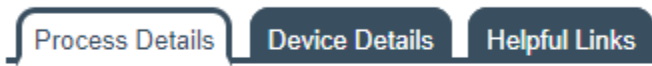
Process Details

General Process Data For: B112-

#a ID: [ ] #b Name: [ ] #d Code: [ ]

#c Begin Date: [ ]

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

#e Material Group: SELECT MAT GRP: [ ] Scc: [ ]

Hrs/Dy: 24 Dys/Wk: 7 Dys/Yr: 366 Qtr1: 25 Qtr2: 25 Qtr3: 25 Qtr4: 25

Comments: [ ]

Save | Insert | Cancel

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: Code: GENERIC

Begin Date:

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

Material Group: Process Gas   Scc: SELECT SCC:

#e Hrs/Dy: 8   Dys/Wk: 5   Dys/Yr: 260   Qtr1: 30   Qtr2: 20   Qtr3: 25   Qtr4: 25   **#f**

#g Comments:

#h Save   Insert   Cancel   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*.

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
☐	1,3,5 TRIGlY	5	LB/	▾	of		S	DNR ▾	
☐	PM10	17100	LB/	ACRE-YR ▾	of	PRODUCT - MINERALS	G	EPA ▾	
☐	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.

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].*

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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*.

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.

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*.

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].*

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