

Air Emissions Inventory (EI) - Adding and Revising Discharging Devices and Processes

July 2021

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- [Adding a discharging device](#)
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General

- Reporting of device data and process data for stacks which must be provided when submitting an EI is described in the Reporting for Discharging Devices and Processes presentation found on [DNR's webpage](#).

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 the *LOG IN* on the [DNR SWITCHBOARD](#) webpage and log in.



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.

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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 a discharging device

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

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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 a discharging device

2. On the Device/Process Page, click *Insert Device*.

FID: 55555550 Air Emissions Reporting

Facility - 55555550 -1 DNR Contact : Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov

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

[Video Tutorials](#)
(Page will open in a new window/tab)

Green Indicates Complete
Red Indicates Incomplete

EMIS	CTRL	STK
1004-003	B05-01	S001-01
1004-02	BAG1-01	S003-01
1004-03	C01-01	S09-01
1004-04	C03-01	S18-01
1004-125	C04-01	S19-01
1004-m	C07-01	S199-01
1005-01	C09-01	S79-01
1006-01	C10-01	S88-01
1102-01	C18-01	S999-01
1103-01	C345-01	SSS-01
55858-01	C86-01	SSS-01
55858-02	C79-01	SSSS-01

Device/Process Page

ARS Shortcut Page

DEVICE List: (190)

	ID	Code	Desc	# Pros	Done	Del?
<input checked="" type="radio"/>	1004	TANK	test3	6		
<input type="radio"/>	1005	INCINERATOR	test4	1	✓	
<input type="radio"/>	1006	INCINERATOR	Test@	1	✓	
<input type="radio"/>	1102	ASHHANDLING	test	1	✓	
<input type="radio"/>	1103	INCINERATOR	test2	1	✓	
<input type="radio"/>	55858	SILO	test	5		
<input type="radio"/>	ADS1	ABSORBER		0	✓	
<input type="radio"/>	ADS5	ABSORBER		0	✓	
<input type="radio"/>	B-01	ASHHANDLING		1		
<input type="radio"/>	B01	BOILER	vczx	11		
<input type="radio"/>	B02	BOILER	bob	2	✓	
<input type="radio"/>	B03	BOILER	SN 523864156	3	✓	

Edit Device
Insert Device
Delete Device

If text is blue, device has no processes. If record is disabled, device may be end-dated. Please contact the DNR regarding these devices.

Adding a discharging device

3. On the first Device Information page:
 - a. Select Stack Device family.
 - b. Click *Select*.

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

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DEVICE Information for

1) <u>Select a Device Family:</u> <input type="radio"/> Cntl Device <input type="radio"/> Emis Unit <input checked="" type="radio"/> Stack #a	2) <u>Select a Device Type:</u> Category: <input style="width: 100%;" type="text" value="STACK"/>	3) Click <input style="border: 2px solid red;" type="button" value="Select"/> #b
--	--	--

Adding a discharging device

4. On the second Device Information page:
 - a. Enter a Device ID without hyphens.
 - b. If needed, enter a Facility Reference ID, which is a facility's unique internal device reference ID.
 - c. Enter a device name. At least one character is required.
 - d. If needed, enter a Begin Operation Date and Comment.
 - e. Enter a Stack Height, Stack Exit Temp, Exit Velocity and Stack Diameter.
 - f. Click *Save*.

The screenshot shows a web form titled "DEVICE Information for". The form contains several input fields and a dropdown menu. Red boxes and labels highlight specific areas:

- #a**: Device ID input field.
- #b**: Facility Reference Id input field.
- #c**: Name input field.
- #d**: Begin Operation Date input field (containing "01/01/2020") with a "Calendar" button.
- #d**: End Operation Date input field (empty) with a note: "To add an end date, please contact your compliance inspector".
- #d**: Comment input field.
- #e**: A group of four input fields: Stack Height(m), Stack Exit Temp(K), Exit Velocity(m/s), and Stack Diameter(m).
- #f**: The "Save" button.

Other visible elements include a "Code" dropdown menu set to "STACK", a "Cancel" button, and a "Calendar" button next to the Begin Operation Date field.

Adding a discharging device

5. On the second Device Information page:
 - g. Once the device is saved, click *Go To Process Page* to begin adding a process.

DEVICE Information for S099 162756

Device ID: Facility Reference Id: Code:

Name:

Begin Operation Date: [Calendar](#)

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

Comment:

Stack Height(m): Stack Exit Temp(K):

Exit Velocity(m/s): Stack Diameter(m):

Device saved successfully..

Revising a discharging device

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

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Emissions & Billing, QA,

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(UTN)

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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.

Revising a discharging device

2. On the Device/Process Page:

- a. Click the radio button of the device being edited.
- b. Click *Edit Device*.

FID: 55555550 Air Emissions Reporting

Facility - 55555550 - 1 DNR Contact : Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov

Annual Reporting Home

Update Facility Info

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Final Check/Submit Data

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

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<input type="radio"/>	ADS1	ABSORBER		0	✓	
<input type="radio"/>	ADS5	ABSORBER		0	✓	
<input type="radio"/>	B-01	ASHHANDLING		1		
<input type="radio"/>	B01	BOILER	vcozx	11		
<input type="radio"/>	B02	BOILER	bob	2	✓	
<input type="radio"/>	B03	BOILER	SN 523864156	3	✓	

Edit DeviceInsert DeviceDelete DeviceControl Efficiency

#b

If text is blue, device has no processes. If record is disabled, device may be end-dated. Please contact the DNR regarding these devices.

Revising a discharging device

3. On the Device Information page:
 - a. As needed, edit the Facility Reference ID, device Name, Begin Operation Date, Comment, Stack Height, Stack Exit Temp, Exit Velocity and Stack Diameter.
 - b. Click *Save*.

The screenshot shows a web form titled "DEVICE Information for". The form contains several input fields and a dropdown menu. A red box highlights the "Facility Reference Id" field, and another red box highlights the "Name", "Begin Operation Date", "End Operation Date", "Comment", "Stack Height(m)", "Stack Exit Temp(K)", "Exit Velocity(m/s)", and "Stack Diameter(m)" fields. A red "#a" is placed to the left of the red box around the "Comment" field. A red "#b" is placed below the "Save" button.

DEVICE Information for

Device ID: Facility Reference Id: Code: STACK

Name:

Begin Operation Date: 01/01/2020 [Calendar](#)

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

Comment:

Stack Height(m): Stack Exit Temp(K):

Exit Velocity(m/s): Stack Diameter(m):

Adding a discharging process

1. On the Process Details Page in the General Process Data section, to add general process info:
 - a. Enter a process Name and Begin Date
 - b. Enter Hrs/Dy, Dys/Wk and Dys/Yr.
 - c. Enter the quarterly activity percentages.
 - d. If needed, enter Comments.
 - e. Click *Save*.

Process Details | Device Details | Helpful Links

Process Details

General Process Data For: s099-01

ID: 01 **#a** Name: [redacted] Code: DISCHARGING

Begin Date: [redacted]

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

#b Hrs/Dy: 0 | Dys/Wk: 0 | Dys/Yr: 0 | **#c** Qtr1: 25 | Qtr2: 25 | Qtr3: 25 | Qtr4: 25

#d Comments: [redacted]

#e Save | Insert | Cancel

Adding a discharging process

2. Streams - general

- a. Streams can only be created as outgoing.
- b. A discharging process can only have incoming streams.

Revising a discharging process

1. On the Process Detail Page in the General Process Data section:
 - a. As needed, edit Device Name, Begin Date, Material Group, SCC, Hrs/Dy, Dys/Wk, Dys/Yr, quarterly activity percentages and Comments.
 - b. If a device type/category needs to be revised, contact the assigned compliance inspector or the stationary source emissions inventory coordinator.

Process Details Device Details Helpful Links

Process Details

General Process Data For: s099-01

ID: 01 Name: Code: DISCHARGING

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

Hrs/Dy: 0 Dys/Wk: 0 Dys/Yr: 0 Qtr1: 25 Qtr2: 25 Qtr3: 25 Qtr4: 25

Comments:

Save Insert Cancel

Revising a discharging process

2. All streams into a discharging process are revised using the process immediately upstream.

For EI and Air Reporting Switchboard Help

- Contact the facility-assigned compliance engineer. On 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