

# **Air Emissions Inventory (EI) - Adding and Revising Emissions-Generating Devices and Processes**

July 2021

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# General

- Reporting of device data and process data, which must be provided when submitting an EI is described in the Reporting for Emissions-Generating Devices and Processes presentation.
- This presentation includes that information and more.

# Accessing the Air Reporting System (ARS)

After the 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.

[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 a device

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)

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[Annual Reporting Home](#)

[Update Facility Info](#)

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[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 a device (cont.)

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](mailto:Steven.Bogost@wisconsin.gov)

[Annual Reporting Home](#)  
[Update Facility Info](#)  
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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
<a href="#">1004-003</a>	<a href="#">B05-01</a>	<a href="#">S001-01</a>
<a href="#">1004-02</a>	<a href="#">BAG1-01</a>	<a href="#">S003-01</a>
<a href="#">1004-03</a>	<a href="#">C01-01</a>	<a href="#">S09-01</a>
<a href="#">1004-04</a>	<a href="#">C03-01</a>	<a href="#">S18-01</a>
<a href="#">1004-125</a>	<a href="#">C04-01</a>	<a href="#">S19-01</a>
<a href="#">1004-m</a>	<a href="#">C07-01</a>	<a href="#">S199-01</a>
<a href="#">1005-01</a>	<a href="#">C09-01</a>	<a href="#">S79-01</a>
<a href="#">1006-01</a>	<a href="#">C10-01</a>	<a href="#">S88-01</a>
<a href="#">1102-01</a>	<a href="#">C18-01</a>	<a href="#">S999-01</a>
<a href="#">1103-01</a>	<a href="#">C345-01</a>	<a href="#">SSS-01</a>
<a href="#">55858-01</a>	<a href="#">C86-01</a>	<a href="#">SSS-01</a>
<a href="#">55858-02</a>	<a href="#">C79-01</a>	<a href="#">SSSS-01</a>

## Device/Process Page

ARS Shortcut Page

DEVICE List: (190)

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

3. On the first Device Information page:
  - a. Select *Emis Unit* device family.
  - b. Select a Device Type.
  - c. Click *Select*.

FID: 555555550 Air Emissions Reporting

ility - 555555550 : -1 DNR Contact : Steven Bogost, (608) 264-8843 [Steven.Bogost@wisconsin.gov](mailto:Steven.Bogost@wisconsin.gov) [Back](#)

DEVICE Information for		
1) <u>Select a Device Family:</u>  <input type="radio"/> Cntl Device <b>#a</b> <input checked="" type="radio"/> <b>Emis Unit</b> <input type="radio"/> Stack	2) <u>Select a Device Type:</u>  Category: <span style="border: 1px solid black; padding: 2px;">Miscellaneous ▼</span> <b>#b</b>	3) Click: <span style="border: 1px solid black; padding: 2px;"><b>Select</b></span> <b>#c</b>

[Back to Device List](#) [Go to Process Page](#)

# Adding a device (cont.)

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 own unique internal device reference ID.
  - c. Select a device code.
  - d. Enter a device name. At least one character is required.
  - e. If needed, enter a Begin Operation Date and Comment.
  - f. Click *Save*.

The screenshot shows a web form titled "DEVICE Information for". The form contains several input fields and buttons. Red boxes and labels are used to highlight specific parts of the form:

- #a**: Points to the "Device ID:" input field.
- #b**: Points to the "Facility Reference Id:" input field.
- #c**: Points to the "Code:" dropdown menu.
- #d**: Points to the "Name:" input field.
- #e**: Points to the "Begin Operation Date:" input field, which contains the date "01/01/2020".
- #e**: Points to the "Comment:" input field.
- #f**: Points to the "Save" button.

Other visible elements include the "End Operation Date:" field with a link to "Calendar" and a note "To add an end date, please contact your compliance inspector". At the bottom, there are "Cancel" and "Save" buttons.



# Adding a device (cont.)

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

**DEVICE Information for D01** **162576**

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:

Device saved successfully..

# Revising a 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](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  
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### EI Reporting Basic Steps

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2. Review contacts info. If changes are needed, only people previously associated with the facility can be assigned.

# Revising a device (cont.)

## 2. On the Device/Process Page:

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

FID: 55555550 Air Emissions Reporting

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

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)

[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	C08-01	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

Control 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 device (cont.)

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

#a

**DEVICE Information for**

Device ID:

Facility Reference Id:

Code: @

Name:

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

End Operation Date:

To add an end date, please contact your compliance inspector.

Comment:

Cancel

Save

#b

# Adding a 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. With the exception of breathing or working processes, select a Material Group and Source Classification Code (SCC). (See the next slide for a material group list.)

## Process Detail Page

Process Details | Device Details | Helpful Links


---

### Process Details

General Process Data For: D01- 01

Pro Status	Done?
Throughput	
Streams	
Reported Emis	

ID: 01 **#a** Name:  Code: GENERIC

Begin Date:  

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

**#b** Material Group: Natural Gas  SCC: 30190003  LENGTH^3

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

Comments:

Process detail tabs not accessible until you choose and save an SCC code

# Adding a 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 a process (cont.)

2. On the Process Details 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: D01- 01

Pro Status	Done?
Throughput	
Streams	
Reported Emis	

ID: 01    Name:    Code: GENERIC

Begin Date:

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

Material Group: Natural Gas    Scc: 30190003    LENGTH^3    **#b**

**#a**

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

**#c**

Comments:

**#d**

Save    Insert    Cancel    Process detail tabs not accessible until you choose and save an Scc code

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15

# Adding a process (cont.)

3. Throughputs – general
  - a. If a process is generating emissions, the throughput must be greater than zero.
  - b. Max hourly throughput must be larger than the average hourly throughput.
  - c. Average hourly throughput is calculated using the annual throughput, days per year (Dys/Yr) and hours per day (Hrs/Dy).
  - d. Throughputs from previous years can be reviewed on the right side of the Throughput tab.



# Adding a process (cont.)

4. 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
<div>#a Annual Use: 5 MMCF</div> <div>#b Max Hourly Use: 50 E3 FT3/H</div> <div>Avg Hourly Use: 0 E3 FT3/H</div> <div>#c Avg Sulfur: 1.5 <input type="checkbox"/> Use?</div> <div>Avg Ash: <input type="checkbox"/> Use?</div> <div>#d <input type="button" value="Save"/> <input type="button" value="Cancel"/></div>	<div>2019</div> <div>Material:</div> <div>SCC:</div> <div>Annual Use:</div> <div>Max Use:</div> <div>Avg:</div> <div>Avg Sulfur:</div> <div>Avg Ash:</div> <div>Comment:</div>

# Adding a process (cont.)

5. Emission factors (efs) – general
  - a. Emission factors from previous EIs are displayed at the bottom of the EmisFactor tab.
  - b. Pollutants with generic emission factors appear in red even if the generic emission factor is not being displayed.
  - c. In order to save the edits to an emission factor, a comment is needed.
  - d. Multiple emission factors can be edited before saving.
  - e. An emission factor can only be deleted if a generic value does not exist.

# Adding a process (cont.)

6. On the Process Details Page on the EmisFactor tab, emission factors can be:
- Added
  - Edited
  - 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	<input type="text" value="5"/>	LB/	<input type="text" value=""/>	of <input type="text" value=""/>	S	<input type="text" value="DNR"/>	<input type="text" value=""/>
<input type="checkbox"/> PM10	<input type="text" value="17100"/>	LB/	<input type="text" value="ACRE-YR"/>	of <input type="text" value="PRODUCT - MINERALS"/>	G	<input type="text" value="EPA"/>	<input type="text" value=""/>
<input type="checkbox"/> PM10-FIL	<input type="text" value="17100"/>	LB/	<input type="text" value="ACRE-YR"/>	of <input type="text" value="PRODUCT - MINERALS"/>	G	<input type="text" value="EPA"/>	<input type="text" value=""/>

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 a process (cont.)

6. a. To add an emission factor:
- Click *Add E. Factor* which will create another emission factor 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"/>	ROC	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 a process (cont.)

6. a. To add an emission factor (cont.):
- Select a pollutant from the dropdown list.
  - Enter a Factor value.
  - Select a TPUnt.
  - Select an Origin.
  - Enter a Comment.
  - 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>#vii</b>	<b>#ii</b> CO	<b>#iii</b> 100		<b>#iv</b> MMCF	Natural Gas		<b>#v</b> STK	<b>#vi</b> Based on 5/22/20 stac

[Finish Add]

[Cancel Add]

# Adding a process (cont.)

6. b. To edit an emission factor:
- Enter a new Factor value.
  - Select an emission factor Origin.
  - Enter a Comment.
  - 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 ▼	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 #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 a process (cont.)

6. b. To edit an emission factor:
- v. To change an emission factor back to its generic value:
    - Click the checkbox next to the emission factor to be changed.
    - Click *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 a process (cont.)

6. c. To delete an emission factor:
- Source-specific emission factor
    - Click the checkbox for the emission factor to be deleted.
    - 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	of	Throughput	Type	Origin	Comment
#i	<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"/>	ROC	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 a process (cont.)

6. c. To delete an emission factor (cont.):
- ii. Generic emission factor - Since an emission factor with a generic value cannot be deleted, revise the emission factor 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"/>	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 a process (cont.)

7. 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 a process (cont.)

8. To add a stream:

- Click *Add Stream*.
- Enter/select Device, Process and Partition.
- If needed, add a Comment.
- Click *Add It*.

The screenshot shows a web interface for managing streams. At the top, there are five tabs: 'Throughput', 'EmisFactor', 'In/Out Streams' (which is active), 'Reported', and 'Paths'. Below the tabs is a note: 'Do not use commas when entering numbers.' The main section is titled 'Incoming Streams Data' with a red annotation #b. It contains a table with columns: 'Select', 'Device', 'Process', 'Partition', and 'Comment'. The 'Device' column has a dropdown menu showing 'S09'. The 'Process' column has a dropdown menu showing '01'. The 'Partition' column has a text input field showing '100'. The 'Comment' column has a text input field. There are two buttons: 'Add It' (green) and 'Cancel' (red). A red annotation #d points to the 'Add It' button. A red annotation #c points to the 'Comment' input field. Below the table, there is a red note: '\*\* Please do not choose 'No Devices' from the device list \*\*'. At the bottom, there is a row of buttons: 'Add Stream' (with a red annotation #a), 'Edit', 'Delete', and 'Mark Completed'. A note at the bottom states: 'Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered fugitive.'

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

**Incoming Streams Data** #b

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

\*\* 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 a process (cont.)

9. Reported emissions - general
  - a. Rather than use 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 to DNR upon request.

# Adding a process(cont.)

## 10. Reported emissions – general (cont.)

- d. A value of -1 indicates that reported emissions were used for a pollutant in the previous EI.
- e. The EF column indicates whether an emission factor exists for a pollutant.

# Adding a process (cont.)

11. a. To add a reported emission:
- Click *Add Reported Emission*.
  - Enter/select Pollutant, Value, Unit, 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
<input type="checkbox"/>	ADIPIC ACID	-1	LB	REPORTED	
<input type="checkbox"/>	AMMONIA	-1	LB	MEASURED	
<input type="checkbox"/>	BENZENE	-1	TON	MEASURED	
<input type="checkbox"/>	INDIUM	-1	TON	MEASURED	
	1,3,5 TRIGIY		LB	MEASURED	

#ii

#iii

[Finish Add] [Cancel Add]

Add Reported Emission   Delete Reported Emission   SAVE ALL

#i

Mark Reported Emissions as Completed

# Revising a 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 Detail Page

Process Details

Device Details

Helpful Links

Process Details

General Process Data For: D01- 01

Pro Status	Done?
Throughput	
Streams	
Reported Emis	

ID: 01

Name:

Code: GENERIC

Begin Date:

End Date:

To add an end date, please contact your compliance inspector

Material Group: Natural Gas

SCC: 30190003

LENGTH^3

Hrs/Dy: 0

Dys/Wk: 0

Dys/Yr: 0

Qtr1: 25

Qtr2: 25

Qtr3: 25

Qtr4: 25

Comments:

Save

Insert

Cancel

Process detail tabs not accessible until you choose and save an SCC code

# Revising a process (cont.)

2. On the Process Detail Page on the Throughput tab:
  - a. As needed, edit Annual Use (= annual throughput (tp)), tp units, Max Hourly Use (= max hourly tp), Avg Sulfur, Avg Ash, and Related Use?.

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
Annual Use: 5	2019
Max Hourly Use: 50	Material:
Avg Hourly Use: 0	SCC:
Avg Sulfur: 1.5	Annual Use:
Avg Ash:	Max Use:
	Avg:
	Avg Sulfur:
	Avg Ash:
	Comment:

Save Cancel



# Revising a process (cont.)

3. Since revisions of emission factors are sometimes part of adding a process; revisions of emission factors are discussed under the [adding process procedures](#) previously described in this presentation.

# Revising a process (cont.)

4. On the Process Details Page on the In/Out Streams tab, streams can be:
- a. Edited
  - b. Deleted

Throughput

EmisFactor

In/Out Streams

Reported

Paths

Do not use commas when entering numbers.

**Outgoing Streams Data:**

Select	Device	Process	Partition	Comment
<input type="checkbox"/>	C79	01	100	

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

Add Stream

Edit

Delete

Mark Completed

# Revising a process (cont.)

4. a. To edit a stream:
- Click the Select box for the appropriate stream.
  - Click *Edit*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

**Outgoing Streams Data:**

Select	Device	Process	Partition	Comment
#i <input type="checkbox"/>	C09	01	100	

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

Add Stream Edit Delete Mark Completed

#ii

# Revising a process (cont.)

4. a. To edit a stream (cont.):
- iii. Enter/select the new Device, Process and Partition.
  - iv. If needed, add a Comment.
  - v. Click Update.

Throughput

EmisFactor

In/Out Streams

Reported

Paths

Do not use commas when entering numbers.

Outgoing Streams Data: **#iii**

Select	Device	Process	Partition	Comment
<b>#v</b> <span>Update</span> <span>Cancel</span>	C09 ▾	01 ▾	100	<b>#iv</b>

**\*\* 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

Add Stream

Edit

Delete

Mark Completed

# Revising a process (cont.)

4. b. To delete a stream:
- Click the Select box for the appropriate stream.
  - Click *Delete*.

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

Do not use commas when entering numbers.

**Outgoing Streams Data:**

Select	Device	Process	Partition	Comment
#i <input type="checkbox"/>	C79	01	100	

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

Add Stream Edit **Delete** Mark Completed

#ii

# Revising a process (cont.)

5. On the Process Details Page on the Reported tab, reported emissions can be:

- a. Edited
- b. Deleted

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"/>	ACETAMIDE	<input type="text" value="-1"/>	LB	MEASURED	<input type="text" value="stack test"/>	

Add Reported Emission

Delete Reported Emission

SAVE ALL

Mark Reported Emissions as Completed

# Adding a process

5. a. To edit a reported emission:
- Click Select box for the emissions to be revised.
  - Enter new Value and Comment (if needed).
  - Click *SAVE ALL*.

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"/>	1,3,5 TRIGLY	-1	LB	MEASURED		
<input checked="" type="checkbox"/>	ACETAMIDE	-1	LB	MEASURED		
<input type="checkbox"/>	BUTYL CELL	-1	LB	MEASURED		
<input type="checkbox"/>	GLYCOL ETHER	-1	LB	MEASURED		

Add Reported Emission

Delete Reported Emission

SAVE ALL

Mark Reported Emissions as Completed

#i

#ii

#iii

# Adding a process (cont.)

5. b. To delete a reported emission:
- Click Select box for the emissions to be revised.
  - Click *Delete Reported Emission*.

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"/>	1,3,5 TRIGLY	-1	LB	MEASURED		
<input checked="" type="checkbox"/>	ACETAMIDE	-1	LB	MEASURED		
<input type="checkbox"/>	BUTYL CELL	-1	LB	MEASURED		
<input type="checkbox"/>	GLYCOL ETHER	-1	LB	MEASURED		

#i

#ii

Add Reported Emission

Delete Reported Emission

SAVE ALL

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.



- OR -

- Email:  
DNRAMEmissionsInventory@wisconsin.gov