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

July 2021

Summary

- General
- Accessing the Air Reporting System (ARS)
- Adding an emissions-generating device
- Revising an emissions-generating device
- Adding an emissions-generating process
 - General process and schedule data
 - Throughputs
 - General
 - Adding
 - Emission factors (efs)
 - General
 - Adding
 - Editing
 - Deleting
 - Streams
 - General
 - Adding

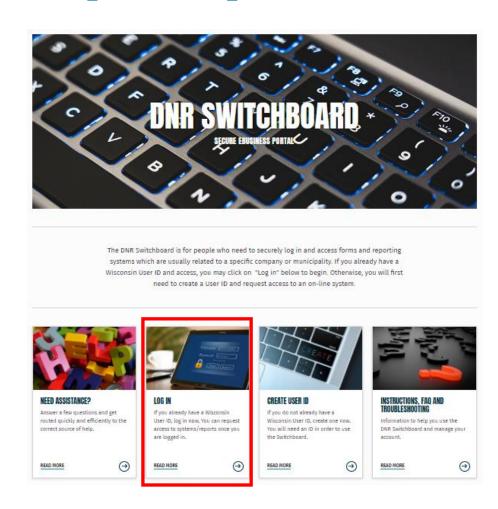
- Reported emissions
 - General
 - Adding
- Revising an emissions-generating process
 - General process data
 - Throughputs
 - Emission factors
 - Streams
 - Editing
 - Deleting
 - Reported emissions
 - Editing
 - Deleting
- Help

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.



Adding 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

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)

<u>Air Reporting System (ARS) Home for the 2020 Air</u> <u>Emissions Inventory (EI)</u>

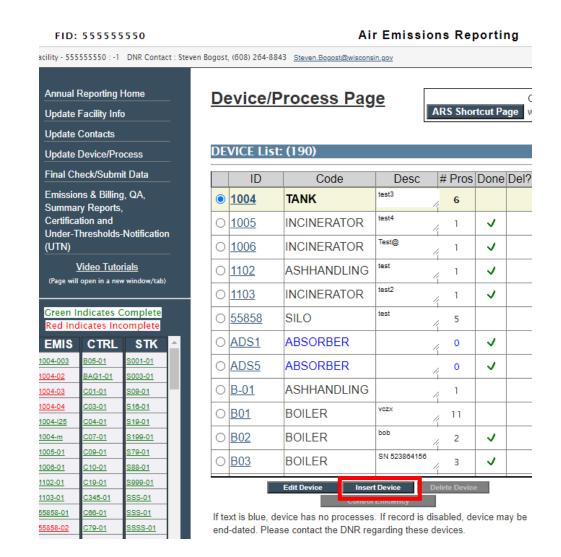
Air Emissions Inventory (EI) Reporting Calendar

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

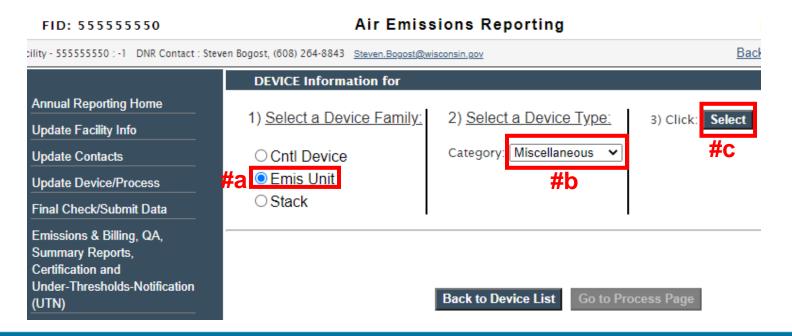
El Reporting Basic Steps

- Review, revise and save the facility info including completion the Environmental Management System (EMS)
 questionnaire.
- Dovious contacts info. If changes are needed, only needle proviously associated with the facility can be assigned.

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



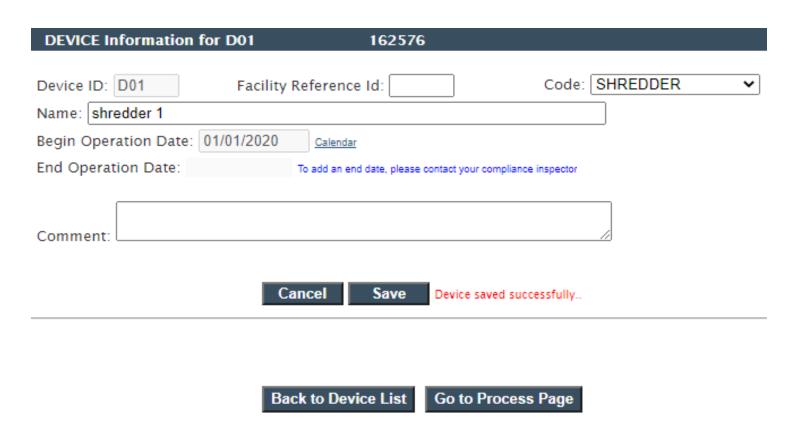
- 3. On the first Device Information page:
 - a. Select Emis Unit device family.
 - b. Select a Device Type.
 - c. Click Select.



- 4. On the second Device Information page:
 - a. Enter a Device ID without hyphens.
 - 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.



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



Revising a device

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

FID: 55555550 Air Emissions Reporting FID: 555555

Facility - 555555550: AIR Test FACILITY #1 DNR Contact: Steven Bogost, (608) 264-8843 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)

<u>Air Reporting System (ARS) Home for the 2020 Air</u> <u>Emissions Inventory (EI)</u>

Air Emissions Inventory (EI) Reporting Calendar

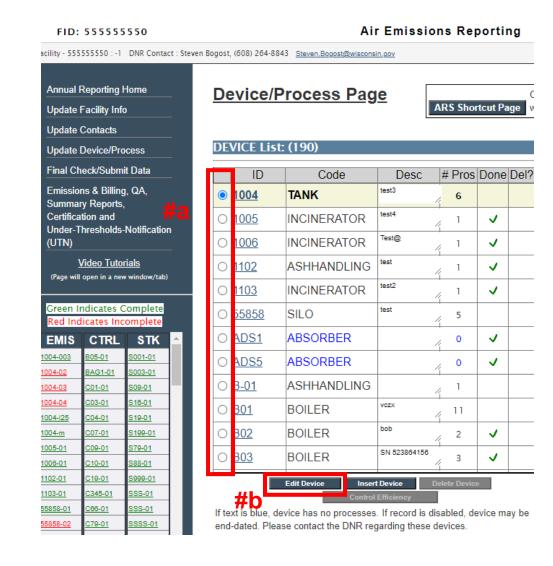
- . March 1, 2021 Els or Under-Thresholds-Notifications (UTNs) are due.
- . April 1, 2021 Facilities notified through email that Els or UTNs are overdue.
- By May 31 2021 environmental fee statements are emailed to facilities or mailed if no email address is available.
- June 30, 2021 Environmental fees payments and certifications are due.

El Reporting Basic Steps

- Review, revise and save the facility info including completion the Environmental Management System (EMS)
 questionnaire.
- Doulow contacts info. If changes are needed, only people proviously associated with the facility can be assigned -

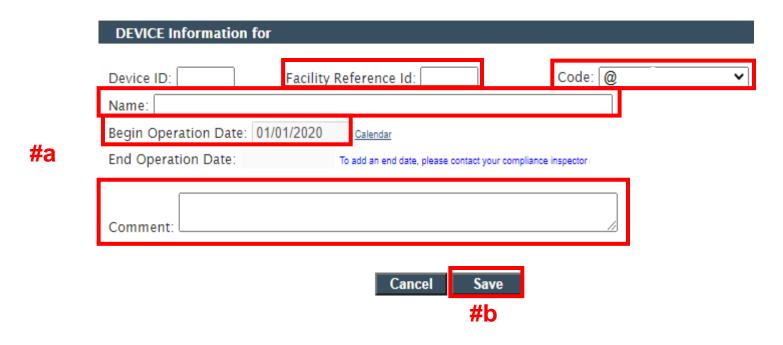
Revising a device (cont.)

- 2. On the Device/Process Page:
 - a. Click the radio button of the device being edited.
 - b. Click *Edit Device*.



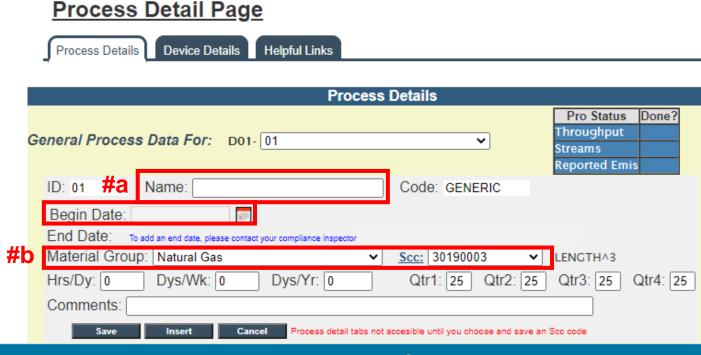
Revising a device (cont.)

- 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



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.)

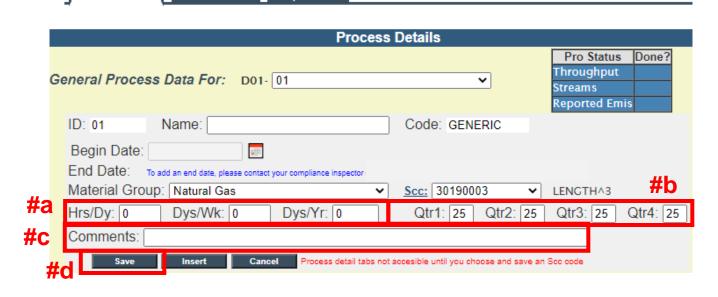


	Material Groups	
Biofuel - not elsewhere classified	Liquid Waste - Other	PRODUCT -RUBBER OR PLASTIC
Blast	Liquid Waste - Waste Oil	Process Gas
Coal	Natural Gas	Process Gas - Digester
Coal - Anthracite	Other solvent	Process Gas - Landfill, Methane
Coal - Bituminous	PRODUCT - AGRICULTURE	Process Gas - 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)		

2. On the Process Details Page in the General Process Data section, to add schedule info and comments:

Device Details

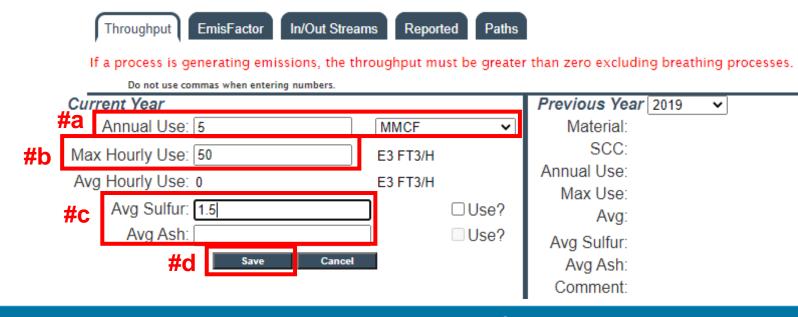
- a. Enter Hrs/Dy, Dys/Wk and Dys/Yr.
- b. Enter the quarterly activity percentages.
- c. If needed, enter Comments.
- d. Click Save. Process Detail Page



Helpful Links

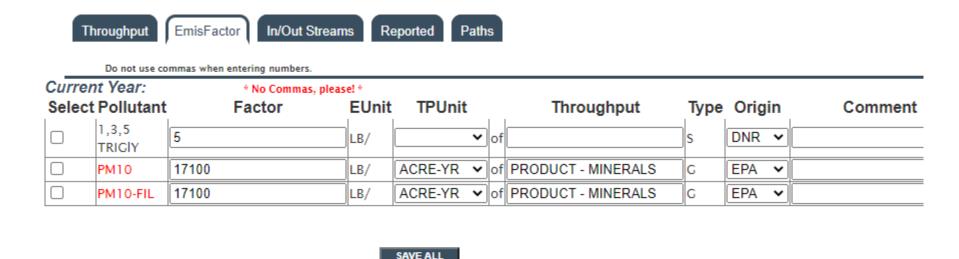
- 3. Throughputs general
 - a. If a process is generating emissions, the throughput must be greater than zero.
 - b. Max hourly throughput must be larger than the average hourly throughput.
 - c. Average hourly throughput is calculated using the annual throughput, days per year (Dys/Yr) and hours per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

- 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.



- 5. Emission factors (efs) general
 - a. Emission factors from previous EIs are displayed at the bottom of the EmisFactor tab.
 - 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.

- 6. On the Process Details Page on the EmisFactor tab, emission factors can be:
 - a. Added
 - b. Edited
 - c. Deleted

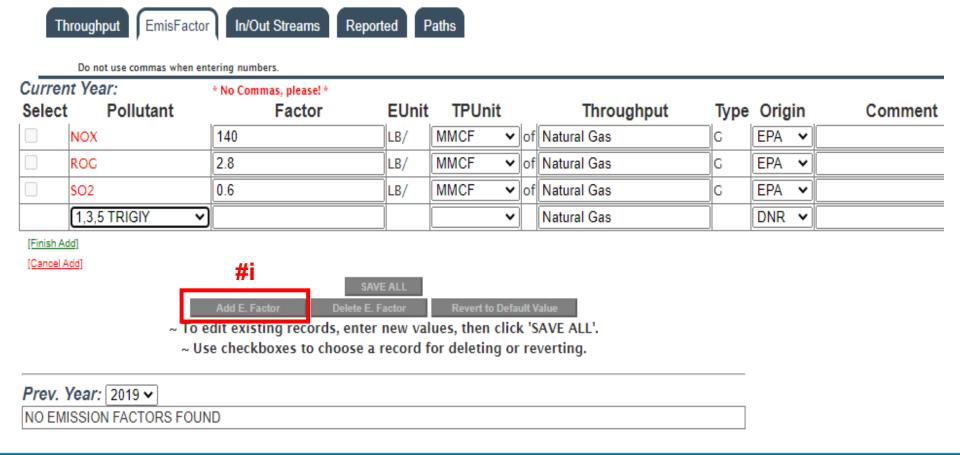


[~] To edit existing records, enter new values, then click 'SAVE ALL'.

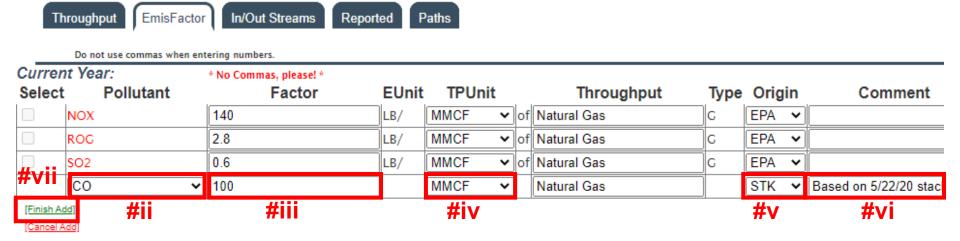
Revert to Default Value

[~] Use checkboxes to choose a record for deleting or reverting.

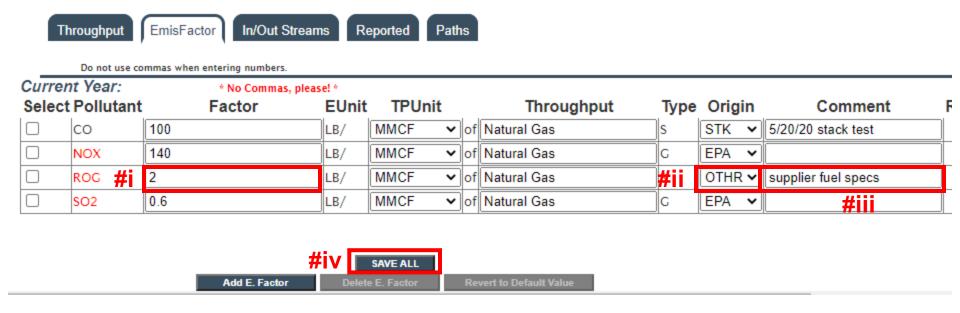
- 6. a. To add an emission factor:
 - Click Add E. Factor which will create another emission factor row.



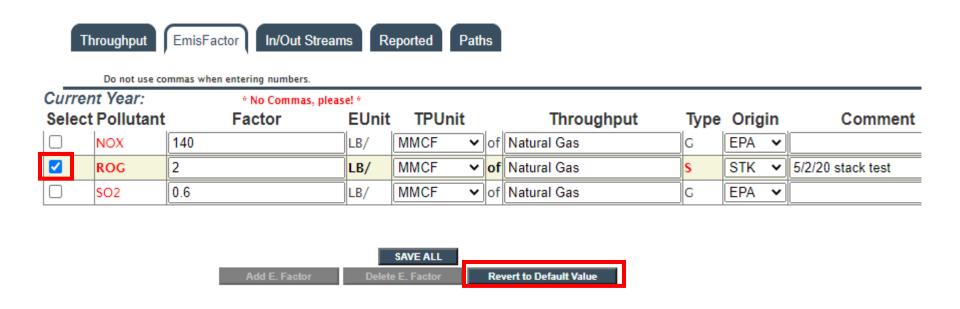
- 6. a. To add an emission factor (cont.):
 - ii. Select a pollutant from the dropdown list.
 - iii. Enter a Factor value.
 - iv. Select a TPUnit.
 - v. Select an Origin.
 - vi. Enter a Comment.
 - vii. Click [Finish Add].



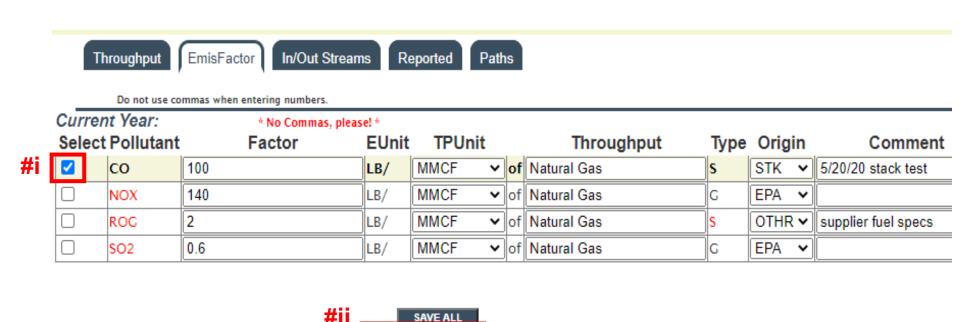
- 6. b. To edit an emission factor:
 - Enter a new Factor value.
 - ii. Select an emission factor Origin.
 - iii. Enter a Comment.
 - iv. Click SAVE ALL.



- 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.



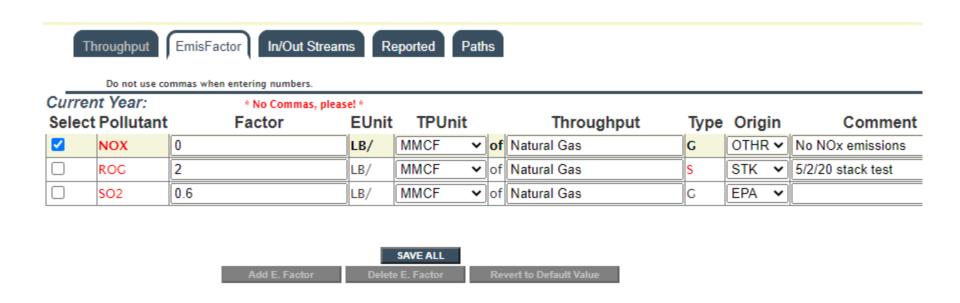
- 6. c. To delete an emission factor:
 - i. Source-specific emission factor
 - Click the checkbox for the emission factor to be deleted.
 - Click Delete E. Factor.



Delete E. Factor

Revert to Default Value

- 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.



- 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.

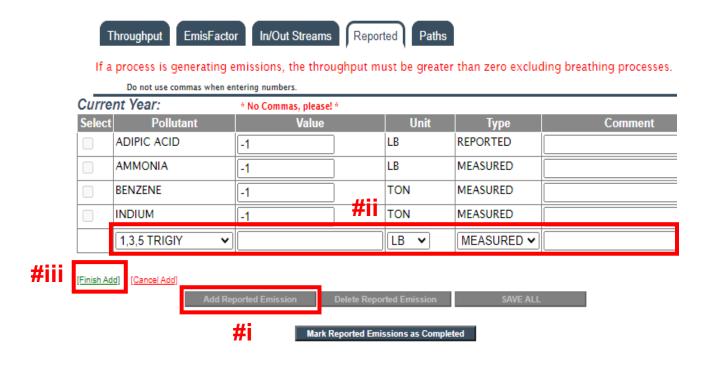
- 8. To add a stream:
 - a. Click Add Stream.
 - b. Enter/select Device, Process and Partition.
 - c. If needed, add a Comment.
 - d. Click Add It.



- 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.

- 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.

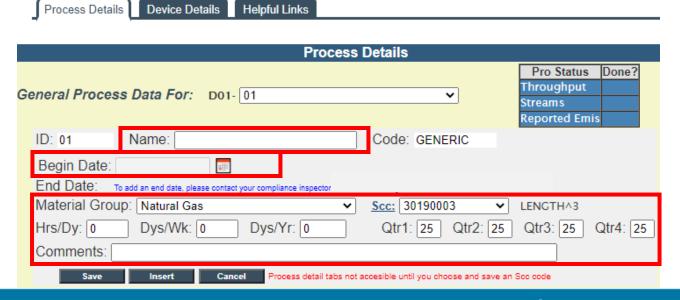
- 11. a. To add a reported emission:
 - i. Click Add Reported Emission.
 - ii. Enter/select Pollutant, Value, Unit, Type and Comment.
 - iii. Click Finish Add.



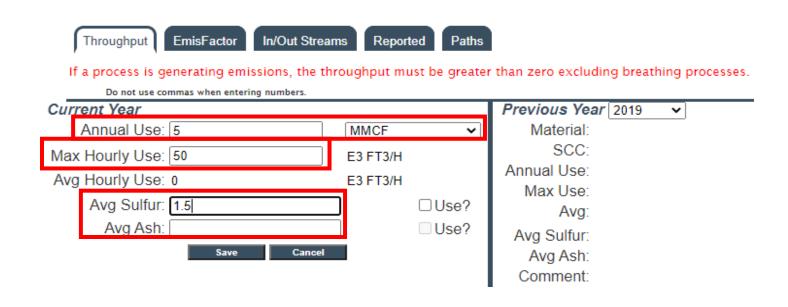
Revising a process

- 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



- 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?.



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.

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



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



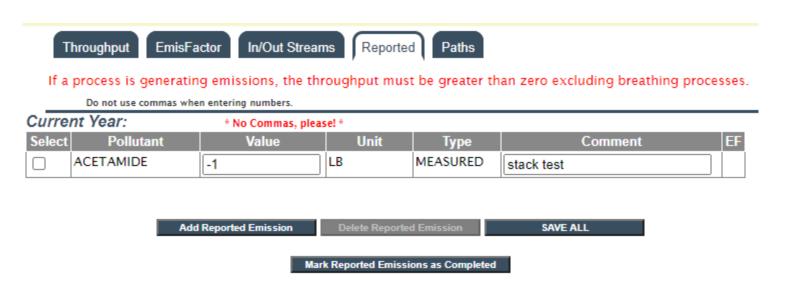
- 4. a. To edit a stream (cont.):
 - iii. Enter/select the new Device, Process and Partition.
 - iv. If needed, add a Comment.
 - v. Click *Update*.



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

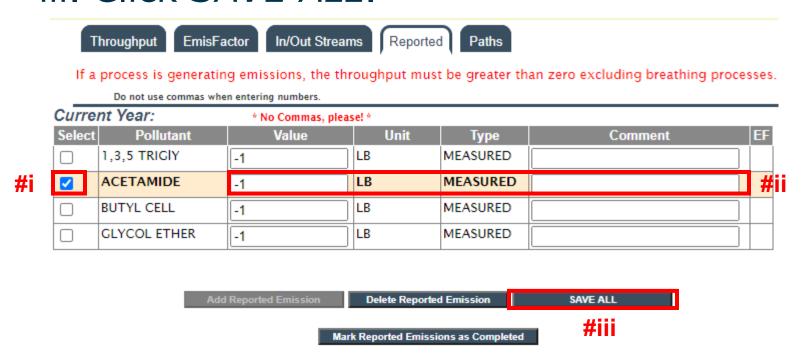


- 5. On the Process Details Page on the Reported tab, reported emissions can be:
 - a. Edited
 - b. Deleted

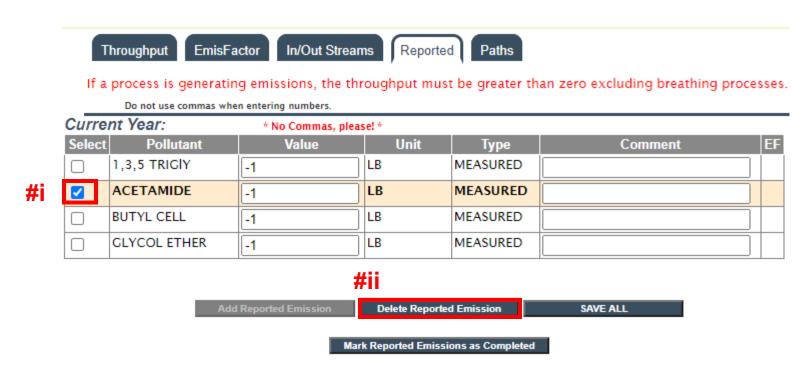


Adding a process

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



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



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.

Facility Contacts | DNR Air Contacts | Permits and Permit Applications

Emission Inventory Reports

Industrial Monitoring Data

- OR -
- **Email:** DNRAMEmissionsInventory@wisconsin.gov