

AIR PROGRAM • EMISSIONS INVENTORY

Reporting Overview

November 2020

The following is a quick overview of air emissions inventory (EI) reporting. Detailed instructions on how to report and complete individual reporting steps can be found in other EI training documents located at dnr.wi.gov, search: emissions inventory.

Reporting Options For EI

Per Chapter NR438 of the Wisconsin Administrative Code, facilities required to submit an EI need to submit by March 1 annually. There are two submittal options which satisfy EI requirements.

1. Submittal of an EI followed by a certification attesting that the submitted data are accurate.
2. Submittal of a Under-Thresholds-Notification (UTN) that documents and certifies that a facility is below the EI reporting levels found in Chapter NR 438 of the Wisconsin Administrative Code.

Reporting

The general steps for reporting an EI are:

1. Obtain access to the Air Reporting System (ARS) used to submit EIs and certifications; or UTNs through the DNR Switchboard. See *Credentials* and *Access* presentation.
2. Review the facility and contact information and make appropriate updates.
 - a. To change the Air Source Facility Air Management Contact, Air Source Facility Billing Contact, and Air Source Facility Air Permit Contact; send the stationary source emissions inventory coordinator the new contact's name, title, email, phone number and mailing address to complete the change.
 - b. To change the Air Source Responsible Corporate Official (RCO), go to <https://dnr.wi.gov/topic/AirPermits/Changes.html> and follow the directions for changing the RCO.
3. Determine whether the facility is above NR 438 reporting levels. The emissions calculator in the ARS or an external program (e.g. Microsoft Excel) can be used to calculate emissions. However, any external calculations should be available upon request to the compliance inspector.
 - a. If any pollutant emissions are above reporting levels, proceed to step 4.
 - b. If all pollutants are below reporting levels, submit a UTN completing the EI process. Submittal of a UTN is recommended for all facilities below reporting levels, but a UTN is only required for facilities with Registration Operation Permits (ROPs). However, a UTN is not acceptable for Title V facilities.
4. Enter required device, process and stream information. For definitions of device, process and stream, see *EI_fundamentals.doc*.
5. Complete the device/process/stream information. See *Completing data* document for details.
6. Run the emissions calculator.
7. Review the emissions and make any needed revisions.
8. If revisions impacted emissions, re-run the calculator.
9. Generate a Quality Assurance (QA) report and make any needed revisions.
10. Generate a draft summary report and make any needed revisions.
11. If changes impacted emissions, re-run the calculator.
12. Submit the EI.
13. If errors are discovered after submission, the data can be unsubmitted for revision and re-submittal. Contact the facility-assigned compliance inspector to un-submit.

14. After submittal of the EI, if the facility is required to certify, they will receive an email in April stating that DNR review is complete and the data are ready for certification.

Invoicing

Facilities that had an active permit or permit application during the EI year will receive an invoice including these fees along with any other applicable environmental fees in late May. Providing current billing contact information, prior to invoicing is essential.