Air Emissions Inventory (EI) – Generating and Submitting an EI Certification

July 2021
EI certifications

1. After an EI is submitted, facilities that have or need an air permit, are required to certify the EI.

2. Certification can occur only after the facility has received an email from DNR stating internal review of the EI is complete.

3. Certifications are due on June 30.
Air Reporting System (ARS) access

To access the DNR Switchboard, a Wisconsin Web Access Management System (WAMS) ID is required. If you already have a WAMS ID and ARS access, move to slide 9.
1. To get a WAMS ID, click CREATE USER ID on the DNR Switchboard.
2. After a WAMS ID is set-up, apply for an air emissions inventory (EI) submittal role at a facility by clicking LOG IN on the DNR Switchboard. See credentials and access PowerPoint for details.
3. After a WAMS ID and EI submittal role have been created, login into the DNR Switchboard by clicking **LOG IN**.
ARS access (cont.)

4. Select *My Facilities & Roles*.

5. Click on the Site Name of the desired facility.

![Image of the Switchboard section of the ARS website with a red box highlighting the "My Facilities & Roles" link and the selected "Ars Training #11" row in the "Approved Facilities" table.](attachment:image.png)
ARS access (cont.)

6. Click on *Annual Air Emission Inventory* to open ARS.
Generating an EI certification

1. Select *Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)*.
2. Select the Certification and Under-Thresholds-Notification (UTN) tab.
3. Click *Create Certification*.
Generating an EI cert. (cont.)

4. Open the generated EI certification.
5. Print the opened EI certification.

6. Have the responsible corporate official sign and date the printed certification.

7. Scan the signed and dated certification.
Submitting an EI certification

1. Click Submit Signed Certification.
2. Click *Choose File* and select the scanned UTN.
3. Click *Submit Document*. 
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