

Air Emissions Inventory (EI) – Generating and Submitting an Under-Thresholds- Notification (UTN)

July 2021

Under-Thresholds-Notifications

1. An Under-Thresholds-Notification (UTN) can be submitted in lieu of an EI and certification.
2. UTNs are due on March 1.
3. Before creating an UTN, determine whether the facility is above any of the reporting levels in [Chapter NR 438 of the Wisconsin Administrative Code](#).
4. The Air Reporting System's (ARS) emissions calculator can be used to determine if the facility is above or below reporting levels.

Air Reporting System (ARS) access

- UTNs are prepared and submitted with the web-based ARS program opened using the DNR Switchboard.
- 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, skip to [slide 7](#).

ARS access

1. To get a WAMS ID, click *CREATE USER ID* on the [DNR Switchboard](#).



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](#)



ARS access

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](#).



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ARS access

3. After a WAMS ID and EI submittal role have been created, login into the [DNR Switchboard](#) by clicking *LOG IN*.



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[READ MORE](#)



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[READ MORE](#)



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ARS access

4. Select *My Facilities & Roles*.
5. Click on the Site Name of the desired facility.

Approved Facilities				
Site Name	Location Address	FID	Identifiers	Roles
Ars Training #12	105 Fake St, Madison, WI	999999907		1
Ars Training #11 #5	104 Fake St, Madison, WI	999999906		1
Ars Training #10	103 Fake St, Madison, WI	999999905		1
Ars Training #9	102 Fake St, Madison, WI	999999904		1
Ars Training #8	101 Fake St, Madison, WI	999999903		1

ARS access



6. Click *Annual Air Emission Inventory* to open ARS.

 WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard [Home](#) [My Facilities & Roles](#) [Request Access](#) [Profile](#) [Logout](#)

ARS TRAINING #11

FID# 999999906

Address: 104 Fake St, Madison, WI Identifiers: N/A

Role	Description	Actions
Air Emission Inventory Submittal	This allows a company to report to report their annual air emission information online using the Air Reporting System (ARS). You need to work for a company needing to report reporting emissions to get this access.	View Facility Air Data (and Upload)  Annual Air Emission Inventory 

Review of facility information

1. Click *Update Facility Info*.
2. Review and if needed, correct the employment and area data.
3. Complete the EMS questionnaire.

FID: 555555550 Air Emissions Reporting

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

#1 [Update Facility Info](#)

Facility Form

Number of Employees & Facility Area

Number of Employees: Area: FT2 ACRE **#2**

You may enter AREA in Acre, but screen will always display FT2. Supply area for stationary sources from fence line to fence line or, for portables, the amount of area the equipment uses when generating product.

EMS Questionnaire

Do you have a formal environmental management system (EMS)? Yes No Don't Know

Is your environmental management system (EMS) reviewed and certified by an independent third party? Yes No Don't Know **#3**

Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.) Yes No Don't Know

Green Indicates Complete
Red Indicates Incomplete

Review of facility information

4. Review SIC and NAICS information and send revisions to:
DNRAMEmissionsInventory@wisconsin.gov

Facility Form

Number of Employees & Facility Area

Number of Employees: Area: FT2 ACRE

You may enter AREA in Area, but screen will always display FT2. Supply area for stationary sources from fence line to fence line or, for portables, the amount of area the equipment uses when generating product.

EMS Questionnaire

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Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.) Yes No Don't Know

SIC and NAICS Codes

SIC and NAICS data is read-only. If you would like to see changes made, please email

SIC

NAICS

Navigation Menu:

- 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)

Legend:

- Green Indicates Complete
- Red Indicates Incomplete

EMIS	CTRL	STK
bb-01	C01-01	g01-01
bb-02		

Review of facility information

5. Click *Save Facility Information*.

The screenshot displays the 'Facility Form' interface. On the left is a navigation sidebar with links such as 'Annual Reporting Home', 'Update Facility Info', and 'Update Contacts'. The main content area is titled 'Facility Form' and contains several sections:

- Number of Employees & Facility Area:** Includes input fields for 'Number of Employees' (value: 2) and 'Area' (value: 500). Radio buttons are present for 'FT2' (selected) and 'ACRE'. A note below states: 'You may enter AREA in Acre, but screen will always display FT2. Supply area for stationary sources from fence line to fence line or, for portables, the amount of area the equipment uses when generating product.'
- EMS Questionnaire:** Contains three questions with radio button options for 'Yes', 'No', and 'Don't Know':
 - 'Do you have a formal environmental management system (EMS)?' (Yes selected)
 - 'Is your environmental management system (EMS) reviewed and certified by an independent third party?' (Yes selected)
 - 'Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)' (Yes selected)
- SIC and NAICS Codes:** A note states 'SIC and NAICS data is read-only. If you would like to see changes made, please email'. Below are dropdown menus for 'SIC' and 'NAICS'.

At the bottom center, a button labeled 'Save Facility Information' is highlighted with a red rectangular border.

Legend:
Green Indicates Complete
Red Indicates Incomplete

EMIS	CTRL	STK
bb-01	C01-01	s01-01
bb-02		

Review of contact information

1. Click *Update Contacts*.
2. If revisions are required, select the contact to be changed or updated, make the changes and save them.

Note: Contacts can only be changed to other people currently or formerly associated with the facility.

Annual Reporting Home
Update Facility Info
Update Contacts #1
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

Contact Form

#2

To edit a contact/role, click the circle next to the role title

<u>AIR CONTACT</u> ●	<u>BILL CONTACT</u> ●	<u>RESP OFFICIAL</u> ●	<u>PERMIT CONTACT</u> ●
PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	Houtler, Emily 6082646891 emily.houtler@wisconsin.gov 101 S Webster St Madison WI	Matty, Randy sdsd abc@1234.net 201 E Washington Ave Madison WI	PAVLISCAK, BARB 6082735603 barbara.pavliscak@wisconsin.gov 101 S Webster St Madison WI

To Cancel an operation below, simply select a different option, anywhere above.

If you have any difficulty adding or updating this information, contact:

Contact Information is Complete

Review of contact information

3. Click *Contact Information is Complete*.
4. If the new contact has not been associated with the facility before, e-mail the new contact's information to:
DNRAMEmissionsInventory@wisconsin.gov

- Annual Reporting Home
- Update Facility Info
- Update Contacts
- Update Device/Process
- Final Check/Submit Data
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- Video Tutorials
(Page will open in a new window/tab)

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PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	Houtler, Emily 6082646891 emily.houtler@wisconsin.gov 101 S Webster St Madison WI	Matty, Randy sdsd abc@1234.net 201 E Washington Ave Madison WI	PAVLISCAK, BARB 6082735603 barbara.pavliscak@wisconsin.gov 101 S Webster St Madison WI

To Cancel an operation below, simply select a different option, anywhere above.

If you have any difficulty adding or updating this information, contact:

Contact Information is Complete

Generating a UTN

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

#2

#1

- 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
- 1004-01 B05-01 S001-01
- 1004-125 BAG1-01 S003-01

Emissions & Billing QA Summary Reports **Certification and Under-Thresholds-Notification (UTN)**

Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in an ozone non emission inventory or, if appropriate, submit an Under Thresholds Notification (UTN).

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATION
Before certifying, you must submit an air emissions inventory (EI) and must have received an email from WDNR stating that your EI has been reviewed and is ready to certify. <input type="button" value="Create Certification"/> <input type="button" value="Submit Signed Certification"/>	#3 <input type="button" value="Create UTN"/> <input type="button" value="Submit Signed UTN"/>
Pursuant to NR 438.03(5)(c), Wis. Adm. Code.	
The latest UTN or certification form submittal will replace any previous submittals.	
If you are unable to upload your signed document, there are two other options available to you:	

Generating a UTN

4. Open the generated UTN.

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
1004-01	B05-01	S001-01
1004-125	BAG1-01	S003-01
1005-01	C01-01	S09-01
1008-01	C03-01	S16-01
1102-01	C04-01	S19-01
1103-01	C07-01	S199-01
55858-01	C09-01	S79-01
55858-P01	C10-01	S999-01

55555550_UTN_2....pdf ^

Emissions & Billing | QA | Summary Reports | **Certification and Under-Thresholds-Notification (UTN)**

Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in an ozone nonattainment area must certify an emission inventory or, if appropriate, submit an Under Thresholds Notification (UTN).

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATION
Before certifying, you must submit an air emissions inventory (EI) and must have received an email from WDNR stating that your EI has been reviewed and is ready to certify. Create Certification Submit Signed Certification	Create UTN Submit Signed UTN
Pursuant to NR 438.03(5)(c), Wis. Adm. Code.	
The latest UTN or certification form submittal will replace any previous submittals.	
If you are unable to upload your signed document, there are two other options available to you: 1) Scan the signed document and email it to 2) Send via regular mail to:	

Show all X

Generating a UTN

5. Print the opened UTN.
6. Have the responsible corporate official sign and date the printed UTN.
7. Scan the signed and dated UTN.

9/2/2020 6:31:33 AM

AIR EMISSIONS SUMMARY
Under-Thresholds-Notification (UTN)
WDNR Facility Identification Number: 55555550

Facility Name: AIR Test FACILITY #1
Facility Contact: -1
Facility Location: 5016 N Lake Dr
Milwaukee WI 53217-5748

I attest that the 2019 emissions from the above-named facility are below reporting thresholds as defined in ch. NR 438 of the Wisconsin Administrative Code.

Print full name of facility owner or operator

Signature of facility owner or operator

Date signed

Title of facility owner or operator

Telephone number

Please email a scanned copy of this document to grant.hetherington@wisconsin.gov or send it via regular mail to: _____

Personally identifiable information on this document will be used for no other purpose.

Submitting a UTN

1. Click *Submit Signed UTN*.

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)

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Red Indicates Incomplete

EMIS	CTRL	STK
004-01	B05-01	S001-01
004-125	BAG1-01	S003-01

Emissions & Billing QA Summary Reports **Certification and Under-Thresholds-Notification (UTN)**

Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in an ozone non emission inventory or, if appropriate, submit an Under Thresholds Notification (UTN).

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATION
<p>Before certifying, you must submit an air emissions inventory (EI) and must have received an email from WDNR stating that your EI has been reviewed and is ready to certify.</p> <p>Create Certification Submit Signed Certification</p> <p>Pursuant to NR 438.03(5)(c), Wis. Adm. Code.</p>	<p>Create UTN Submit Signed UTN</p>
<p>The latest UTN or certification form submittal will replace any previous submittals.</p>	
<p>If you are unable to upload your signed document, there are two other options available to you:</p>	

Submitting a UTN

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

[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
1004-01	B05-01	S001-01
1004-125	BAG1-01	S003-01
1005-01	C01-01	S09-01
1006-01	C03-01	S16-01

Emissions & Billing | QA | Summary Reports | Certification and Under-Thresholds-Notification (UTN)

Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in an ozone no emission inventory or, if appropriate, submit an Under Thresholds Notification (UTN).

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATION
<p>Before certifying, you must submit an air emissions inventory (EI) and must have received an email from WDNR stating that your EI has been reviewed and is ready to certify.</p> <p>Create Certification Submit Signed Certification</p> <p>Pursuant to NR 438.03(5)(c), Wis. Adm. Code.</p>	<p>Create UTN Submit Signed UTN</p> <p>#2 Choose File No file chosen Maximum Submitted File Size: 100MB</p> <p>#3 Submit Document Cancel</p>
The latest UTN or certification form submittal will replace any previous submittals.	

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.

General Facility Information | Facility Contacts | **DNR Air Contacts** | Permits and Permit Applications | Emission Inventory Reports | Industrial Monitoring Data

- OR -

- Email:
DNRAMEmissionsInventory@wisconsin.gov