

# Air Program • ELECTRONIC SUBMITTAL QUICK INSTRUCTIONS

## Next Day Deviation Reporting

AM-591 February 2021

The following instructions provide a quick overview of the electronic submittal process for next day deviation (NDD) reporting. The Department of Natural Resources (DNR) Air Program will continue to accept ink signatures for NDD reporting, though sources are encouraged to sign electronically. Detailed instructions on the electronic signature process, as well as quick instructions on how to obtain a DNR Switchboard Login ID and how to gain access to new reporting functions within the electronic reporting system, are available on the website: <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.

### **STEP 1: ACCESSING NEXT DAY DEVIATION REPORTING UPLOAD LOCATION**

1. Access the Switchboard Registration page by going to either:
  - <http://dnr.wi.gov/topic/Switchboard/>
  - Starting at the DNR Homepage <http://dnr.wi.gov>, select **Environment** in the menu, scroll to the “**DNR Switchboard**” tile and click to be directed to the **DNR Switchboard**.
2. Once on the Switchboard web page, scroll down to the “**Log In**” tile and click to be directed to the Log In screen.

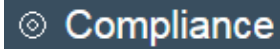


3. Enter your WAMs ID and password, then Select “Login.”



4. Locate the correct facility on the list and select the “Air Compliance Actions” link under **What You Can Do** for that facility.

Alternatively, select “View Facility Air Data (and Upload)” or “Air Permit Actions” and then select



## **STEP 2: SUBMIT NEXT DAY DEVIATION REPORTING**

1. Click on the “Deviation Notifications Tab”



2. Click on “Upload Deviation Notification”



3. Enter the **process or control device number(s)** that this notification pertains to (for example: P13). This number(s) will be added to the documents name in the switchboard for easier identification.

A form field labeled "Process No:" with a text input box and a red asterisk to its right.



4. Enter any **comments** for the notification.

A text area labeled "Ext Comments:" with a scroll bar on the right. Below the text area, it says "Comment will be saved when uploading document, below."

5. **Browse** for the file to be uploaded, then click on “Upload Document”

A screenshot of the document upload interface. It features two scrollable text boxes: "Ink Signature:" and "Confidential Data?". Below these is a "Browse..." button highlighted with a red box. At the bottom, there are "Upload Document" and "Cancel" buttons, both also highlighted with red boxes. Text below the buttons indicates "Maximum Upload File Size: 100MB" and "The system only accepts files as PDFs".

## **STEP 3: SIGNING THE NEXT DAY DEVIATION REPORTING**

1. If the responsible official is signed in, the  option will show. Clicking the button will generate an email that is sent to the responsible official’s email address on file. This email will contain a link to the Digital Signature Service, as well as a temporary PIN code for the service.
2. Open the auto-generated email in the responsible official’s email inbox and login to switchboard with the responsible official’s username, password, and temporary PIN provided in the email message.
3. Click the  button to sign the document and complete the electronic signature process.

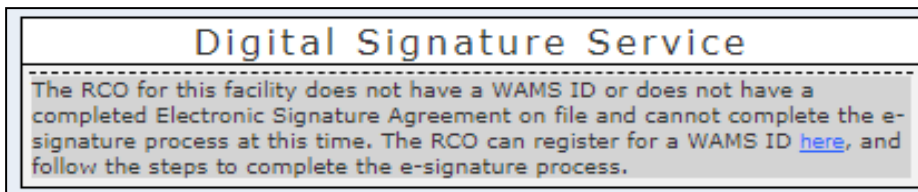
4. After clicking the button, the signature status changes to “signed” and an email receipt will be sent to the responsible official’s email on file. This email is the signature confirmation for this document; retain this confirmation for the facility’s records.

If the E-Sign Document option does not show:

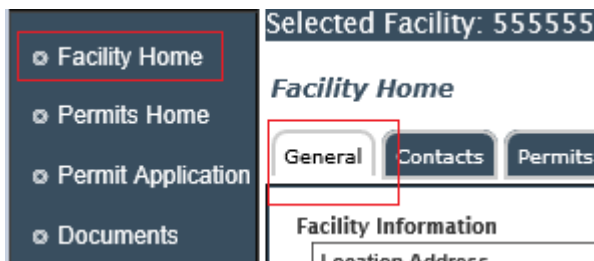
- If this box is displayed, the responsible official is not logged in to the switchboard. Notify the responsible official that the document is ready for e-sign.



- If this box is displayed, the responsible official is not signed in and a responsible official is not currently assigned to the facility. The responsible official will need to obtain a WAMS ID and complete the login setup process before they are able to sign the document.



Alternatively, the facility may submit a hard copy of the NDD report containing the wet ink signature of the responsible official to the assigned Air Compliance Engineer. To find the WDNR Air Compliance Engineer assigned to the facility, select “**Facility Home**” and then “**General**”.



Contact the facility’s assigned air compliance engineer for questions.