

Air Emissions Inventory (EI) – Preparing and Submitting an Air Emissions Inventory (EI)

July 2021

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General

1. Preparing and submitting an EI has seven basic steps.
2. For facilities that have or need a permit, after submittal of an EI and receipt of a DNR email notification that internal EI review is complete, certification is required.
3. Ideally, the submittal and certification of an EI occurs before environmental fee invoices are sent in May.

Step#1 - Reporting facility data

1. Use the directions in Reporting Facility Data presentation to report facility data.
2. Successful submittal of an EI or Under-Thresholds-Notification (UTN) cannot happen unless the facility data have been reviewed and revised (if needed) including the completion of the Environmental Management System (EMS) survey and saved.

Step #2 - Reporting contacts data

1. Use the directions in Reporting Contacts presentation to report contacts data.
2. Successful submittal of an EI or UTN cannot happen unless the contacts data have been reviewed, revised (if needed) and marked completed.

Step #3 - Reporting device and process data

1. To report this data, use the directions in:
 - Reporting for Emissions-Generating Devices and Processes presentation
 - Reporting for Controlling Devices and Processes presentation
 - Reporting for Discharging Devices and Processes presentation
2. This data must be completed before submittal as indicated by the checkmarks in the Pro Status boxes and the green font in the process box at bottom of the blue column on the far left. See screen shot on the next slide.
3. Even though a discharging process's data is always marked as complete, its schedule should be reviewed and revised (if needed).

Step #3 - Reporting device and process data

FID: 55555550

Air Emissions Reporting

FID: 5555

Facility - 55555550 : -1 DNR Contact : Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov

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(Page will open in a new window/tab)

Green Indicates Complete
Red Indicates Incomplete

EMIS	CTRL	STK
1004-003	B05-01	S001-01

Process Detail Page

- Process Details
- Device Details
- Helpful Links

Process Details

General Process Data For: 1004-003

Pro Status	Done?
Throughput	✓
Streams	✓
Reported Emis	✓

ID: 003 Name: Code: GENERIC

Begin Date:

End Date: To add an end date, please contact your compliance inspector c

Material Group: Gasoline SCC: 40600306 LENGTH^3

Hrs/Dy: 24 Dys/Wk: 7 Dys/Yr: 366 Qtr1: 25 Qtr2: 25 Qtr3: 25 Qtr4: 25

Comments:

- Save
- Insert
- Cancel

Step#4 - Calculating and reviewing emissions

1. Use the directions in Calculating Emissions presentation to calculate and review emissions.
2. The emissions calculator must be run successfully before EI submittal.
3. On the Emissions Calculator page, emissions can be readily compared to previous EIs.
4. On the Emissions Calculator Details page, emissions calculation details can be examined.

Step#5 - Running and reviewing a QA report

1. Use the directions in the Running and Reviewing a QA Report presentation to review data.
2. A QA report lists both potential and actual problems in an EI.
3. If revisions impact emissions, be sure to run the emissions calculator again.

Step#6 – Running and reviewing a draft EI summary report

2. On the ARS Summary Data page on the Summary Reports tab, click *Generate and View Draft Report* that will generate a report in pdf format.

ARS Summary Data

Report Status:

Emissions & Billing

QA

Summary Reports

Certification and Under-Thresholds-Notification (UTN)

Summary Reports

Generate and View Draft Report

Click 'Generate and View Draft Report' to run a current, up-to-date, re
Please allow a few moments for the report to be generated.

View Final Report

The Final Summary Report will be created upon submittal of your emission inventory.

Step#6 – Running and reviewing a draft EI summary report

2. By default, only information pertaining to pollutant emissions above reporting levels appear on EI summary reports.
3. The report contains the following sections:
 - Facility and contacts
 - Device and process list
 - Emission flows summary
 - Device/process details
 - Facility emissions summary

Step#7 - Submitting an EI

1. In the blue column on the left, click *Final Check/Submit Data*.

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

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[Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification \(UTN\)](#)

Air Reporting System (ARS) Home Emissions Inventory (EI)

Air Emissions Inventory (EI) Reporting Calendar

- March 1, 2021 - EIs or Under-Thresholds-Notifications (UTNs) are due.
- April 1, 2021 - Facilities notified through email that EIs or UTNs are over.
- By May 31, 2021 environmental fee statements are emailed to facilities
- June 30, 2021 - Environmental fees payments and certifications are due.

EI Reporting Basic Steps

1. Review, revise and save the facility info including completion the Environmental questionnaire.

Step#7 - Submitting an EI

3. This will automatically run a completeness check listing any deficiencies.
4. If revisions to address the deficiencies impact emissions, be sure to run the emissions calculator again.

Completeness Check & Submit Data



Air Emissions Reporting Completeness Check

Submit Data QA Report

CALC_DONE: Emissions calculation succeeded.

Before the EI can be submitted, sufficient information to calculate emissions must be provided. Before the emissions inventory (EI) can be submitted, or a QA report created, the emissions calculator must be run successfully. Before the EI can be submitted, the EI must be complete.

* If the EI is incomplete, you will see the list of incomplete data below:

27 records: Process(es) Incomplete or non-zero throughput missing or throughput Max use cannot be less than Avg Use.

Device Id	Process Id
1004	02,03,04,55
1006	01
1102	01
55858	02

#3

Step#7 - Submitting an EI

5. If the data are complete indicating by a “Completeness Check Success” message, click *Submit Data*.
6. Upon successful submittal of an EI, a final EI summary report is automatically generated, and ARS is locked to prevent further revision.

Completeness Check & Submit Data



Before the EI can be submitted, sufficient information to calculate emissions must be provided. Before the emissions inventory (EI) can be submitted, or a QA report created, the emissions calculator must be run successfully.

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Completeness Check Success

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