

Air Emissions Inventory (EI) - Adding and Revising Controlling Devices and Processes

July 2021

Summary

- [General](#)
- [Accessing the Air Reporting System \(ARS\)](#)
- [Adding a controlling device](#)
- [Revising a controlling device](#)
- [Adding a controlling process](#)
- [Adding control efficiencies](#)
- [Revising controlling processes](#)
- [Help](#)

General

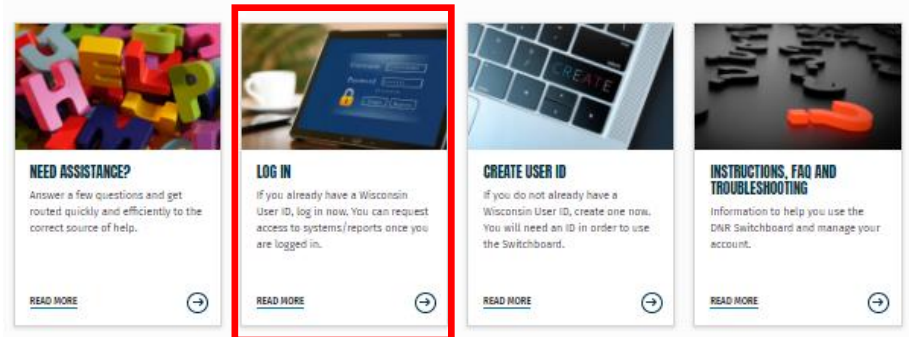
- Reporting of device data and process data, which must be provided when submitting an EI is described in the Reporting for Controlling Devices and Processes presentation.

Accessing the Air Reporting System (ARS)

After the Web Access Management System (WAMS) account is created and the air emissions inventory submittal role is granted, access the Air Reporting System (ARS) by clicking *LOG IN* on the [DNR SWITCHBOARD](#) [webpage](#) and log in.



The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.



Adding a controlling device

1. On the ARS home page, click *Update Device/Process*.

FID: 55555550

Air Emissions Reporting

FID: 555555

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

[Back to Switchboard](#)

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)

Air Reporting System (ARS) Home for the 2020 Air 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 overdue.
- By May 31 2021 environmental fee statements are emailed to facilities or mailed if no email address is available.
- 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 Management System (EMS) questionnaire.
2. Review contacts info. If changes are needed, only people previously associated with the facility can be assigned.

Adding a control device

2. On the Device/Process Page, click *Insert Device*.

FID: 55555550 Air Emissions Reporting

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

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[Video Tutorials](#)
(Page will open in a new window/tab)

Green Indicates Complete
Red Indicates Incomplete

| EMIS | CTRL | STK |
|--------------------------|-------------------------|-------------------------|
| 1004-003 | B05-01 | S001-01 |
| 1004-02 | BAG1-01 | S003-01 |
| 1004-03 | C01-01 | S09-01 |
| 1004-04 | C03-01 | S18-01 |
| 1004-125 | C04-01 | S19-01 |
| 1004-m | C07-01 | S199-01 |
| 1005-01 | C09-01 | S79-01 |
| 1006-01 | C10-01 | S88-01 |
| 1102-01 | C18-01 | S999-01 |
| 1103-01 | C345-01 | SSS-01 |
| 55858-01 | C86-01 | SSS-01 |
| 55858-02 | C79-01 | SSSS-01 |

Device/Process Page

ARS Shortcut Page

DEVICE List: (190)

| | ID | Code | Desc | # Pros | Done | Del? |
|----------------------------------|-----------------------|-------------|--------------|--------|------|------|
| <input checked="" type="radio"/> | 1004 | TANK | test3 | 6 | | |
| <input type="radio"/> | 1005 | INCINERATOR | test4 | 1 | ✓ | |
| <input type="radio"/> | 1006 | INCINERATOR | Test@ | 1 | ✓ | |
| <input type="radio"/> | 1102 | ASHHANDLING | test | 1 | ✓ | |
| <input type="radio"/> | 1103 | INCINERATOR | test2 | 1 | ✓ | |
| <input type="radio"/> | 55858 | SILO | test | 5 | | |
| <input type="radio"/> | ADS1 | ABSORBER | | 0 | ✓ | |
| <input type="radio"/> | ADS5 | ABSORBER | | 0 | ✓ | |
| <input type="radio"/> | B-01 | ASHHANDLING | | 1 | | |
| <input type="radio"/> | B01 | BOILER | vczx | 11 | | |
| <input type="radio"/> | B02 | BOILER | bob | 2 | ✓ | |
| <input type="radio"/> | B03 | BOILER | SN 523864156 | 3 | ✓ | |

[Edit Device](#) [Insert Device](#) [Delete Device](#)

If text is blue, device has no processes. If record is disabled, device may be end-dated. Please contact the DNR regarding these devices.

Adding a control device

3. On the first Device Information page:
 - a. Select *Cntl Device* from the Device Family.
 - b. Select a Device Type.
 - c. Click *Select*.

FID: 55555550 Air Emissions Reporting

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

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

DEVICE Information for

#a 1) Select a Device Family:

☒ Cntl Device
☐ Emis Unit
☐ Stack

2) Select a Device Type:

Category: Baghouse/Fabri #b

3) Click Select #c

Back to Device List

Go to Process Page

Adding a control device

4. On the second Device Information page:
 - a. Enter a Device ID without hyphens.
 - b. If needed, enter a Facility Reference ID, which is a facility's unique internal device reference ID.
 - c. Select a device code.
 - d. Enter a device name. At least one character is required.
 - e. If needed, enter a Begin Operation Date and Comment.
 - f. Click *Save*.

DEVICE Information for #b

| | | | |
|-------------------------------------|--|---|--|
| #a | Device ID: <input type="text"/> | Facility Reference Id: <input type="text"/> | Code: BAGHOUSE #c |
| #d | Name: <input type="text"/> | | |
| #e | Begin Operation Date: 01/01/2020 <small>Calendar</small> | | |
| | End Operation Date: <input type="text"/> | <small>To add an end date, please contact your compliance inspector</small> | |
| #e | Comment: <input type="text"/> | | |

#f

Adding a control device

4. On the second Device Information page:
 - g. Once the device is saved, click *Go To Process Page* to begin adding a process.

DEVICE Information for cntl1 162736

Device ID: Facility Reference Id: Code:

Name:

Begin Operation Date: [Calendar](#)

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

Comment:

Device saved successfully..

Revising a control device

1. On the ARS home page, click *Update Device/Process*.

FID: 55555550

Air Emissions Reporting

FID: 555555

Facility - 55555550 : AIR Test FACILITY #1 DNR Contact : Steven Bogost, (608) 264-8843 Steven.Bogost@wisconsin.gov [Back to Switchboard](#)

Annual Reporting Home

Update Facility Info

Update Contacts

Update Device/Process

Final Check/Submit Data

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EI Reporting Basic Steps

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Revising a control device

2. On the Device/Process Page:
 - a. Click the radio button of the device being edited.
 - b. Click *Edit Device*.

FID: 55555550 Air Emissions Reporting

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

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| 1006-01 | C10-01 | S88-01 |
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| <input type="radio"/> | B02 | BOILER | bob | 2 | ✓ | |
| <input type="radio"/> | B03 | BOILER | SN 523864156 | 3 | ✓ | |

Edit Device

Insert Device

Delete Device

Control Efficiency

#b

If text is blue, device has no processes. If record is disabled, device may be end-dated. Please contact the DNR regarding these devices.

Revising a control device

3. On the Device Information page:
 - a. As needed, edit the Facility Reference ID, device Code, device Name, Begin Operation Date and Comment.
 - b. Click *Save*

DEVICE Information for

Device ID: Facility Reference Id: Code: @

Name:

Begin Operation Date: 01/01/2020 [Calendar](#)

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

Comment:

#a

#b

Adding a controlling process

1. On the Process Details Page in the General Process Data section, to add general process info:
 - a. Enter a process Name and Begin Date
 - b. Enter Hrs/Dy, Dys/Wk and Dys/Yr.
 - c. Enter the quarterly activity percentages.
 - d. If needed, enter Comments.
 - e. Click *Save*.

Process Detail Page


Process Details Device Details Helpful Links

Process Details

General Process Data For: cntl1- 01

| | |
|------------|-------|
| Pro Status | Done? |
| Streams | |

ID: 01 **#a** Name: Code: CONTROLLING

Begin Date: 

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

#b

Hrs/Dy: 0 Dys/Wk: 0 Dys/Yr: 0 **#c**

Qtr1: 25 Qtr2: 25 Qtr3: 25 Qtr4: 25

#d

Comments:

#e

Adding a control process

2. Streams - general

- a. Streams can only be created as outgoing.
- b. An emissions-generating process cannot have any incoming streams.
- c. A discharging process can only have incoming streams.
- d. Only a controlling process can have both incoming and outgoing streams.

Adding a control process

3. On the Process Details Page, to add a stream:
 - a. Click *Add Stream*.
 - b. Enter/select Device, Process and Partition.
 - c. If needed, add a Comment.
 - d. Click *Add It*.

In/Out Streams

Do not use commas when entering numbers.

Incoming Streams Data:

NO INCOMING STREAMS FOUND

Outgoing Streams Data:

| Select | Device | Process | Partition | Comment |
|--|--------|---------|-----------|---------|
| Add Cancel | B05 ▾ | 01 ▾ | 100 | |

#b

#c

#d [Add It](#) [Cancel](#)

** Please do not choose 'No Devices' from the device list **

Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered fugitive.

[Add Stream](#) [Edit](#) [Delete](#) [Mark Completed](#)

#a

Adding control efficiencies (CEs)

1. On the ARS home page, click *Update Device/Process*.

FID: 555555550

Air Emissions Reporting

FID: 555555

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

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[Update Facility Info](#)

[Update Contacts](#)

[Update Device/Process](#)

[Final Check/Submit Data](#)

[Emissions & Billing, QA,
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EI Reporting Basic Steps

1. Review, revise and save the facility info including completion the Environmental Management System (EMS) questionnaire.
2. Review contacts info. If changes are needed, only people previously associated with the facility can be assigned.

Adding CEs

Device/Process Page

Clicking through
ARS Shortcut Page

DEVICE List: (196)

| | ID | Code | Desc | # Pros | Done | Del? |
|----------------------------------|---------------------------|------------|------|--------|------|------|
| <input type="radio"/> | cccccc | ADSORBER | | 1 | ✓ | |
| <input type="radio"/> | cccccc1 | CRUSHER | | 0 | ✓ | |
| <input type="radio"/> | chemic | @ | | 1 | | |
| <input checked="" type="radio"/> | cntl1 | BAGHOUSE | | 1 | | |
| <input type="radio"/> | cntltest1 | ADSORBER | | 1 | ✓ | |
| <input type="radio"/> | crsuer2 | CRUSHER | | 0 | ✓ | |
| <input type="radio"/> | crush | CRUSHER | | 1 | ✓ | |
| <input checked="" type="radio"/> | crush7 | HAUL ROADS | | 1 | ✓ | |
| <input type="radio"/> | crush77 | CRUSHER | | 1 | ✓ | |
| <input type="radio"/> | crusher | CRUSHER | | 1 | ✓ | |
| <input type="radio"/> | d101 | DRYER | | 1 | ✓ | |
| <input type="radio"/> | efftest | @ | | 1 | | |
| <input type="radio"/> | efftest3 | TANK | | 1 | | |

#a

#b

Edit Device

Insert Device

Delete Device

Control Efficiency

If text is blue, device has no processes. If record is disabled, device may be end-dated. Please contact the DNR regarding these devices.

2. On the Device/Process Page,

a. Select the radio button for the control device.

b. Click *Control Efficiency*.

Adding CEs

3. On the Control Efficiency page, CEs can be:
 - a. Added
 - b. Edited
 - c. Deleted

Adding CEs

3. a. To add a CE:

- i. Select the desired control device.
- ii. Click *Add Pollutant*.

Control Efficiency

Current Year Control Efficiency

Control Device: cntl1 **#i**

NO CONTROL EFFICIENCIES FOUND

#ii Add Pollutant Edit Value Delete Pollutant

Back to Device List

Adding CEs

3. a. To add a CE:
 - iii. Select the desired pollutant.
 - iv. Enter CE value.
 - v. Click [Finish Add].
 - vi. Repeat this process until all needed pollutants and related CE values have been added.

Control Efficiency.

Current Year Control Efficiency

Control Device:

| Select | Pollutant | Value | Permit Value |
|--|---|----------------------|--|
| Add Cancel | <input type="text" value="ADIPIIC ACID"/> | <input type="text"/> | <input data-bbox="1105 1071 1136 1093" type="text" value="%"/> |
| [Finish Add] | | | |
| [Cancel Add] | | | |

#v #iii #iv

[Add Pollutant](#) [Edit Value](#) [Delete Pollutant](#)

[Back to Device List](#)

Adding CEs

3. b. To edit a CE:

- i. Click the Select box for the desired CE.
- ii. Click *Edit Value*.

Control Efficiency

Current Year Control Efficiency

Control Device:

| Select | Pollutant | Value | | Permit Value | |
|-------------------------------------|-----------|-------|---|--------------|---|
| <input checked="" type="checkbox"/> | PM10 | 85 | % | 0 | % |

#i

#ii

Former Years' Control Efficiency

Choose Year:

NO CONTROL EFFICIENCIES FOUND

Adding CEs

3. b. To edit a CE:
- iii. Enter CE value.
 - iv. Click *Update*.

Control Efficiency

Current Year Control Efficiency

Control Device:

| Select | Pollutant | Value | Permit Value |
|---|-----------|-------|--------------|
| Update Cancel | PM10 | 85 % | 0 % |

#iv

#iii

Former Years' Control Efficiency

Choose Year:

NO CONTROL EFFICIENCIES FOUND

Adding CEs

3. c. To delete a CE:

- i. Click the Select box for the desired CE.
- ii. Click *Delete Pollutant*.

Control Efficiency

Current Year Control Efficiency

Control Device:

| Select | Pollutant | Value | | Permit Value | |
|--|-----------|-------|---|--------------|---|
| #i <input checked="" type="checkbox"/> | PM10 | 85 | % | 0 | % |

#ii

Former Years' Control Efficiency

Choose Year:

NO CONTROL EFFICIENCIES FOUND

Revising a controlling process

1. On the Process Detail Page in the General Process Data section:
 - a. As needed, edit Device Name, Begin Date, Material Group, SCC, Hrs/Dy, Dys/Wk, Dys/Yr, quarterly activity percentages and Comments.
 - b. If a device type/category needs to be revised, contact the assigned compliance inspector or the stationary source emissions inventory coordinator.

Process Detail Page

Process Details

Device Details

Helpful Links

Process Details

General Process Data For: cntl1- 01

| Pro Status | Done? |
|------------|-------|
| Streams | |

ID: 01

Name:

Code: CONTROLLING

Begin Date:

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

Hrs/Dy:

Dys/Wk:

Dys/Yr:

Qtr1:

Qtr2:

Qtr3:

Qtr4:

Comments:

Save

Insert

Cancel

Revising a control process

2. On the Process Details Page on the In/Out Streams tab, streams can be:
 - a. Edited
 - b. Deleted

Throughput

EmisFactor

In/Out Streams

Reported

Paths

Do not use commas when entering numbers.

Outgoing Streams Data:

| Select | Device | Process | Partition | Comment |
|--------------------------|--------|---------|-----------|---------|
| <input type="checkbox"/> | C79 | 01 | 100 | |

Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered fugitive.

Add Stream

Edit

Delete

Mark Completed

Revising a control process

2. a. To edit a stream:
- Click the Select box for the appropriate stream.
 - Click *Edit*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Outgoing Streams Data:

| Select | Device | Process | Partition | Comment |
|-----------------------------|--------|---------|-----------|---------|
| #i <input type="checkbox"/> | C09 | 01 | 100 | |

Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered

Add Stream **Edit** Delete Mark Completed

#ii

Revising a control process

2. a. To edit a stream:
 - iii. Enter/select the new Device, Process and Partition.
 - iv. If needed, add a Comment.
 - v. Click *Update*.

Throughput EmisFactor In/Out Streams Reported Paths

Do not use commas when entering numbers.

Outgoing Streams Data: **#iii**

| Select | Device | Process | Partition | Comment |
|---|--------|---------|-----------|------------|
| #v Update Cancel | C09 ▼ | 01 ▼ | 100 | #iv |

**** Please do not choose 'No Devices' from the device list ****

Fugitive streams are not to be entered. If total stream partitions do not add up to 100%, the difference will be considered

Add Stream Edit Delete Mark Completed

Revising a control process

2. For editing and deleting control efficiencies, see the [Adding Control Efficiencies section](#) of this presentation.

For EI and Air Reporting Switchboard Help

- Contact the facility-assigned compliance engineer. On 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