

# **Air Emissions Inventory (EI) - Reporting Contacts Data**

July 2021

# Requirements

- For both air emissions inventory (EI) and Under-Thresholds-Notifications (UTN), contact data must be reviewed and updated
- A Web Access Management System (WAMS) ID and air emissions inventory submittal role are required to review and report contact data. See Credentials and Access presentation for directions on how to acquire these.

# Procedure

1. After the WAMS account is created and the air emissions inventory submittal role is granted, access the Air Reporting System (ARS) by clicking the *LOG IN* tile 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.



# Procedure (cont.)

2. On the Switchboard homepage, click *My Facilities & Roles* in the upper right.



WISCONSIN  
DEPARTMENT OF  
NATURAL RESOURCES

Switchboard

[Home](#)

[My Facilities & Roles](#)

[Request Access](#)

[Profile](#)

[Logout](#)

Welcome Grant,

Click the My Facilities & Roles link to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities.

Click the Request Access link to add additional reports to the facilities you are assigned to, or to add new facilities to your list.

Click the Profile link to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

#### Switchboard Resources

- [Help](#)
- [Terms & Conditions \(pdf\)](#)

## ACCESS

FACILITIES

15

ROLES

17

## REQUESTS

APPROVED

0

PENDING

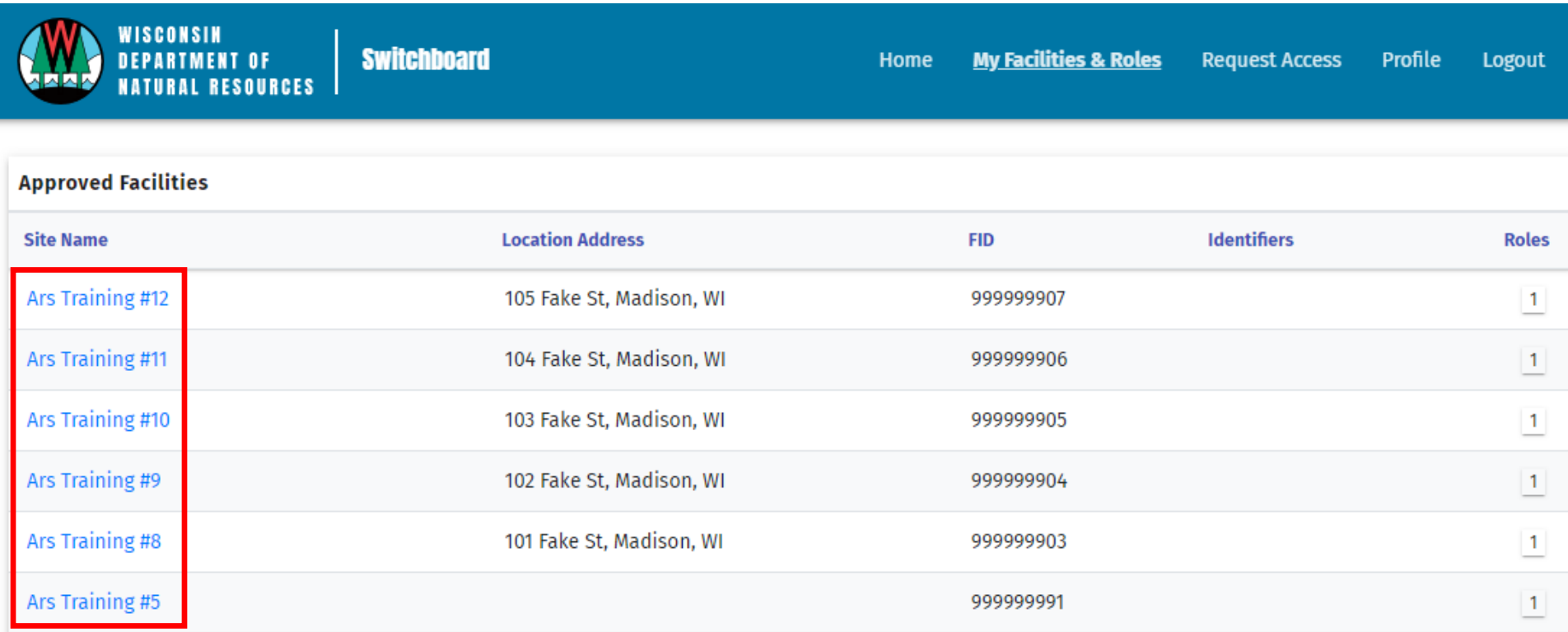
0

DENIED

0

# Procedure (cont.)

3. Click the correct facility link.

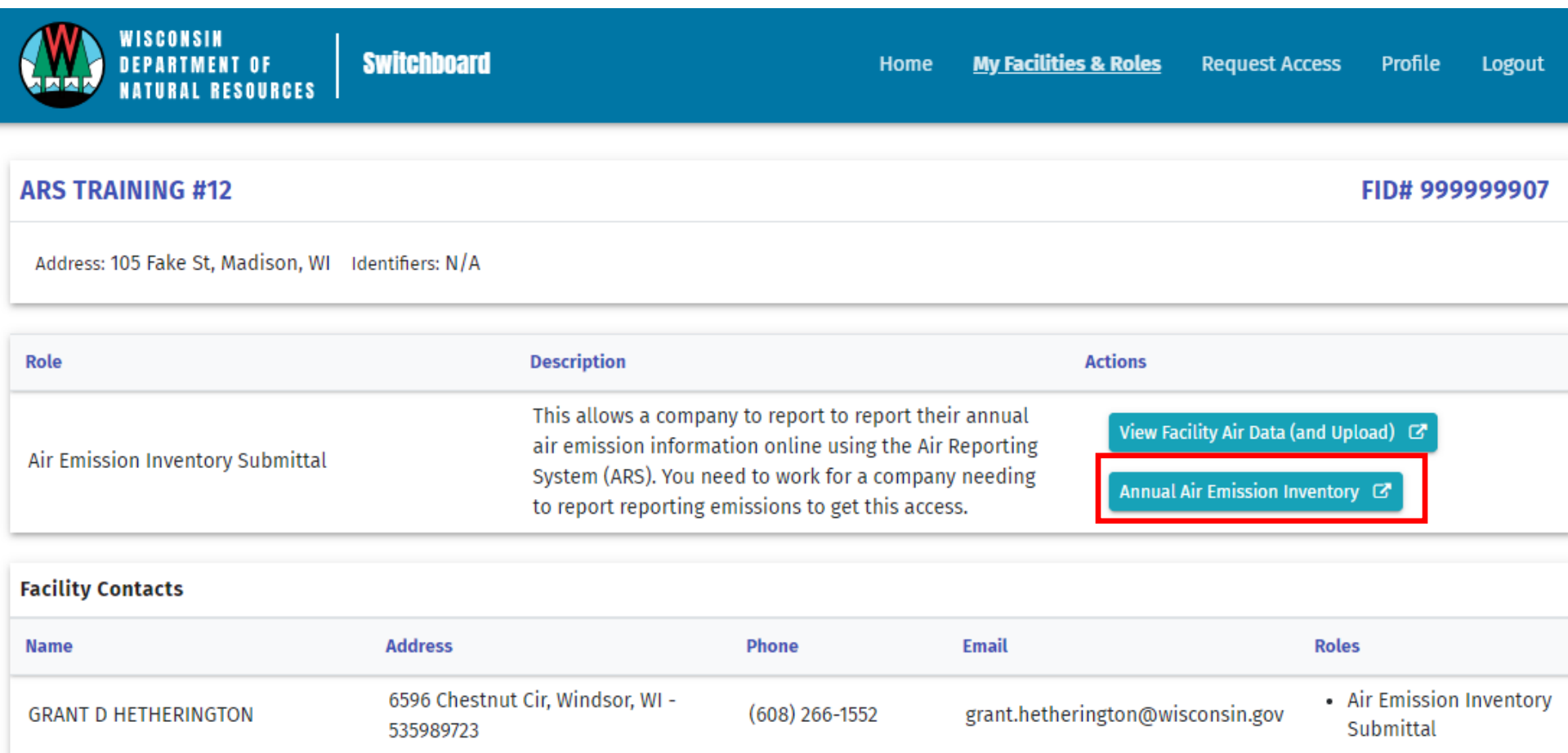


The screenshot shows the 'Switchboard' interface for the Wisconsin Department of Natural Resources. The navigation menu includes 'Home', 'My Facilities & Roles', 'Request Access', 'Profile', and 'Logout'. The main content area is titled 'Approved Facilities' and contains a table with the following data:

Site Name	Location Address	FID	Identifiers	Roles
<a href="#">Ars Training #12</a>	105 Fake St, Madison, WI	999999907		1
<a href="#">Ars Training #11</a>	104 Fake St, Madison, WI	999999906		1
<a href="#">Ars Training #10</a>	103 Fake St, Madison, WI	999999905		1
<a href="#">Ars Training #9</a>	102 Fake St, Madison, WI	999999904		1
<a href="#">Ars Training #8</a>	101 Fake St, Madison, WI	999999903		1
<a href="#">Ars Training #5</a>		999999991		1

# Procedure (cont.)



4. Click the *Annual Air Emission Inventory* to open the Air Reporting System.



**WISCONSIN DEPARTMENT OF NATURAL RESOURCES** | **Switchboard** | Home | My Facilities & Roles | Request Access | Profile | Logout

**ARS TRAINING #12** FID# 999999907

Address: 105 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.	<a href="#">View Facility Air Data (and Upload)</a>  <a href="#">Annual Air Emission Inventory</a> 

**Facility Contacts**

Name	Address	Phone	Email	Roles
GRANT D HETHERINGTON	6596 Chestnut Cir, Windsor, WI - 535989723	(608) 266-1552	grant.hetherington@wisconsin.gov	• Air Emission Inventory Submittal

# Procedure (cont.)

5. On the ARS home page, click *Update Contacts*.

FID: 555555550

Air Emissions Reporting

FID: 555555

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

# Procedure (cont.)

6. On the *Contact Form* page, review contacts data. If no changes are required, click *Contact Information is Complete*.

## Contact Form

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**



# Procedure (cont.)

7. If existing contact info needs to be updated:
  - a. Choose the contact.
  - b. Choose the *Correct person; wrong contact information* edit action.

## Contact Form

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

#a

AIR CONTACT <input type="radio"/>	BILL CONTACT <input checked="" type="radio"/>	RESP OFFICIAL <input type="radio"/>	PERMIT CONTACT <input type="radio"/>
PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	LIN, SHENG-HUA 6082663725 sheng-hua.lin@wisconsin.gov 625 MENDOTA CT APT 7 MADISON WI	Bogost, Steve bemost@gmail.com 301 4th St Waunakee WI	PAVLISCAK, BARB 6082735603 barbara.pavlisca@wisconsin.gov PO Box 7921 Madison WI

### Edit Actions for BILL CONTACT

- This is correct; no action req'd
- Should be same as current AIR CONTACT shown
- Should be same as current RESP OFFICIAL shown
- Should be same as current PERMIT CONTACT shown
- Should be a different person
- Correct person; wrong contact information

#b

# Procedure (cont.)

- 7. c. Update info.
- d. If the mailing address is unknown, click the check box.
- e. Click *Save*.

## Contact Form

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

<u>AIR CONTACT</u> <input type="radio"/>	<u>BILL CONTACT</u> <input checked="" type="radio"/>	<u>RESP OFFICIAL</u> <input type="radio"/>	<u>PERMIT CONTACT</u> <input type="radio"/>
PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	LIN, SHENG-HUA 6082663725 sheng-hua.lin@wisconsin.gov 625 MENDOTA CT APT 7 MADISON WI	Bogost, Steve bemost@gmail.com 301 4th St Waunakee WI	PAVLISCAK, BARB 6082735603 barbara.pavlisca@wisconsin.gov PO Box 7921 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:

### LIN, SHENG-HUA

Phone:  Phone Ext:

Mobile Phone:

Preferred Phone Type:  LandLine  Mobile

Email:

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Address 1:  \*

Address 2:

City:  \* State:  \*

#c

Unknown Mailing Address (Not sure of mailing address - clear out for now)

#d

Save

#e

# Procedure (cont.)

8. If a new contact role needs to be assigned to a person that has another role at the facility:
  - a. Select the contact to change.
  - b. Choose the appropriate *Edit Action*.
  - c. Click *Save*.

## Contact Form

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

#a

AIR CONTACT <input type="radio"/>	BILL CONTACT <input type="radio"/>	RESP OFFICIAL <input type="radio"/>	PERMIT CONTACT <input checked="" type="radio"/>
PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	LIN, SHENG-HUA 6082663725 sheng-hua.lin@wisconsin.gov 625 MENDOTA CT APT 7 MADISON WI	Bogost, Steve bemost@gmail.com 301 4th St Waunakee WI	PAVLISCAK, BARB 6082735603 barbara.pavlisca@wisconsin.gov PO Box 7921 Madison WI

### Edit Actions for PERMIT CONTACT

#b

- This is correct; no action req'd
- Should be same as current AIR CONTACT shown
- Should be same as current BILL CONTACT shown
- Should be same as current RESP OFFICIAL shown
- Should be a different person
- Correct person; wrong contact information

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

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

# Procedure (cont.)

9. If a new contact role needs to be assigned to a person that had a role at the facility:
  - a. Select the contact to change.
  - b. Choose the appropriate *Edit Action*.

## Contact Form

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

#a

<input type="radio"/> AIR CONTACT	<input type="radio"/> BILL CONTACT	<input type="radio"/> RESP OFFICIAL	<input checked="" type="radio"/> PERMIT CONTACT
PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	LIN, SHENG-HUA 6082663725 sheng-hua.lin@wisconsin.gov 625 MENDOTA CT APT 7 MADISON WI	Bogost, Steve bemost@gmail.com 301 4th St Waunakee WI	PAVLISCAK, BARB 6082735603 barbara.pavliscak@wisconsin.gov PO Box 7921 Madison WI

### Edit Actions for PERMIT CONTACT

- This is correct; no action req'd
- Should be same as current AIR CONTACT shown
- Should be same as current BILL CONTACT shown
- Should be same as current RESP OFFICIAL shown
- Should be a different person
- Correct person; wrong contact information

#b

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

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

# Procedure (cont.)

9. c. Select the contact to whom the role is changing.

d. Click the *Make selected be* \_\_\_\_\_ CONTACT.

## Contact Form

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

AIR CONTACT <input type="radio"/>	BILL CONTACT <input checked="" type="radio"/>	RESP OFFICIAL <input type="radio"/>	PERMIT CONTACT <input type="radio"/>
PILLALAMARRI, CHAITANYA 9209683375 chaitanya.pillalamarri@wisconsin.gov 9409 LOST MEADOW RD MIDDLETON WI	Houtler, Emily emily.houtler@wisconsin.gov 101 S Webster St Madison WI	Bogost, Steve bemost@gmail.com 301 4th St Waunakee WI	PAVLISCAK, BARB 6082735603 barbara.pavliscak@wisconsin.gov PO Box 7921 Madison WI

### Edit Actions for BILL CONTACT

- This is correct; no action req'd
- Should be same as current AIR CONTACT shown
- Should be same as current RESP OFFICIAL shown
- Should be same as current PERMIT CONTACT shown
- Should be a different person
- Correct person; wrong contact information

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

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

Please choose:

Select	NAME	ADDRESS	PHONE	EMAIL
<input checked="" type="radio"/>	Bogost, Steve	201 E Washington Ave Madison WI 537032866	(555) 123-4567	bemost@gmail.com
<input type="radio"/>	Bogost, Steve	301 4th St Waunakee WI 535971315		bemost@gmail.com
<input type="radio"/>	Bogost, Steve	202 E Washington Ave Madison WI 53703	(555) 123-4568	bemost@gmail.com
<input type="radio"/>	Gray, Ashley			ashley.gray@wisconsin.gov
<input type="radio"/>	Houtler, Emily	101 S Webster St Madison WI 537033474		emily.houtler@wisconsin.gov
<input type="radio"/>	Kvitrud, Michael	101 S Webster St Madison WI 537033474	(608) 222-6666	mike.kvitrud@wisconsin.gov
<input type="radio"/>	LIN, SHENG-HUA	625 MENDOTA CT APT 7 MADISON WI 537031135	(608) 266-3725	sheng-hua.lin@wisconsin.gov
<input type="radio"/>	Makhholm, Martha		(608) 267-4231	
<input type="radio"/>	Matty, Randy	201 E Washington Ave Madison WI 537032866	sdsd	abc@1234.net
<input type="radio"/>	PAVLISCAK, BARB	PO Box 7921 1019 S Wilson Madison WI 537077921	(608) 273-5603	barbara.pavliscak@wisconsin.gov

#c

Make selected be BILL CONTACT

#d

# Procedure (cont.)

10. After making updates, click *Contact Information is complete.*

- [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)

**Green Indicates Complete**

## Contact Form

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**

# Procedure (cont.)

11. If a contact needs to be changed to a person that has never been associated with the facility, send below information to [DNRAMEmissionsInventory@wisconsin.gov](mailto:DNRAMEmissionsInventory@wisconsin.gov):

- New contact's role
- Name
- Email address
- Phone number
- Mailing address and
- Job title

# 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