

Air Emissions Inventory (EI) - Reporting for Controlling Devices and Processes

July 2021

Summary

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- Reporting for a controlling device
- Reporting for a controlling process
 - ✓ Operating schedule information
 - ✓ Streams
- Completing controlling process reporting
- Help

General

1. This presentation describes the procedure for revising or marking completed process data that is required in order to report an air emissions inventory (EI).
2. Revision of device data and other process data which is not necessarily changed when reporting annually such as control efficiencies and streams is described in the Adding and Revising Controlling Devices and Processes presentation.

General

3. Addition and deletion of devices and processes which are not typically done when reporting an EI are described in the Adding revising controlling devices and processes tutorial on [DNR's website](#).
4. To completely report an EI, in addition to the updated process data described in this presentation, facility and contact data must also be reviewed, changed (if needed) and marked completed or saved.
5. If an under-thresholds-notification (UTN) is being submitted, process information does not need to be updated.

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.



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.

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](#)

Reporting for a controlling device

1. Device information typically does not change or need to be revised to report an EI.
2. Consequently, revision of device data is described in the Adding and Revising Controlling Devices and Processes presentation available on [DNR's website](#).

Reporting for a controlling process

1. On the lower left of every ARS window in the CTRL column, click on the process link for the process being reported.

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[Back to Switchboa](#)

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 role using ARS. To change the Air Source Facility Air Management Contact, Air Source Facility Billing Contact, Source Facility Air Permit Contact to an unaffiliated person; send grant.hetherington@wisconsin.gov the new name, title, email address, phone number and mailing address to complete the change. To change the Air Source Responsible Corporate Official (RCO), please go to <https://dnr.wi.gov/topic/AirPermits/Changes.html> and follow directions.
3. Determine whether to submit an EI and certification; or an Under-Thresholds-Notification (UTN). If EI reporting Chapter NR 438 of the Wis. Adm. Code are exceeded, an EI must be submitted. However, facilities that have federal Title V permit must submit an EI and certification even if they are below reporting levels. If uncertain if reporting levels are being exceeded, the emissions calculator in ARS or an external program (e.g. Excel) used to estimate emissions.
4. To submit an EI and certify:
 - a. For existing devices and processes, provide all required data. Data completeness is indicated by green process box at the bottom of the blue column on the left and by checkmarks in the [Pro Status] box in right of the [Process Detail Page] for each process. If all of the checkmarks are in the [Pro Status] box, the process name will appear in green font in the process box. On the [Process Details Page], data on the [In/Out Stream]

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

Red Indicates Incomplete

EMIS	CTRL	STK
1004-003	B05-01	S001-01
1004-02	BAG1-01	S003-01
1004-03	C01-01	S08-01
1004-04	C03-01	S18-01
1004-125	C04-01	S18-01

Reporting for a control process

2. On the Process Detail Page in the General Process Data section, to report the schedule info:
 - a. Enter Hrs/Dy, Dys/Wk, Dys/Yr and quarterly activity percentages.
 - b. Click *Save*.

Process Detail Page

Process Details Device Details Helpful Links

Process Details 117465

General Process Data For: cntl1-

Pro Status	Done?
Streams	✓

ID: Name: Code: CONTROLLING

Begin Date:

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

#a Hrs/Dy: Dys/Wk: Dys/Yr: Qtr1: Qtr2: Qtr3: Qtr4:

Comments:

#b

Reporting for a control process

3. Streams – general
 - a. Streams typically do not need to be revised.
 - b. However, they do need to be marked complete.
 - c. If a revision is made to a stream, streams are automatically marked completed when the revision is saved.
 - d. Revisions of streams are discussed the Adding Revising Controlling Devices and Processes presentation on [DNR's website](#).

Reporting for a control process

4. On the Process Details Page on the In/Out Streams tab, to mark streams as completed, click *Mark Completed* which creates a checkmark in the Streams row of the Pro Status box in the upper left indicating that streams reporting is complete.

Process Detail Page

Process Details | Device Details | Helpful Links

Process Details

General Process Data For: C87- 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: 24 Dys/Wk: 7 Dys/Yr: 365 Qtr1: 25 Qtr2: 25 Qtr3: 25 Qtr4: 25

Comments:

Save Insert Cancel Process Saved successfully..

In/Out Streams

Do not use commas when entering numbers.

Incoming Streams Data:

Device	Description	Process	Partition	Comment
55858	test	P01	100	

Outgoing Streams Data:

NO OUTGOING STREAMS FOUND

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**

Completing controlling process reporting

1. At this point, a checkmark appears in the blue Pro Status box changing the corresponding process link in the process box at the bottom of the blue column on the far left from red to green indicating the process data are complete.

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	S16-01
1004-55	C04-01	S19-01
1004-125	C07-01	S199-01
1004-m	C09-01	S78-01
1005-01	C10-01	S79-01
1006-01	C19-01	S88-01
1102-01	C345-01	S999-01
1103-01	C66-01	SSS-01
55858-01	C78-01	SSS-01
55858-02	C79-01	SSSS-01
55858-P01	C87-01	s101-01
55858-P101	CCC-01	s789-01

Completing control process reporting

2. When all process links in the process box (bottom of the blue column on the far left) are green, all process data are completed for reporting. See screen shot on previous slide.

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.

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

- OR -

- Email:
DNRAMEmissionsInventory@wisconsin.gov