

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

July 2021

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General

1. This presentation describes the procedure for revising or marking complete discharging process data that are required in order to report an air emissions inventory (EI).
2. Revision of discharging device data and other process data which is not necessarily changed when reporting annually such as streams is described in the Adding and Revising Discharging 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 and Revising Discharging Devices and Processes presentation; and Deleting a Device or Process presentation.
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 discharging device

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

Reporting for a discharging process

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

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

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- [Update Facility Info](#)
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- [Update Device/Process](#)
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- [Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification \(UTN\)](#)

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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
1004-02	BAG1-01	S003-01
1004-03	C01-01	S09-01
1004-04	C03-01	S18-01
1004-125	C04-01	S19-01

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 using ARS. To change the Air Source Facility Air Management Contact, Air Source Facility Billing Contact, Air 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 grey 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 will appear in green font in the process box. On the [Process Details Page] data on the [In/Out Stream]

Reporting for a discharging 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.
 - b. Enter quarterly activity percentages.
 - c. Click *Save*.

The screenshot shows the 'Process Details' form. At the top, there are three tabs: 'Process Details', 'Device Details', and 'Helpful Links'. The 'Process Details' tab is active. Below the tabs, there is a header 'Process Details' and a dropdown menu for 'General Process Data For:' with the value 's099-01'. The form contains several input fields: 'ID: 01', 'Name: [empty]', 'Code: DISCHARGING', 'Begin Date: [empty]', 'End Date: [empty]'. Below these are three input fields for 'Hrs/Dy: 0', 'Dys/Wk: 0', and 'Dys/Yr: 0', which are highlighted with a red box and labeled #a. To the right of these are four input fields for quarterly activity percentages: 'Qtr1: 25', 'Qtr2: 25', 'Qtr3: 25', and 'Qtr4: 25', which are also highlighted with a red box and labeled #b. Below the input fields is a 'Comments:' text area. At the bottom of the form are three buttons: 'Save', 'Insert', and 'Cancel'. The 'Save' button is highlighted with a red box and labeled #c.

Completing discharging process reporting

1. Discharging processes are marked as complete by default as indicated by the green font for discharging processes in the process box.
2. Despite this default setting, discharging process schedule information should be reviewed and, if needed, revised annually.

EMIS	CTRL	STK
<u>1004-003</u>	<u>B05-01</u>	<u>S001-01</u>
<u>1004-02</u>	<u>BAG1-01</u>	<u>S003-01</u>
<u>1004-03</u>	<u>C01-01</u>	<u>S09-01</u>
<u>1004-04</u>	<u>C03-01</u>	<u>S16-01</u>
<u>1004-55</u>	<u>C04-01</u>	<u>S19-01</u>
<u>1004-125</u>	<u>C07-01</u>	<u>S199-01</u>
<u>1004-m</u>	<u>C09-01</u>	<u>S78-01</u>
<u>1005-01</u>	<u>C10-01</u>	<u>S79-01</u>
<u>1006-01</u>	<u>C19-01</u>	<u>S88-01</u>
<u>1102-01</u>	<u>C345-01</u>	<u>S999-01</u>
<u>1103-01</u>	<u>C86-01</u>	<u>SSS-01</u>
<u>55858-01</u>	<u>C78-01</u>	<u>SSS-01</u>
<u>55858-02</u>	<u>C79-01</u>	<u>SSSS-01</u>
<u>55858-P01</u>	<u>C87-01</u>	<u>s101-01</u>
55858-P101	CCC-01	s789-01

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