

# **Air Emissions Inventory (EI) - Reporting for Emissions- Generating Devices and Processes**

July 2021

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# 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 emission factors, control efficiencies and streams is described in Adding and Revising Emissions-Generating Devices and Processes presentation.

# General (cont.)

3. Addition and deletion of devices and processes which are not done when reporting an EI are described in the adding and revising; and deleting presentations.
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.

The screenshot shows four navigation cards on the DNR Switchboard homepage:

- NEED ASSISTANCE?**: Answer a few questions and get routed quickly and efficiently to the correct source of help. Includes a "READ MORE" link and a right-pointing arrow icon.
- 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. This card is highlighted with a red border. Includes a "READ MORE" link and a right-pointing arrow icon.
- 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. Includes a "READ MORE" link and a right-pointing arrow icon.
- INSTRUCTIONS, FAQ AND TROUBLESHOOTING**: Information to help you use the DNR Switchboard and manage your account. Includes a "READ MORE" link and a right-pointing arrow icon.

# Reporting for a 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 *Adding and Revising Emissions Generating Devices and Processes tutorial* available on [DNR's website](#).

# Reporting for a process

1. On the lower left of every ARS window in the EMIS 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](mailto:Steven.Bogost@wisconsin.gov)

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[Update Facility Info](#)

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[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
<a href="#">1004-003</a>	<a href="#">B05-01</a>	<a href="#">S001-01</a>
<a href="#">1004-02</a>	<a href="#">BAG1-01</a>	<a href="#">S003-01</a>
<a href="#">1004-03</a>	<a href="#">C01-01</a>	<a href="#">S09-01</a>
<a href="#">1004-04</a>	<a href="#">C03-01</a>	<a href="#">S18-01</a>
<a href="#">1004-125</a>	<a href="#">C04-01</a>	<a href="#">S19-01</a>

## 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 avail
- 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 assign role 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](mailto: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 levels 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. Ex) 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, data will appear in green font in the process box. On the [Process Details Page], data on the [In/Out Stream

# Reporting for a process (cont.)

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

Pro Status	Done?
Throughput	✓
Streams	✓
Reported Emis	✓

*General Process Data For:* B02- 02

ID: 02    Name:    Code: GENERIC

Begin Date: 01/01/2017

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

Material Group: Coal - Bituminous    Sc: 10100204    MASS

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

Comments:

#b

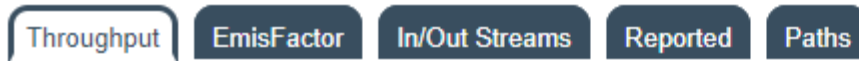


# Reporting for a process (cont.)

3. Throughputs – general
  - a. If a process is generating emissions, the throughput must be greater than zero.
  - b. Max hourly throughput must be larger than average hourly throughput.
  - c. Average hourly throughput is calculated using the annual throughput, days per year and hours per day.
  - d. Throughputs from previous years can be reviewed on the right side of the Throughput tab.

# Reporting for a process (cont.)

4. On the Process Details Page on the Throughput tab, to report throughput (tp) info:
  - a. Enter Annual Use (= annual throughput (tp)).
  - b. If needed, revise the Max Hourly Use (= max hourly tp). It typically will not change annually.
  - c. If needed, revise the Avg Sulfur and/or Avg Ash contents. These typically will not change annually.
  - d. Click *Save*.



If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year		Previous Year	
#a Annual Use: 0	LB	2019	Material: Coal - Bituminous
#b Max Hourly Use: 0	LB/HR		SCC: 10100204
Avg Hourly Use: 0	LB/HR		Annual Use: 0
#c Avg Sulfur: 0	WT%	<input type="checkbox"/> Use?	Max Use: 0
Avg Ash: 0	WT%	<input type="checkbox"/> Use?	Avg: 0.0
			Annual Use: 0
			Max Use: 0
			Avg: 0.0
			Avg Sulfur: 0
			Avg Ash: 0
			Comment:

#d

# Reporting for a process (cont.)

## 5. To report the throughput info (cont.)

- e. Clicking the Save button will create a checkmark in the blue Pro Status box in the upper right of the Process Detail indicating that throughput reporting is complete.

**Process Detail Page**

Process Details | Device Details | Helpful Links

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**Process Details**

Pro Status	Done?
Throughput	✓
Streams	
Reported Emis	

General Process Data For: B01-07

ID: 07 Name: Code: GENERIC

Begin Date: [Calendar Icon] [May] [11] [2020] [Set]

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

Material Group: Fuel Oil - Distillate (aka Diesel) SCC: 10100505 LENGTH^3

Hrs/Dy: 24 Dys/Wk: 5 Dys/Yr: 260 Qtr1: 24 Qtr2: 25 Qtr3: 26 Qtr4: 25

Comments:

Save Insert Cancel Process Saved successfully.

Throughput | EmisFactor | In/Out Streams | Reported | Paths

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year	Previous Year
Annual Use: 569 GAL	Material:
Max Hourly Use: .5 GAL/HR	SCC:
Avg Hourly Use: 0.09119 GAL/HR	Annual Use:
Avg Sulfur: 0 WT% <input type="checkbox"/> Use?	Max Use:
Avg Ash: 2 WT% <input type="checkbox"/> Use?	Avg:
Save Cancel <small>Throughput saved successfully.</small>	Avg Sulfur:
	Avg Ash:

# Reporting for a process (cont.)

6. 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 in the Adding and Revising Emissions-Generating Devices and Processes on [DNR's website](#).

# Reporting for a process (cont.)

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

Process Detail Page

Process Details | Device Details | Helpful Links

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**Process Details**

Pro Status	Done?
Throughput	✓
Streams	✓
Reported Emis	

General Process Data For: B01- 07

ID: 07    Name:    Code: GENERIC

Begin Date:    May 11 2020 Set

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

Material Group: Fuel Oil - Distillate (aka Diesel)    Scc: 10100505    LENGTH^3

Hrs/Dy: 24    Dys/Wk: 5    Dys/Yr: 260    Qtr1: 24    Qtr2: 25    Qtr3: 26    Qtr4: 25

Comments:

Save    Insert    Cancel    Process Saved successfully..

Throughput    EmisFactor    In/Out Streams    Reported    Paths

Do not use commas when entering numbers.

**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**

# Reporting for a process (cont.)

8. Reported emissions – general
  - a. If reported emissions are not being used, they only need to be marked completed.
  - b. Instead of using a throughput and an emission factor to calculate emissions, a facility may opt to use reported emissions by providing the emissions generated by a process being released to the environment after controls.
  - c. Even if the reported emissions option is the chosen approach, a non-zero throughput is still required to quantify annual process activity.
  - d. Supporting documentation of reported emissions needs to be available upon request.

# Reporting for a process (cont.)

9. Reported emissions – general (cont.)
  - e. A value of -1 indicates that reported emissions were used for a pollutant in the previous EI.
  - f. If a change is made to a reported emission, reported emissions are automatically marked completed when the change is saved.
  - g. EF column indicates whether an emission factor exists for a pollutant.

# Reporting for a process (cont.)

10. On the Process Details Page on the Reported tab, reported emissions can be:

- a. Added
- b. Edited
- c. Deleted
- d. Marked as complete

Throughput

EmisFactor

In/Out Streams

Reported

Paths

If a process is generating emissions, the throughput must be greater than

Do not use commas when entering numbers.

**Current Year:**

\* No Commas, please! \*

Select	Pollutant	Value	Unit	Type
<input type="checkbox"/>	ADIPIC ACID	-1	LB	REPORTED
<input type="checkbox"/>	AMMONIA	-1	LB	MEASURED
<input type="checkbox"/>	BENZENE	-1	TON	MEASURED
<input type="checkbox"/>	INDIUM	-1	TON	MEASURED



# Reporting for a process (cont.)

10. a. To add reported emissions:

- i. Click *Add Reported Emission*.
- ii. Enter/select Pollutant, Value, Units, Type and Comment.
- iii. Click *[Finish Add]*.



If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year: \* No Commas, please! \*

Select	Pollutant	Value	Unit	Type	Comment
<input type="checkbox"/>	ADIPIC ACID	-1	LB	REPORTED	
<input type="checkbox"/>	AMMONIA	-1	LB	MEASURED	
<input type="checkbox"/>	BENZENE	-1	TON	MEASURED	
<input type="checkbox"/>	INDIUM	-1	TON	MEASURED	
	1,3,5 TRIGIY		LB	MEASURED	

#ii

#iii

[Finish Add]

[Cancel Add]

Add Reported Emission

Delete Reported Emission

SAVE ALL

#i

Mark Reported Emissions as Completed

# Reporting for a process (cont.)

10. b. To edit reported emissions:
  - i. Revise Value and Comment.
  - ii. Click *SAVE ALL*.

Throughput

EmisFactor

In/Out Streams

Reported

Paths

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year:

#i

\* No Commas, please! \*

#i

Select	Pollutant	Value	Unit	Type	Comment	EF
<input type="checkbox"/>	BENZENE	<input type="text" value="25"/>	LB	MEASURED	<input type="text"/>	
<input type="checkbox"/>	ROG	<input type="text" value="100"/>	LB	REPORTED	stack test	Y

Add Reported Emission

Delete Reported Emission

SAVE ALL

Mark Reported Emissions as Completed

#ii

# Reporting for a process (cont.)

10. c. To delete reported emissions:

- i. Click Select checkbox next to the reported emission to be deleted.
- ii. Click *Delete Reported Emission*.

Throughput

EmisFactor

In/Out Streams

Reported

Paths

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year:

\* No Commas, please! \*

#i

Select	Pollutant	Value	Unit	Type	Comment	EF
<input checked="" type="checkbox"/>	BENZENE	25	LB	MEASURED		
<input type="checkbox"/>	ROG	100	LB	REPORTED	stack test	Y

#ii

Add Reported Emission

Delete Reported Emission

SAVE ALL

Mark Reported Emissions as Completed

# Reporting for a process (cont.)

10. d. To mark reported emissions as completed, click the Mark Reported Emissions as Completed button which creates a checkmark in the Reported Emis row of the Pro Status box in the upper left of the Process Detail Page indicating that reported emissions reporting is complete. (See next slide.). If any change is made to reported emissions, this action is redundant.

Throughput

EmisFactor

In/Out Streams

Reported

Paths

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year:

\* No Commas, please! \*

Select	Pollutant	Value	Unit	Type	Comment	EF
<input type="checkbox"/>	1,3,5 TRIGIY	-1	LB	MEASURED		
<input type="checkbox"/>	ACETONITRILE	-1	LB	MEASURED		
<input type="checkbox"/>	ACROLEIN	-1	LB	REPORTED		

Add Reported Emission

Delete Reported Emission

SAVE ALL

Mark Reported Emissions as Completed

# Reporting for a process (cont.)

## Process Detail Page

Process Details

Device Details

Helpful Links

### Process Details

General Process Data For: 55858-

Pro Status	Done?
Throughput	✓
Streams	✓
Reported Emis	✓

ID: P101    Name:     Code:

Begin Date:

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

Material Group:     Scc:     MASS

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

Comments:

Throughput

EmisFactor

In/Out Streams

Reported

Paths

If a process is generating emissions, the throughput must be greater than zero excluding breathing processes.

Do not use commas when entering numbers.

Current Year:

\* No Commas, please! \*

Select	Pollutant	Value	Unit	Type	Comment	EF
<input type="checkbox"/>	ADIPIC ACID	<input type="text" value="-1"/>	LB	REPORTED	<input type="text"/>	

Add Reported Emission

Delete Reported Emission

SAVE ALL

Mark Reported Emissions as Completed

# Completing process reporting

1. At this point, three checkmarks (See screen shot on previous slide.) appear 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.

Facility - 555555550 : -1 DNR Contact : St

- [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**

<a href="#">55858-P01</a>	<a href="#">C79-01</a>	<a href="#">SSSS-01</a>
<a href="#">55858-P101</a>	<a href="#">C87-01</a>	<a href="#">s101-01</a>
<a href="#">55858-p210</a>	<a href="#">CCC-01</a>	<a href="#">s789-01</a>
<a href="#">B-01-01</a>	<a href="#">CCC01-01</a>	<a href="#">s99-01</a>

# Completing process reporting (cont.)

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 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