Air Emissions Inventory (EI) - Reporting Facility Information

July 2021
Requirements

• For both air emissions inventory (EI) and Under-Thresholds-Notifications (UTN):
  ✓ Review and report facility data; AND
  ✓ Complete the Environmental Management System (EMS) questionnaire

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

**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)
Procedure (cont.)

3. Click the correct facility link.
4. Click *Annual Air Emission Inventory* to open the Air Reporting System (ARS).
Procedure (cont.)

5. On the ARS home page, click *Update Facility Info*.
Procedure (cont.)

6. On the Facility Form page, review and update (if needed) the number of employees and the facility area.
Procedure (cont.)

7. On the Facility Form page, complete the EMS questionnaire.
8. On the Facility Form page, review the North American Industrial Classification System (NAICS) code and email any updates to DNRAMEmissionsInventory@wisconsin.gov.
9. On the Facility Form page, click *Save Facility Information*. 
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.

- OR -

- Email: DNRAMEmissionsInventory@wisconsin.gov