

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.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

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TOPIC

DNR SWITCHBOARD

SECURE EBUSINESS PORTAL

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.
[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](#)

REQUEST ACCESS TO SPECIFIC SYSTEMS/REPORTS
If you have a User ID but need access to new or additional systems or reports, request access now.
[READ MORE](#)

Procedure (cont.)

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



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.

Approved Facilities

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

Procedure (cont.)

- Click *Annual Air Emission Inventory* to open the Air Reporting System (ARS).



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.	View Facility Air Data (and Upload) ↗ Annual Air Emission Inventory ↗

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 Facility Info*.

FID: 555555550

Air Emissions Reporting

FID: 555555

Facility - 555555550 : AIR Test FACILITY #1 DNR Contact : Steven Bogost, (608) 264-8843 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 Facility Form page, review and update (if needed) the number of employees and the facility area.

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
004-01	B05-01	S001-01
004-125	BAG1-01	S003-01
004-m	C01-01	S09-01

Facility Form

Number of Employees & Facility Area

Number of Employees: Area:

FT2
 ACRE

You may enter AREA in Acre, but screen will always display FT2. Supply area for stationary sources from fence line to fence line or, for portables, the amount of area the equipment uses when generating product.

EMS Questionnaire

Do you have a formal environmental management system (EMS)?

Yes
 No
 Don't Know

Is your environmental management system (EMS) reviewed and certified by an independent third party?

Yes
 No
 Don't Know

Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)

Yes
 No
 Don't Know

SIC and NAICS Codes

Procedure (cont.)

7. On the Facility Form page, complete the EMS questionnaire.

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
004-01	B05-01	S001-01
004-I25	BAG1-01	S003-01
004-m	C01-01	S09-01

Facility Form

Number of Employees & Facility Area

Number of Employees: Area:

FT2
 ACRE

You may enter AREA in Acre, but screen will always display FT2. Supply area for stationary sources from fence line to fence line or, for portables, the amount of area the equipment uses when generating product.

EMS Questionnaire

Do you have a formal environmental management system (EMS)?

Yes
 No
 Don't Know

Is your environmental management system (EMS) reviewed and certified by an independent third party?

Yes
 No
 Don't Know

Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)

Yes
 No
 Don't Know

SIC and NAICS Codes

Procedure (cont.)

8. On the Facility Form page, review the North American Industrial Classification System (NAICS) code and email any updates to DNRAMissionsInventory@wisconsin.gov.

The screenshot displays the 'Facility Form' web application. On the left is a navigation menu with links such as 'Annual Reporting Home', 'Update Facility Info', and 'Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)'. Below the menu is a legend: 'Green Indicates Complete' and 'Red Indicates Incomplete'. A table lists codes for EMIS, CTRL, and STK columns. The main form area is titled 'Facility Form' and contains the following sections:

- Number of Employees & Facility Area:** Number of Employees: 6, Area: 400.
- EMS Questionnaire:** Three questions with radio button options for Yes, No, and Don't Know.
 - Do you have a formal environmental management system (EMS)? (Selected: Don't Know)
 - Is your environmental management system (EMS) reviewed and certified by an independent third party? (Selected: Don't Know)
 - Are you a small business? (Selected: No)
- SIC and NAICS Codes:** A red-bordered section containing dropdown menus for SIC (0111 WHEAT, 2677 ENVELOPES) and NAICS (31-33 Manufacturing, 111160 Rice Farming).

Procedure (cont.)

9. On the Facility Form page, click *Save Facility Information*.

Facility Form

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
1004-01	B05-01	S001-01
1004-I25	BAG1-01	S003-01
1004-m	C01-01	S09-01
1005-01	C03-01	S16-01
1006-01	C04-01	S19-01
1102-01	C07-01	S199-01
1103-01	C09-01	S79-01
55858-01	C10-01	S88-01
55858-P01	C19-01	S999-01
55858-P101	C345-01	SSS-01
55858-p210	C66-01	SSS-01
B01-02	C79-01	SSSS-01
B01-03	CCC-01	s101-01

Number of Employees & Facility Area

Number of Employees: Area:

You may enter AREA in Acre, but screen will always display FT2. Supply area for stationary sources from fence line to fence line the amount of area the equipment uses when generating product.

EMS Questionnaire

Do you have a formal environmental management system (EMS)?
 Yes
 No
 Don't Know

Is your environmental management system (EMS) reviewed and certified by an independent third party?
 Yes
 No
 Don't Know

Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)
 Yes
 No
 Don't Know

SIC and NAICS Codes

SIC and NAICS data is read-only. If you would like to see changes made, please email

SIC:

NAICS:

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.

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

- OR -

- Email:
DNRAMEmissionsInventory@wisconsin.gov