Air Emissions Inventory (EI) - Reporting Facility Information
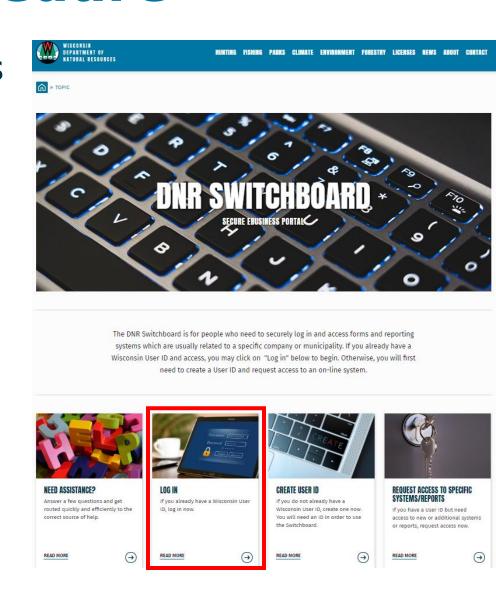
July 2021

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.

Procedure (cont.)

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

Procedure (cont.)

3. Click the correct facility link.

Procedure (cont.)

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.
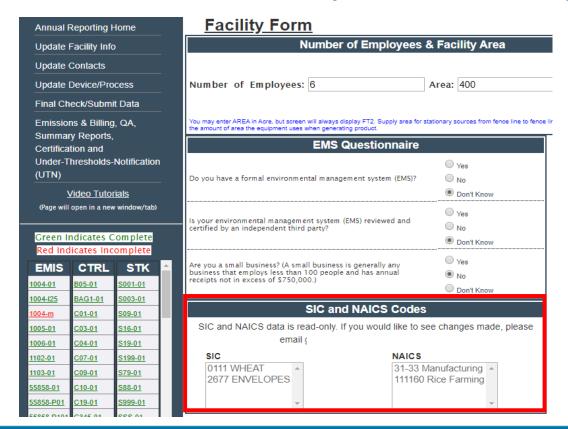
Procedure (cont.)

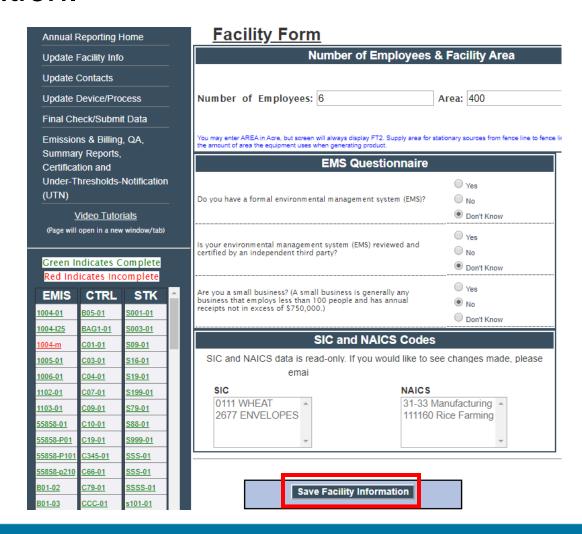7. On the Facility Form page, complete the EMS questionnaire.

Procedure (cont.)

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

Procedure (cont.)

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.

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

  - OR -

- Email: DNRAMEmissionsInventory@wisconsin.gov