

DATE: February 3, 2020

SUBJECT: Reminders for facilities covered by a Registration Operation Permit

Dear Registration Operation Permit holder:

Your facility's business operation is currently covered by a Registration Operation Permit (ROP) issued by the Department of Natural Resources (DNR) Air Program. The DNR's Small Business Environmental Assistance Program (SBEAP) and the Air Program work together on providing service and assistance to small businesses. This email is provided as a general resource for facility contacts; if you have already filed these reports, **then no further action is required.**

### **Air Emissions Inventory – due March 1**

All facilities covered by a ROP must submit an annual Air Emissions Inventory report or notify DNR the facility's emissions are below reporting thresholds.

- More details about submitting reports through the Air Reporting System (ARS) can be found at <http://dnr.wi.gov/topic/AirEmissions/>. For direct assistance, **contact Grant Heatherington** at 608-266-1552.
- In lieu of reporting to the Air Emissions Inventory, businesses with air emissions below the reporting thresholds listed on Table 1 of Chapter NR 438, ([http://docs.legis.wisconsin.gov/code/admin\\_code/nr/400/438.pdf](http://docs.legis.wisconsin.gov/code/admin_code/nr/400/438.pdf)) should **submit an Under Threshold Notification to notify DNR their air emissions are below reporting levels.**
- The Under Threshold Notification (UTN) should be submitted electronically within ARS. When logged in to the ARS, select the menu option on the left "Emissions & Billing..." and then the "Certification and Under-Threshold..." tab. Click on the "Create the UTN" button, print and complete the form, scan and save it to your hard drive. Then on that same ARS page click "Submit Signed UTN" and upload the signed form.

### **Annual permit compliance certification and annual summary of monitoring – due March 1**

Facilities covered by a ROP must submit an annual **permit compliance certification** to DNR for each calendar year's operations. This notification can be submitted and signed electronically. **Follow the instructions** under the "Electronic reporting" section below.

Facilities covered by a ROP must also submit an annual **summary of monitoring** report.

- The annual summary of monitoring report addresses actions during the previous calendar year and should include sufficient data for DNR to determine whether the source complied with all applicable requirements throughout the year.
  - Use of Form 4530-179 (<http://dnr.wi.gov/files/PDF/forms/4500/4530-179.pdf>) can assist a source in identifying information to include in the report. This form is not required to be submitted to DNR.
- Deviations from and violations of any requirement shall be clearly identified in the monitoring report.

The DNR created Form 4530-178 (<http://dnr.wi.gov/files/PDF/forms/4500/4530-178.pdf>) to serve as **BOTH** the annual permit compliance certification and the annual summary of monitoring reports simultaneously. Use of this form is not mandatory.

### **Electronic reporting options**

Online reporting options were created for streamlining the air permit reporting process through use of the DNR Switchboard and Air Reporting System.

- The facility's responsible official, air management contact and/or delegated party must obtain a Web Access Management System (WAMS) ID to access the DNR Switchboard. Learn more about the DNR Switchboard here: <https://dnr.wi.gov/topic/Switchboard/Help.html>.
- Once a WAMS ID has been obtained, facility contacts need to request access to the air compliance, air emission inventory and air permit actions in order to file reports and permits electronically.
- Electronic signature for reports is only available to the facility's responsible official.

- Learn about electronic submittal actions at: <https://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.

To receive these and other communications from DNR, it is important to **maintain current contact information** for facility roles within the Air Reporting System. **Contact [Grant Heatherington](#)** via email with new contact's name, title, email, phone and mailing address.

Questions about Registration Operation Permits can be directed to the Registration Program Coordinator at [DNRAMROPSAIRPERMIT@wisconsin.gov](mailto:DNRAMROPSAIRPERMIT@wisconsin.gov).

Other questions can be directed to the SBEAP at [DNRsmallbusiness@wisconsin.gov](mailto:DNRsmallbusiness@wisconsin.gov) or 855-889-3021.