

Air Management • ELECTRONIC REPORTING INSTRUCTIONS STACK TESTING PLAN AND REPORT SUBMITTAL

December 2015

The following instructions are provided as a quick overview of the electronic filing process for Stack Test Plans and Final Reports. The Department of Natural Resource (DNR) Air Program will continue to accept paper copies, though major sources are encouraged to submit reports electronically. Detailed instructions on the electronic reporting process as well as quick instructions on how to obtain a DNR Switchboard Login ID and how to gain access to new reporting functions within the electronic reporting system are available on the website: <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.

STEP 1: ACCESSING E-REPORTING

1. Access the Switchboard Registration page by going to either:

- <http://dnr.wi.gov/topic/Switchboard/>
- Starting at the DNR Homepage <http://dnr.wi.gov>, Select **Business** from the Menu bar, and then select **Switchboard**.

2. Once on the Switchboard web page Select:

 to the Switchboard.

3. Enter your WAMs ID and password, and Select “Login”.



4. Locate the correct facility on your list and Select: [AIR Compliance Actions](#) link under **What You Can Do:** for that facility.

Or Select: [View Facility Air Data \(and Upload\)](#) or [Air Permit Actions](#) and Select:



STEP 2: COMPLETE STACK TEST PLAN AND REPORT UPLOAD

1. Select the Stack Tests Tab



2. Next, complete Options 1, 2 or 3 as appropriate. The options are described below.

OPTION 1: Add New Stack Test Plan or Report Not Already In System

1. Select “Add New Stack Test”. Test Date: *
2. Enter the Test Date:
3. Select the Test Firm from the dropdown menu. NOTE: “Unknown” is an option, and is the default selection.
4. Complete all required fields and provide additional comments, as needed. Note that all REQUIRED fields are denoted by red asterisks (*).
5. If you have a NEW PLAN to upload, follow these steps:
 - a. Select “Upload Plan”
 - b. Select Yes or No from a dropdown menu to indicate whether the test will have a “Planned/Anticipated Test Method Deviation.”
 - c. Select “Browse” and search for the Test Plan file you wish to upload. (**IMPORTANT: ONLY PDF files <30 MB size can be uploaded.**)
 - d. Select “Open” and then “Upload Plan and Save Plan Form”
 - e. An Email receipt will be sent with each successful upload.
6. If you have a NEW REPORT to upload, meaning when a PLAN was not previously submitted to the DNR. (That may occur when conducting a test voluntarily, or for Federal testing requirements.)
 - a. Select either “Compliance” or “Non-Compliance” from the dropdown menu for “Reported Compliance”
 - b. Select “Browse” and search for the Stack Test Report file you wish to upload. (**IMPORTANT: ONLY PDF files <30 MB size can be uploaded.**)
 - c. Select “Open” and then “Upload Document and Save Report Form”
 - d. An Email receipt will be sent with each successful upload.

OPTION 2: Add Stack Test Report to Test Plan Already In System

1. Locate the Stack Test already in the system, based on: Stack Test ID, Test Dates, and Previously Attached Plan Document.
 - a. Select the appropriate Stack Test ID: [SC-ST-15-117201] and Select “View Plan Document” to confirm you are attaching the Test Report to the correct Test Plan.

SC-ST-15-117201	05/12/2015	05/04/2015	[Add Report]
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[View Plan Document](#) 

- b. You may also locate the desired stack test by hovering over the Stack Test ID. After hovering over the Stack Test ID, the stack # and the pollutants tested for that stack test will appear.

NO-STK-6048	07/20/2004 -	09/01/2004	09/01/2004 *
[S11 Methane]			
NO-STK	[S11 Volatile organic compounds (Reactive organic	4	03/05/2004 [Add Report]
NO-STK	gases]]	02/12/2004	03/24/2004

2. Select “Add Report” once you have located the correct stack test plan.
 - a. Select either “Compliance” or “Non-Compliance” from the dropdown menu for “Reported Compliance”
 - b. Select “Browse” and search for the Stack Test Report file you wish to upload. (**IMPORTANT: ONLY PDF files <30 MB size can be uploaded.**)
 - c. Select “Open” and then “Upload Document and Save Report Form”
 - d. An Email receipt will be sent with each successful upload.

OPTION 3: Add Stack Test PLAN to Test REPORT Already In System

The submittal of a Stack Test Plan following the submittal of a stack test report does not constitute a Stack Test allowed to be used for a compliance demonstration. This should be rare and only occur related to plan revisions and voluntary reporting.

1. Locate the Stack Test already in the system, based on: Stack Test ID, Test Dates, and Previously Attached Plan Document.
 - a. Select the appropriate Stack Test ID: [SC-ST-15-117201] and Select “View Plan Document” to confirm you are attaching the Test Report to the correct Test Plan.

SC-ST-15-117201	05/12/2015	05/04/2015	[Add Report]
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[View Plan Document](#) 

- b. You may also locate the desired stack test by hovering over the Stack Test ID. After hovering over the Stack Test ID, the stack # and the pollutants tested for that stack test will appear.

NO-STK-6048	07/20/2004 -	09/01/2004	09/01/2004 *
[S11 Methane]			
NO-STK	[S11 Volatile organic compounds (Reactive organic	4	03/05/2004 [Add Report]
NO-STK	gases]]	02/12/2004	03/24/2004

2. Select “Add Plan” once you have located the correct stack test.
 - a. Select Yes or No from a dropdown menu to indicate whether the test will have a “Planned/Anticipated Test Method Deviation.”
 - b. Select “Browse” and search for the Stack Test Plan file you wish to upload. (**IMPORTANT: ONLY PDF files <30 MB size can be uploaded.**)
 - c. Select “Open” and then “Upload Document and Save Plan Form”
 - d. An Email receipt will be sent with each successful upload.

If you have any questions, please contact Andy Seeber at (608) 267-0563.