

Air Emissions Inventory (EI) – Generating and Submitting an EI Certification

July 2021

EI certifications

1. After an EI is submitted, facilities that have or need an air permit, are required to certify the EI.
2. Certification can occur only after the facility has received an email from DNR stating internal review of the EI is complete.
3. Certifications are due on June 30.

Air Reporting System (ARS) access

To access the DNR Switchboard, a Wisconsin Web Access Management System (WAMS) ID is required. If you already have a WAMS ID and ARS access, move to [slide 9](#).

ARS access (cont.)

1. To get a WAMS ID, click *CREATE USER ID* on the DNR Switchboard.



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. You can request access to systems/reports once you are logged in.

[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](#)



INSTRUCTIONS, FAQ AND TROUBLESHOOTING

Information to help you use the DNR Switchboard and manage your account.

[READ MORE](#)



ARS access (cont.)

2. After a WAMS ID is set-up, apply for an air emissions inventory (EI) submittal role at a facility by clicking *LOG IN* on the DNR Switchboard. See credentials and access PowerPoint for details.



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ARS access (cont.)

3. After a WAMS ID and EI submittal role have been created, login into the DNR Switchboard by clicking *LOG IN*.



NEED ASSISTANCE?

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[READ MORE](#)



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INSTRUCTIONS, FAQ AND TROUBLESHOOTING

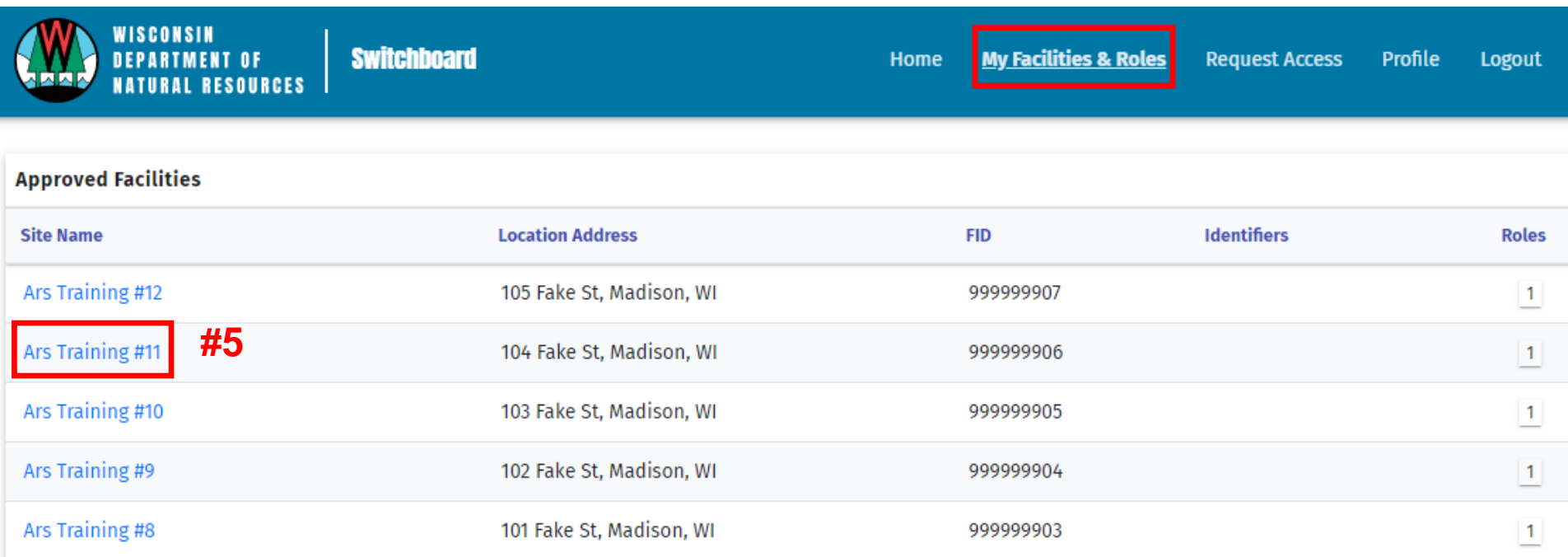
Information to help you use the DNR Switchboard and manage your account.

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ARS access (cont.)

4. Select *My Facilities & Roles*.
5. Click on the Site Name of the desired facility.

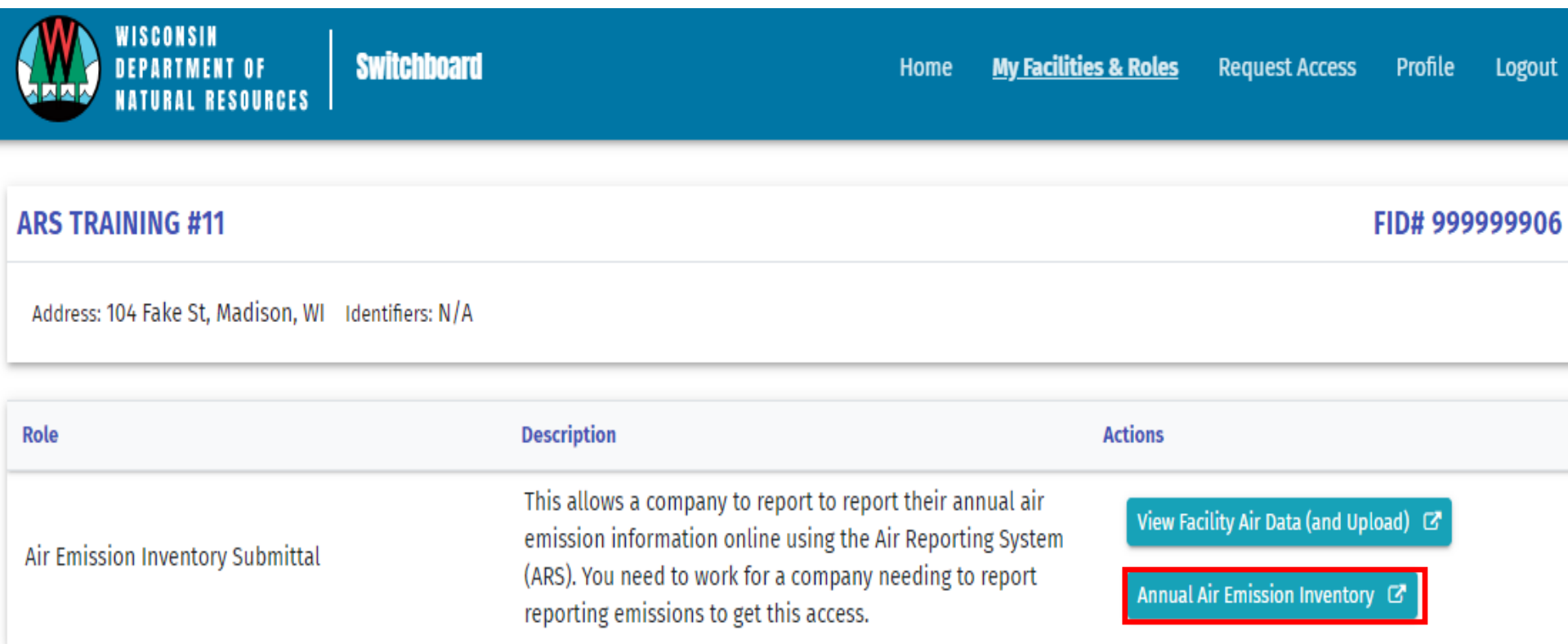


The screenshot shows the 'Switchboard' navigation menu with 'My Facilities & Roles' highlighted. Below the menu is a table titled 'Approved Facilities' with columns for Site Name, Location Address, FID, Identifiers, and Roles. The row for 'Ars Training #11' is highlighted with a red box, and a red '#5' is placed next to the site name.



Site Name	Location Address	FID	Identifiers	Roles
Ars Training #12	105 Fake St, Madison, WI	999999907		1
Ars Training #11 #5	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 access (cont.)

- Click on *Annual Air Emission Inventory* to open ARS.



The screenshot shows the top navigation bar of the Wisconsin Department of Natural Resources Switchboard. The navigation menu includes Home, My Facilities & Roles, Request Access, Profile, and Logout. Below the navigation bar, the main content area displays 'ARS TRAINING #11' with a Facility ID (FID# 999999906). The address is listed as '104 Fake St, Madison, WI' and identifiers as 'N/A'. A table below provides details for the 'Air Emission Inventory Submittal' role, including a description and two action buttons: 'View Facility Air Data (and Upload)' and 'Annual Air Emission Inventory', which is highlighted with a red box.

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 

Generating an EI certification

1. Select *Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)*.
2. Select the Certification and Under-Thresholds-Notification (UTN) tab.
3. Click *Create Certification*.

The screenshot displays the ARS Summary Data interface. On the left, a sidebar menu is visible with a red box around the option "Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)", labeled with a red "#1". The main content area is titled "ARS Summary Data" and has a "Report Status:" section with four tabs: "Emissions & Billing", "QA", "Summary Reports", and "Certification and Under-Thresholds-Notification (UTN)". The "Certification and Under-Thresholds-Notification (UTN)" tab is highlighted with a red box and labeled with a red "#2". Below the tabs, a text block states: "Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in certify an emission inventory or, if appropriate, submit an Under Thresholds Notificatio". Below this text is a table with two columns: "CERTIFICATION" and "UNDER-THRESHOLDS-NOTIFICATION". In the "CERTIFICATION" column, there are two buttons: "Create Certification" (highlighted with a red box and labeled with a red "#3") and "Submit Signed Certification". In the "UNDER-THRESHOLDS-NOTIFICATION" column, there are two buttons: "Create UTN" and "Submit Signed UTN". Below the "Create UTN" button, it says "UTN not allowed: ARS already submitted." Below the table, a text block states: "The latest UTN or certification form submittal will replace any previous submittals." At the bottom, a text block says: "If you are unable to upload your signed document, there are two other options available to you: 1) Scan the signed document and email it to 2) Send via regular mail to:"

Generating an EI cert. (cont.)

4. Open the generated EI certification.

Annual Reporting Home

Emissions & Billing, QA,
Summary Reports,
Certification and
Under-Thresholds-Notification
(UTN)

[Video Tutorials](#)
(Page will open in a new window/tab)

ARS Summary Data

Report Status:

Emissions & Billing

QA


Summary Reports

Certification and Under-Thresholds-Notification (UTN)

Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in a certify an emission inventory or, if appropriate, submit an Under Thresholds Notification

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATION
<p>Create Certification Submit Signed Certification</p> <p>Pursuant to NR 438.03(5)(c), Wis. Adm. Code.</p>	<p>Create UTN Submit Signed UTN</p> <p><u>UTN not allowed:</u> ARS already submitted.</p>
<p>The latest UTN or certification form submittal will replace any previous submittals.</p>	
<p>If you are unable to upload your signed document, there are two other options available to you:</p> <p>1) Scan the signed document and email it to 2) Send via regular mail to:</p>	

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 555004084_CERT_....pdf ^

Generating an EI cert. (cont.)

AIR EMISSIONS SUMMARY

CERTIFICATION

WDNR Facility Identification Number: 555004084

Facility Name: ARS Training #2
 Facility Contact: -1
 Facility Location: Hwy 35-Cedar Street
 Prairie du Chien WI

Since submitting 2020 emissions information to the Wisconsin Department of Natural Resources (WDNR) for the above-named facility, I have generated the final 2020 air emissions inventory summary report based on this information and WDNR-provided formulae and factors using the Air Reporting System. Having completed a review of this report, I certify that both the submitted 2020 emissions information and associated air emissions inventory summary report are true and accurate to the best of my knowledge.

 Print full name of facility owner or operator

 Signature of facility owner or operator

 Date signed

 Title of facility owner or operator

 Telephone number

Please upload a scanned, signed copy of this certification using the Air Reporting System or email it to _____ or send it via regular mail to:

PO Box 7921
 Madison, WI 53707-7921

Completion of this certification is mandatory.
 Penalties for failure to complete this certification are contained in s.285.87 Stats.
 Personally identifiable information on this certification will be used for no other purpose.

5. Print the opened EI certification.
6. Have the responsible corporate official sign and date the printed certification.
7. Scan the signed and dated certification.

Submitting an EI certification

1. Click *Submit Signed Certification*.

Annual Reporting Home

Emissions & Billing, QA, Summary Reports, Certification and Under-Thresholds-Notification (UTN)

[Video Tutorials](#)
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ARS Summary Data

Report Status:

Emissions & Billing

QA

Summary Reports

Certification and Under-Thresholds-Notification (UTN)

Every facility that has or needs a permit; or emits NOx or VOC above reporting levels certify an emission inventory or, if appropriate, submit an Under Thresholds Notifica

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATI
<p>Create Certification</p> <p>Submit Signed Certification</p> <p>Pursuant to NR 438.03(5)(c), Wis. Adm. Code.</p>	<p>Create UTN</p> <p>Submit Signed UT</p> <p><u>UTN not allowed:</u> ARS already submitted.</p>
<p>The latest UTN or certification form submittal will replace any previous submittals.</p>	
<p>If you are unable to upload your signed document, there are two other options available to you:</p> <p>1) Scan the signed document and email it to</p> <p>2) Send via regular mail to:</p>	

Submitting an EI cert. (cont.)

2. Click *Choose File* and select the scanned UTN.
3. Click *Submit Document*.



Every facility that has or needs a permit; or emits NOx or VOC above reporting levels in certify an emission inventory or, if appropriate, submit an Under Thresholds Notificator

CERTIFICATION	UNDER-THRESHOLDS-NOTIFICATION
<p>Create Certification Submit Signed Certification</p> <p>Pursuant to NR 438.03(5)(c), Wis. Adm. Code.</p> <p>#2 <input type="button" value="Choose File"/> No file chosen Maximum Submitted File Size: 100MB</p> <p>#3 <input type="button" value="Submit Document"/> <input type="button" value="Cancel"/></p>	<p>Create UTN Submit Signed UTN</p> <p><u>UTN not allowed:</u> ARS already submitted.</p>
<p>The latest UTN or certification form submittal will replace any previous submittals.</p>	

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