

Registration Permit Compliance Checklist

Item	Frequency	Due Date	Report Required	Documents needed	Resources
The following tasks should be done by all facilities soon after receiving coverage under a Registration Permit					
Read your Registration Permit	At least once	Within 2 weeks of receipt	No	Not applicable	Hard copy sent to Responsible Official. Download a copy at http://dnr.wi.gov/air/permits/streamlining/regpermits.html
If not already on the Air Emissions Inventory, submit information using the Consolidated Reporting System to get facility on the Air Emissions Inventory	One time	Before December 31 of the year of Registration Permit coverage ¹	No	No	<p>Establish a WAMS user ID through DNR's electronic Switchboard: http://dnr.wi.gov/environmentprotect/switchboard/</p> <p>Air Emissions Inventory Homepage: http://dnr.wi.gov/air/emission/index.htm</p> <p>Consolidated Reporting System Website: http://dnr.wi.gov/org/aw/air/emission/crs/index.htm</p> <p>Chapter NR 438 contains the air emission reporting requirements. Links to this air pollution regulation can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p> <p>Compliance Inspector's name and phone number for your facility are listed in the letter sent to grant coverage under the Registration Permit.</p>
Documented search of applicable requirements for safe harbor under s. NR 407.105(7), Wis. Adm. Code. Safe harbor can allow your facility some protection from enforcement	One time	As soon after coverage under the Registration Permit as possible	No	Written record of search methods and search results required by DNR to use safe harbor	<p>If you had an old air permit, it will list all applicable air pollution requirements for the emissions units covered by the permit</p> <p>Department of Commerce's Small Business Clean Air Assistance Program can help small businesses. http://commerce.wi.gov/BD/BD-CA-SBCAAP.html</p> <p>Links to current air pollution regulations can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p>

¹ DNR staff adds basic information to the air emissions inventory based on you facility description. Please check this information for accuracy and add other necessary information.

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<p>Set up a compliance demonstration and recordkeeping plan for each applicable requirement that your facility is subject to. Some common things you'll need to keep records of are:</p> <ul style="list-style-type: none"> • Stack parameters • Calculation methods • Material throughputs for emission calculations • Control device monitoring results 	<p>One time. Update as equipment or materials are added or changed</p>	<p>As soon after coverage under the Registration Permit as possible</p>	<p>No</p>	<p>It's recommended that you have a written plan for facility staff. Plan not required by DNR</p>	<p>If you had old air permits, they are a good place to start for developing a compliance and recordkeeping plan.</p> <p>Department of Commerce's Small Business Clean Air Assistance Program can help small businesses. http://commerce.wi.gov/BD/BD-CA-SBCAAP.html</p> <p>Chapter NR 439 contains many compliance requirements. Links to this air pollution regulation can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p>
<p>Check to see if your facility is in a category under Area Source NESHAPs, especially metal and plastic parts paint shops and small foundries.</p>	<p>One time</p>	<p>Each rule has specific notification and compliance dates</p>	<p>If you are subject to one of the standard, Yes</p>	<p>Notification that you are subject Compliance Notification</p>	<p>USEPA's toxics website has fact sheets and final rules. If your facility is in one of the listed source categories, download the rule. Relevant information is usually in the last 3 or 4 pages of the rule. Search for "Am I subject to this Subpart?" http://www.epa.gov/ttn/atw/area/arearules.html</p>
<p>Make a list of the control device parameter ranges for each control device. (Facilities without control devices do not need to do this.)</p>	<p>One time. Update as equipment is added or changed</p>	<p>As soon after coverage under the Registration Permit as possible</p>	<p>No</p>	<p>Keep the list on site</p>	<p>Control device parameters that must be monitored and recorded are in Condition E.8 Table 2 of the Registration Operation Permit</p> <p>Section NR 439.055 contains specific requirements for control devices. Links to current air pollution regulations can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p>
<p>Prepare malfunction prevention and abatement plans for your equipment as required in 439.11.</p>	<p>Update every 5 years</p>	<p>Upon installation of new equipment</p>	<p>No</p>	<p>Keep Plans on site for review</p>	<p>Section NR 439.11 contains specific requirements for malfunction prevention and abatement plans. Links to this air pollution regulation can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p>
<p>The following tasks need to be done each year so you can submit compliance certifications and annual inventory reports</p>					
<p>Perform compliance audit to determine compliance status with each applicable requirement</p>	<p>At least Annually</p>	<p>Prior to submitting Compliance Certification</p>	<p>No</p>	<p>Keep documents used to determine compliance</p>	<p>Use your facility's compliance demonstration and recordkeeping plan</p> <p>Department of Commerce's Small Business Clean Air Assistance Program can help small businesses. http://commerce.wi.gov/BD/BD-CA-SBCAAP.html</p>

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<p>Calculate Annual Actual Emissions of:</p> <ul style="list-style-type: none"> • Particulate matter • Sulfur dioxide • Nitrogen oxides • Carbon monoxide • VOC • Hazardous Air Pollutants • Lead 	Annually	Prior to submitting Compliance Certification	No	Keep records of data used to make calculations and samples of how calculations were made	<p>The Registration Permit Application Guide contains information on calculating facility wide actual annual emissions. Chapter 6 covers control efficiencies and Chapter 7 covers calculation methods. The guide is available at: http://dnr.wi.gov/peace/amregsubmitui/Submit/InfoPacket.aspx</p>
<p>Calculate emissions from individual process lines if necessary. Some examples of why you'd need to do this are:</p> <ul style="list-style-type: none"> • RACT Exemptions • LACT 10 ton limit • 445 compliance 	Frequency determined by individual applicable requirement.	Prior to submitting Compliance Certification	Not unless specified by the requirement	Keep records of data used to make calculations and samples of how calculations were made	<p>Dept of Commerce's Small Business Clean Air Assistance Program links to calculation worksheets are available for a number of regulations: http://commerce.wi.gov/BD/BD-CA-Emissions_Reports.html</p>
<p>Submit annual Consolidated Reporting for Air Emissions Inventory.</p> <p>NOTE: If emissions are below reporting thresholds you may, in lieu of a full report, submit to your compliance inspector, information showing that your facility emissions are below reporting thresholds.</p>	Annually	March 1 st of each year	Not applicable	<p>Use DNR's On-line reporting system</p> <p>or</p> <p>Letter to DNR Compliance Contact if below reporting thresholds</p>	<p>Establish a WAMS user ID through DNR's electronic Switchboard: http://dnr.wi.gov/environmentprotect/switchboard/</p> <p>Air Emissions Inventory Homepage: http://dnr.wi.gov/air/emission/index.htm</p> <p>Consolidated Reporting System Website: http://dnr.wi.gov/air/emission/crs/index.htm</p> <p>Chapter NR 438 contains reporting requirements and thresholds. Links to this air pollution regulation can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p> <p>Contact information for your facility compliance Inspector is listed in the letter sent to grant coverage under the Registration Permit.</p>
<p>Pay annual Emission Fees if applicable. In the 1st year after coverage the fee will be \$1,100. In subsequent years you will be billed</p>	Annually	Bill sent in May and are due June 30 th of each year	No	Enclose stub from your bill with the check	<p>Section NR 410.04 contains the air emission fee requirements. Links to this air pollution regulation can be found at: http://dnr.wi.gov/air/rules/NR400toc.htm</p>

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according to ch. NR 438					
Submit annual compliance certification reports and monitoring reports	Annually, beginning <i>after</i> the first full calendar year of coverage ²	March 1, of each year for the previous year	Yes	Use DNR's Comp. Cert and Permit summary deviation Forms	Forms and instructions available at: http://dnr.wi.gov/air/compenf/complianceforms.htm Submit information to your facility's Compliance Inspector whose name and phone number are listed in the letter sent to grant coverage under the Registration Permit.
These tasks will need to be done if circumstances warrant					
Submit name change in case of change of ownership or legal control.	Upon change	Within 30 calendar days of the change	Yes	No	Submit information to your facility's Compliance Inspector whose name and phone number are listed in the letter sent to grant coverage under the Registration Permit. For a DNR employee contact information, service center location information, etc. go to: http://dnr.wi.gov/staffdir/SearchDNREmp.asp
Facilities that are required to model – Report change that triggered modeling. Submit modeling results	With annual compliance certifications	March 1, of the year after the change was made	Yes	Use Registration Permit Modeling Assessment Form Part 1	Submit information to your facility's Compliance Inspector whose name and phone number are listed in the letter sent to grant coverage under the Registration Permit. Registration Permit Modeling Assessment available at: http://dnr.wi.gov/peace/amregsubmitui/Submit/Worksheet.aspx
Portable sources ³ only – Submit relocation notices	Upon relocation	At least 20 days prior to relocation.	Yes	Letter or use DNR form 4500-025	Submit information to your facility's Compliance Inspector whose name and phone number are listed in the letter sent to grant coverage under the Registration Permit. Form available at http://dnr.wi.gov/air/doc/form4500-025.doc For a DNR employee contact information, service center location information, etc. go to: http://dnr.wi.gov/staffdir/SearchDNREmp.asp

² If the facility had permits revoked prior to coverage under the Registration Permit, the facility should submit compliance certification and monitoring reports regarding compliance with the old permit conditions covering the time period that the old permit was in effect.

³ A portable source is one that emits air pollution while standing still but is capable of being moved from place to place such as portable diesel generators, asphalt plants, and stone crushers.