



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Scott Hassett, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

October 9, 2006

Mr./Ms. Corporate Executive
ABC Manufacturing
1234 First Street
Milwaukee, WI 53201

Subject: Annual Air Emission Inventory and Hazardous Waste Reporting Changes

Dear Mr./Ms. Corporate Executive:

As part of Governor Doyle's Grow Wisconsin Initiative and in response to 2003 Wisconsin Act 118, the Wisconsin Department of Natural Resources (DNR) began a permit streamlining initiative. A key element of this streamlining effort includes the development of information technology improvements to enhance our interaction with the regulated community, to increase efficiency for our customers and DNR staff, and eliminate inconsistency by integrating DNR databases.

I am pleased to announce that we are ready to implement one of our information technology improvements for the Bureau of Air Management and the Bureau of Waste and Materials Management. An integrated database has been developed that will result in efficiencies and improvements to the annual air emission inventory reporting. This integrated database will provide a direct link between the emission inventory and the permitting process data. It will also provide quality assurance between all the programmatic uses of the data (e.g., permitting, compliance, emission inventory). The Waste and Materials Management program has also been involved in the development of this integrated database so that the annual hazardous waste reporting process will utilize the same features and enhancements of the revised air emission reporting process.

Beginning in January 2007, we will be asking our customers to use the Internet for the reporting of the annual air emission inventory and hazardous waste reports. Reporting via the Internet has previously been implemented in several other DNR programs with excellent efficiencies and results. The new integrated data system with Internet reporting will eliminate the need to download a program onto desktops, improve the presentation of reporting requirements, pre-populate select data fields to avoid redundant data entry, and add validation tools to help you. As a reminder, the Department is authorized to collect air emission inventory information under s. 285.17(1)(b), Stats. and Chapter NR 438, Wis. Adm. Code. The authorizing legislation for the Annual Hazardous Waste Report is contained in ss. 291.05(6)(b) and 291.21(7), Stats. and Chapters NR 660-670, Wis. Adm. Code.

To make this enhancement possible, we need your help. The individual(s) responsible for reporting either the air emission inventory or hazardous waste reports for your facility must complete a registration process to obtain a Web Access Management System Wisconsin User ID (WAMS ID) and access to the new reporting system via the DNR Switchboard. The registration process is free, takes less than 30 minutes to complete, and will assure only authorized individuals have access to the reporting system.

An email on the registration notice has been sent to the reporting contacts, facility contacts and consultants for whom the DNR had an email address on file from the most recent submittal. We are requesting your assistance with the following:

- Please have the individual(s) responsible for submitting either the air emission inventory or hazardous waste reports for your facility(ies) complete the WAMS ID and DNR Switchboard registration process by **October 30, 2006.**

- If your facility's Spring 2006 submittal was not via email, we have no designated email address on file with the DNR and the e-mail referenced above has not been sent to your contact. In that case, please forward this information to the individual who completed the previous submittal so they may register;
- If the person who completed the Spring 2006 submittal for your facility has taken other duties or left your organization, please ensure their replacement receives this registration information and registers;
- If your facility utilizes a consultant for data submittal, your consultant will need to register for a WAMS ID and obtain access to the DNR Switchboard. Please make sure the consultant you would like to utilize for the Spring 2007 submittal is aware of the registration process and registers.

The Registration Process:

The Wisconsin User ID Web Access Management System (WAMS) identifies three steps that an individual must follow in order to receive a WAMS ID from the State of Wisconsin. First, the person must have a unique email address. A unique email address is accessible by only one individual. Second, the person must supply a limited amount of personally identifiable information on the registration forms. Third, the individual must respond to an email message once over a four day period to activate the account. After completion of these three steps, the individual will have obtained a WAMS ID that should be viewed as personal property and not shared. This is not just an ID for DNR. It will be used for web access to all state agency data systems that require identification for access.

After the individual obtains a WAMS ID, they need to register at the DNR Switchboard system for the ability to access information for a particular DNR program, including the air emission inventory and hazardous waste reporting.

How To Register:

The combined WAMS and DNR Switchboard registration process is documented and available on the DNR Switchboard Registration page at <http://dnr.wi.gov/environmentprotect/switchboard/sbregistration.html>. The DNR Switchboard Internet pages include:

- A description of the WAMS ID and DNR Switchboard procedures,
- A video tutorial which includes a step-by-step presentation of the registration process,
- An Adobe Acrobat (pdf) downloadable registration instruction sheet, and
- Information on the Switchboard Registration Helpline (608-267-3123) which is available during normal business hours to assist individuals who encounter problems registering.

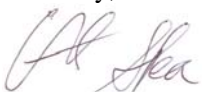
Security and DNR Follow-up:

The new system will allow your company to directly input reporting data into our data systems via the Internet. The registration process is necessary to guarantee security. The DNR may contact your company if an individual registering for a reporting role in either the air emission inventory or hazardous waste program is not on our current list of contacts for your company. We want to ensure that the right individuals have access to your company on the system.

We are confident that this new system will increase your efficiency and ease of reporting while assuring data security. If you have any questions regarding the registration process, please contact Tom Aten at 608-267-7638 or at Thomas.aten@wisconsin.gov.

Thank you for your help in completing this work.

Sincerely,



Al Shea, Administrator
Air and Waste Division