

# Air Management • ELECTRONIC REPORTING INSTRUCTIONS

## AIR PERMIT COMPLIANCE CERTIFICATION

December 2015

The following instructions are provided as an overview of the electronic filing process for the annual Air Permit Compliance Certification. 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 COMPLIANCE CERTIFICATION UPLOAD**

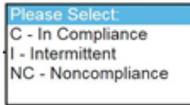
1. Select the Compliance Certifications Tab



2. Select the Comp Cert ID in Blue Text:

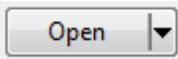
<a href="#">SC-CC-15-117042</a>	03/31/2015	NEW
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3. Ensure the correct Reporting Period and Due Dates are shown. If incorrect, do not submit electronically and contact your DNR Compliance Inspector.
4. Select Yes or No from dropdown menu for “Deviations Reported”, based on whether or not deviations must be reported for the year.
5. Select the appropriate Compliance Status from the Dropdown Menu:



(The detailed instructions explain what each of these options means)

6. Insert Comments if you wish.
7. Note that all required fields are denoted by red asterisks (\*). Complete all required fields.
8. Select: [Attach Document and Save Form](#) \*
9. Before attaching documentation for your certification, be sure to read and review:
  - [“Ink Signature Still Required!”](#)
  - [“Confidential Data?”](#)
10. Select “Browse” and then locate and select the Compliance Certification file you are going to upload.  
(**IMPORTANT: ONLY PDF files <30 MB size can be uploaded.**)

11. Select:  and then 

**Step 3: SUBMIT RESPONSIBLE OFFICIAL'S INK SIGNATURE via US MAIL TO DNR COMPLAINEE INSPECTOR.**

1. Submit one page with the original signature only.
2. Be sure to include the FID number on all documents submitted.

If you have any questions, please contact your compliance inspector.