

# Air Program Fact Sheet

## Annual Reports and Certifications Required for Air Permits and the Air Emissions Inventory

February 2019

### Report and Certification Requirements

Air pollution regulations require that each permitted facility submit a certification along with their annual reports indicating the facility's compliance status. Companies required to submit an Annual Air Emissions Inventory Report must also certify the final report. A certification is a statement to the Wisconsin Department of Natural Resources (DNR) that the report submitted is true, accurate and complete based on information and belief formed after reasonable inquiry. Each certification statement must be signed by the facility's Responsible Official or by a designated representative, such as the plant manager or environmental, health and safety professional. Other annual reports may be required as well.

### Air Pollution Operation Permits

All Air Pollution Operation Permits require that the source submit an annual certification indicating the facility was in compliance all of the time (continuous) or most of the time (intermittent) during the previous reporting year. If not in compliance with a particular requirement for any period of time, a Deviation Summary Report must be filed along with the certification. The following forms are provided as examples, although the same information may be provided in another format that the facility prefers.

Individual Permit—Annual Reporting Form:

- <http://dnr.wi.gov/files/PDF/forms/4500/4530-184.pdf>

Registration Operation Permit—Annual Reporting Forms:

- <http://dnr.wi.gov/files/PDF/forms/4500/4530-178.pdf>
- <http://dnr.wi.gov/files/PDF/forms/4500/4530-179.pdf>
- <http://dnr.wi.gov/topic/AirPermits/documents/4530-178Instructions.pdf>

The permit certifications in source-specific Air Pollution Operation Permits are often due at intervals of 30 or 60 days after the end of the reporting period; each facility should review their permit for the term of the reporting period and the specified certification deadline. The Registration Operation Permit requires the certification be submitted by March 1 of each year, following the first full calendar year of coverage under the permit. The permit compliance certification must be signed by the Responsible Official.

In addition to certifying their compliance status, each permit requires the facility to submit an annual or semi-annual report summarizing the results of all monitoring requirements listed in the permit. For example, where the permit requires a pressure drop reading once every 8 hours a unit is in operation, a monitoring summary report might include a statement of the range (high and low) of readings recorded throughout the year. The assigned compliance inspector for a facility can help to determine what data summaries should be included in the monitoring summary report. This monitoring summary report may be submitted along with the annual compliance certification, so long as the combined submittal addresses the requirements for both elements completely.

A facility's compliance inspector can provide more information on the annual compliance certification and monitoring summary reports. The contact information for the assigned compliance inspector can be found online:

- Log into DNR's Switchboard: <http://dnr.wi.gov/topic/Switchboard/>
- Next to the facility listing, select "View Facility Air Data (and Upload)" under "What You Can Do."
- Look on the General Facility Information tab for the line that says "Compl Inspector:"
- Write down the name and phone number of the DNR compliance inspector listed there.

If there is not a name listed in the Switchboard, contact the Air Program (608-266-7718) and ask for the Compliance Team Leader to assign one.

## Air Emissions Reporting System

The DNR's Air Reporting System (ARS) is the electronic reporting tool used by the air program to collect the Annual Emissions Inventory Report for all facilities with emissions above the reporting thresholds in ch. NR 438, Wis. Adm. Code. The rule (s. NR 438.03(5)(c), Wis. Adm. Code) requires companies meeting certain criteria to certify the preceding year's Emission Inventory information by June 30. The Emissions Inventory Certification Form specifies the company is certifying data and calculations contained in its air emissions inventory report.

**This form does not address compliance with the facility's air permit.**

The annual emissions inventory report generally follows these steps:

1. The facility supplies information to ARS by March 1, unless they have requested an extension to March 15.
2. After the facility submits the required information, DNR staff quality assure and approve it for finalization.
3. Once approved by DNR, the facility receives an email notification stating the submitted information is ready for finalization and certification.
4. The facility finalizes the information, generates a final report and prints a certification form, if required.
5. The emissions inventory certification form is signed and sent to DNR via either regular mail or email.
6. The annual reporting process is completed once the facility has filed the certification and paid the indicated fees.

## Additional Information

For more information on emission inventory reporting, go to the web page: <http://dnr.wi.gov/topic/AirEmissions/>.

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