

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Stack Testing Electronic Submittal Guidebook

Air Pollution Control Operation Permits

Air Management Program

Publication Number: AM-538-2016



For more information on the electronic submittal process, contact your compliance inspector.

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Background / Set-Up Options

Stack Testing and Reporting

Facilities possessing Department of Natural Resources (DNR) Air Pollution Control Operation Permits may be required to submit stack test plans and/or stack test reports. Stack test reporting varies among sources and individual permits. It is the responsibility of the permit holder to review and report out on all permit requirements. Waivers, exemptions and extensions on stack testing may be granted by the compliance inspector to permittees if requested.

All permittees are required to submit Stack Test Plans 20 business days prior to testing and Stack Test Reports 60 calendar days after testing. Permittees may submit Plans and Reports electronically through the Stack Testing submittal system on the DNR [Switchboard](#). This is the DNR preferred method for submittal, though paper copies are still accepted (if paper copies are sent, two copies of each Plan and Report are required). Please note all document uploads must be in PDF form and may not exceed 100 megabytes in size. Currently, there is NO ink signature requirement for Stack Test Plans or Stack Test Reports.

Requesting DNR Switchboard Access to Use Electronic Submittal System

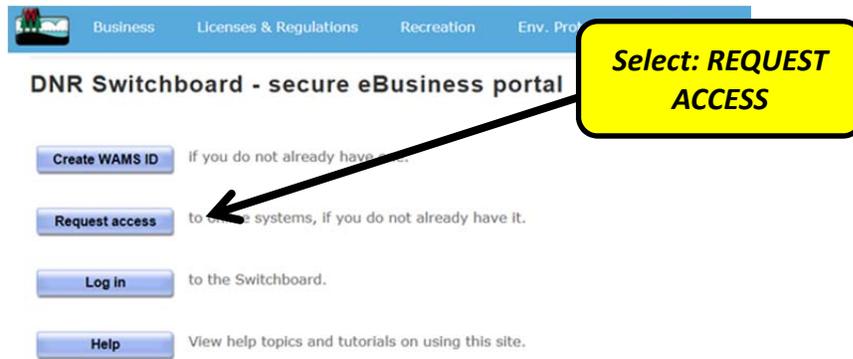
The Switchboard is used to securely login and access forms and reporting systems which are related to a specific company or municipality. The Switchboard can be located by typing “switchboard” into the search button on the DNR home page (dnr.wi.gov), or by navigating to it by hovering over the “Business” button in the blue navigation bar on the DNR home page and clicking “Switchboard” on the drop down menu.

A Web Access Management System (WAMS) user ID is required to log into the Switchboard system. If a WAMS User ID is needed, please follow the process to create one by clicking the “Create WAMS ID” button at the top of the Switchboard landing page (<http://dnr.wi.gov/topic/Switchboard/>). Those with WAMS ID’s already assigned can click on the “Log In” button on the Switchboard landing page to begin.

If a WAMS ID is already associated with the company or municipality for other DNR reporting such as Water, Wastewater, or Air Emissions, the company or municipality will ***need to request access for the new Air Compliance Submittal*** role to be able to submit Stack Tests Plans and Reports electronically. If the company or municipality already has access to the Air Compliance Submittal role, skip to Page 4 of this guide.

To request access, select the “Request Access” button on the Switchboard landing page (see below).

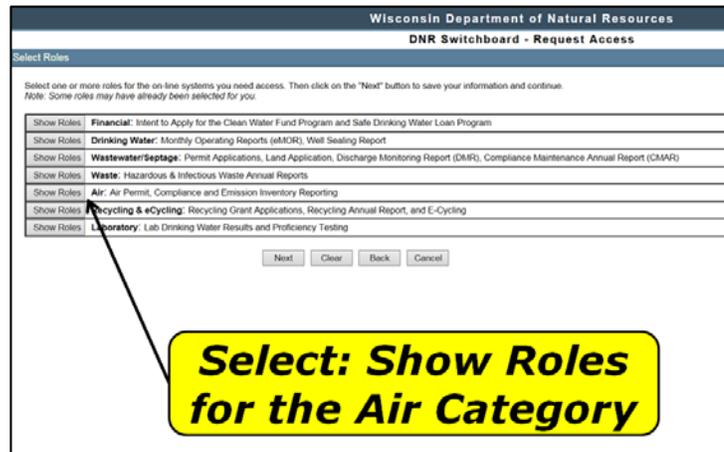
Stack Testing Electronic Submittal Guidebook



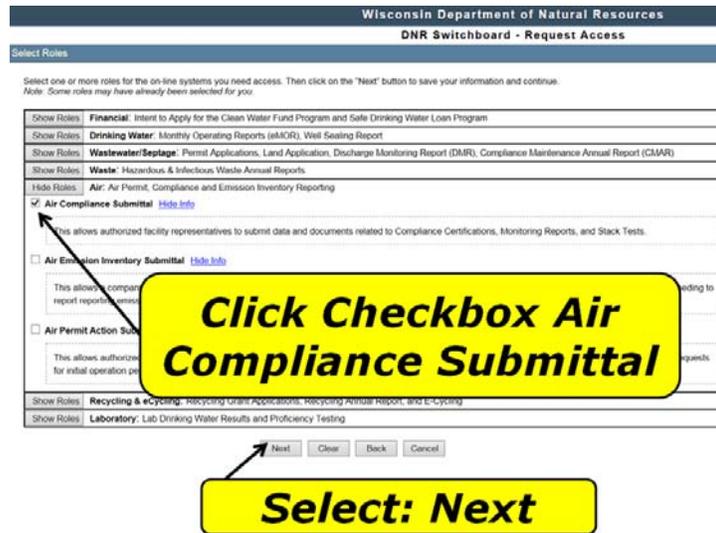
Log in to WAMS and select “Add New Role”:



Next select “Show Roles” for the Air category:



Next click the checkbox for the Air Compliance Submittal and click the “next” button.



If the facility or municipality is new to the Switchboard, a signature is required to be on file. Sign and date the Wisconsin Department of Natural Resources Electronic Signature Agreement and mail the original signed version to the DNR at:

Switchboard Access Request – SS/7
Department of Natural Resources
PO Box 7921
Madison, WI 53707-7921

The facility or municipality will receive e-mail notification that access has been granted within two to three business days. Access to a new role for those with existing Switchboard access should be granted within 5 days. Contact the DNR if access is not granted within 5 days.

Please note: If you request access to Asbestos Notification you will need to submit an original, signed and notarized document.

Electronic Submittal Process

Login Options

Once the facility or municipality completes Switchboard set-up, including a WAMS ID and access granted to the Air Compliance Submittal option, the permittee can begin electronically submitting Air Compliance documents.

Log in to the Switchboard using one of these three options:

1. Click the “log in” button on the Switchboard landing page (<http://dnr.wi.gov/topic/Switchboard/>),
2. Selecting the “Air Compliance Submittal Actions” button on the bottom left of the Switchboard landing page.
3. Click the “log in” button on the Air Compliance Reporting Information landing page (<http://dnr.wi.gov/topics/AirPermits/ComplianceReports.html>)

Locate the Facility

The WAMS log in screen will prompt you to enter your User ID and Password. Upon entering this information, the facility or municipality information will populate the page. Locate the desired facility and select the “Air Compliance Actions” choice in the right-hand column.

Your Contact Information:	What You Can Do:
STEVE BOGOST 101 S WEBSTER ST WAUNAKEE MADISON, WI 53707 (608) 264-8843 Ext:111 steven.bogost@wisconsin.gov	Asbestos Notification Update Contact Info
Your Facility / Company Information:	What You Can Do:
ASPIR 333 PI WAUS FID: 7	Upload
CORP 905 B WAUNAKEE, WI 53597-8509 FID: 113288120	View Facility Contacts Update Facility Info
CROWN CORK & SEAL CO INC 4801 W WOOLWORTH AVE MILWAUKEE, WI 53218-1417 FID: 241061590	View Facility Air Data (and Upload) Air Permit Actions Review Facility Contacts Update Facility Info
DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON, WI 53707 FID: 555555550	Annual Air Emission Inventory Air Compliance Actions Air Permit Actions Review Facility Contacts Update Facility Info

Locate Desired Facility and Select: Air Compliance Actions

Or you can check the “Compliance” button when on one of the other facility Air pages in WAMS.

Wisconsin Department of Natural Resources
View Facility Air Data and Air Permit Actions

Selected Facility: 555555550 AIR FACILITY #1 TEST

General Facility Information | Facility Contacts | Facility Permits and Applications | Facility Information in Air Management | Emissions and Compliance Overview

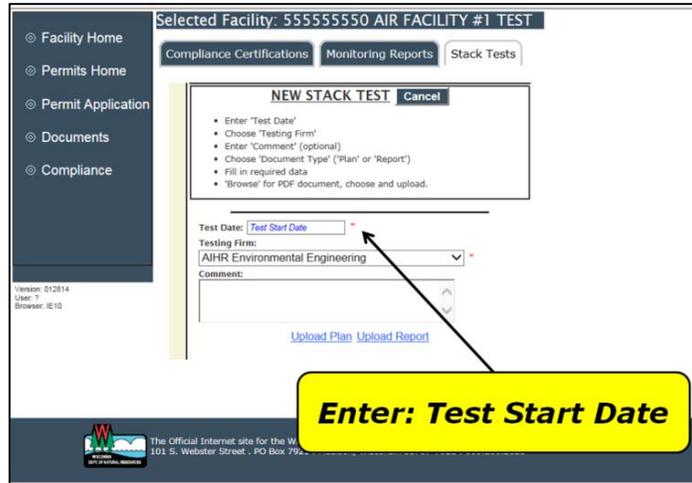
Facility Information

Location Address: 1892 Smith Street, Waunakee WI 535971307, Location County: DANE

Start Date: 01/01/1980, End Date: [blank], Confidential: No, Portable: No, Num. of Emp: 77, Compl Inspector: GEORGE VOLPENTESTA (262) 574-2150

SIC: 0111 WHEAT, 2677 ENVELOPES; NAICS: 11100 Rice Farming, 111211 Potato Farming, 11199 All Other Crop Farming

From the Facility Home Page you may also Select: Compliance



Then use the “Testing Firm” dropdown menu to select the testing firm. “Unknown” is an acceptable option if the Firm is not known at the time of submittal.

Additional comments or information can be submitted to DNR through the Comment box. (i.e. “Method 5 @ 320 degrees F” to explain a test deviation)

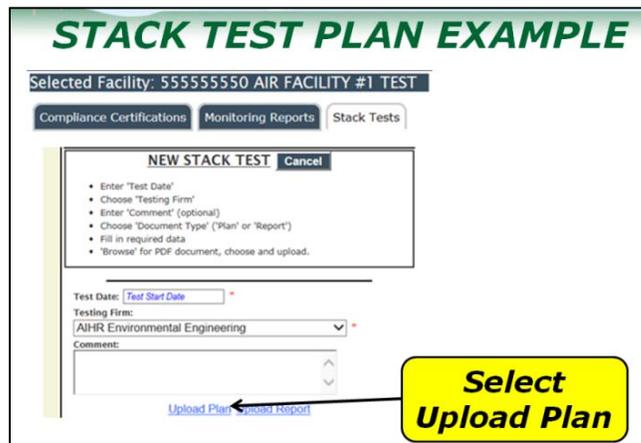
* All fields labeled with a RED asterisks are required fields.

If uploading a report that does not have a Test Plan or Protocol previously submitted, select the “Add New Stack Test.” This should occur only for tests voluntarily provided to DNR (i.e. for permitting or federal testing not required to be submitted to state). Generally, all other situations require a report to have a plan submitted to meet code requirements.

Then select the “Upload Plan” or “Upload Report” text (located at the bottom of the screen in blue underlined text) to continue.

Stack Test Plan Submission

Under the Stack Test tab, select “Upload Plan” at the bottom of the screen.



Deviation from US EPA Test Method

Use the dropdown menu to select if a Deviation from the US EPA Test Method is planned/expected. A deviation occurs any time an owner or operator cannot claim complete conformance with every applicable condition and procedure for the applicable test method(s) being performed.

- If “Yes” is selected, deviations must be listed in the attached plan, and a deviation comment is required.
- If “No” is selected, it is assumed that the test will strictly follow the applicable test method conditions and procedures.

Selected Facility: 55555550 AIR FACILITY #1 TEST

Compliance Certifications Monitoring Reports Stack Tests

NEW STACK TEST Cancel

- Enter 'Test Date'
- Choose 'Testing Firm'
- Enter 'Comment' (optional)
- Choose 'Document Type' ('Plan' or 'Report')
- Fill in required data
- 'Browse' for PDF document, choose and upload.

Test Date: 03/18/2015

Testing Firm: AIHR Environmental Engineering

Comment: Corey Tuesday Test #2

Upload Plan Upload Report

New Stack Test PLAN:

Upload Stack Test Plan

Planned/Anticipated Test Method Deviation: Yes

Deviation Comment: See Page 3

Browse...

Upload Plan and Save Plan Form Cancel

You must first select a file to upload.

Attaching Documents

Select the “Browse” button below the “deviation comments” section to locate the Stack Test Plan on the facility computer network for upload. Find and select the document for upload and press the “Open” button. Only PDF files of less than 100 megabytes in size can be uploaded.

The selected document should be listed in the “Browse” line. Select the “Upload Plan and Save Plan Form” button to submit the plan.

Selected Facility: 55555550 AIR FACILITY #1 TEST

Compliance Certifications Monitoring Reports Stack Tests

NEW STACK TEST Cancel

- Enter 'Test Date'
- Choose 'Testing Firm'
- Enter 'Comment' (optional)
- Choose 'Document Type' ('Plan' or 'Report')
- Fill in required data
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Test Date: 03/18/2015

Testing Firm: AIHR Environmental Engineering

Comment: Corey Tuesday Test #2

Upload Plan Upload Report

New Stack Test PLAN:

Upload Stack Test Plan

Planned/Anticipated Test Method Deviation: Yes

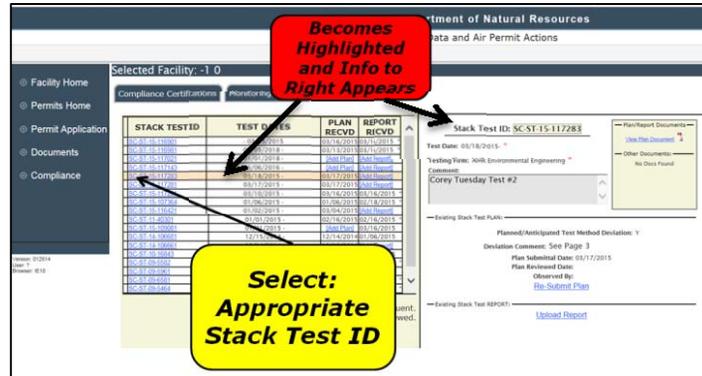
Deviation Comment: See Page 3

C:\Users\larsoc\Desktop\TEST PLAN.pdf Browse...

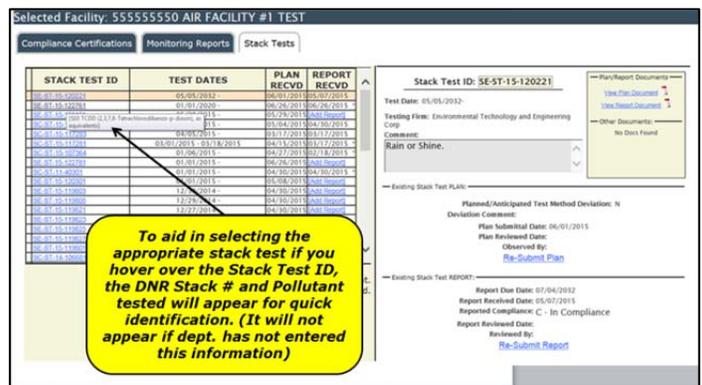
Upload Plan and Save Plan Form Cancel

You must first select a file to upload.

On the Stack Testing summary page, when the Stack Test ID is selected, it will become highlighted and the information at the right populates with that test's information.

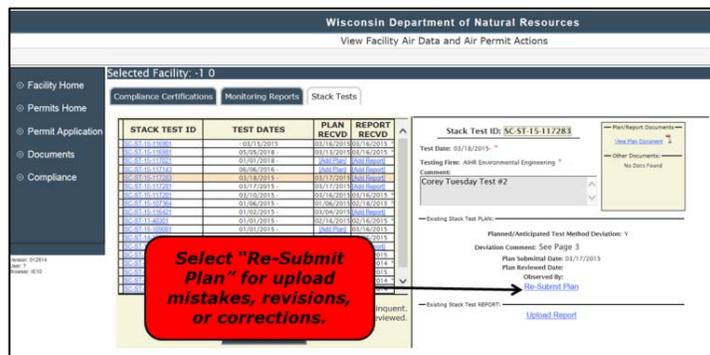


To aid in selecting the appropriate stack test, hover over the Stack Test ID. The DNR stack number and pollutant tested will appear for quick identification. (It will not appear if the DNR has not entered this information.)



Un-Submitting Information

If a mistake is made during the file upload, or a permittee needs to submit a revised Plan, select "Re-submit Plan" text at the bottom of the screen. (DNR will retain a copy of the old plan, and a notification will be sent to the Stack Test Team for re-review.) This option should seldom be used. It is designed for upload mistakes, revisions, or corrections only.



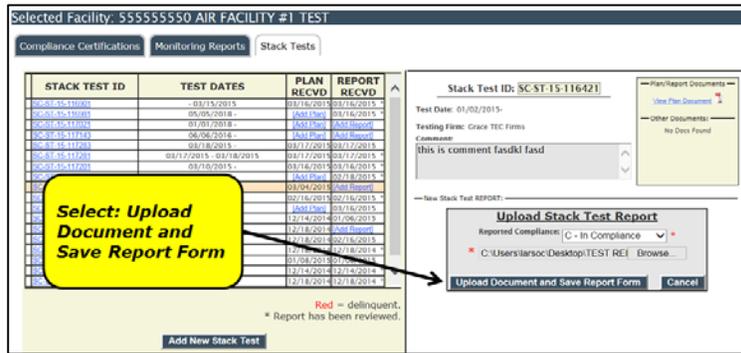
Under “Upload Stack Test Report” choose *Compliance* or *Non-Compliance* from the dropdown menu.

Compliance	All testing in the test report indicates the test resulted in the facility meeting all permit limits.
Non-Compliance	Any testing in the test report indicates the test resulted in the facility not meeting any permit limit.

After selecting the facility compliance status, select the “Browse” button to upload the facility’s Stack Test Report from the facility computer network.

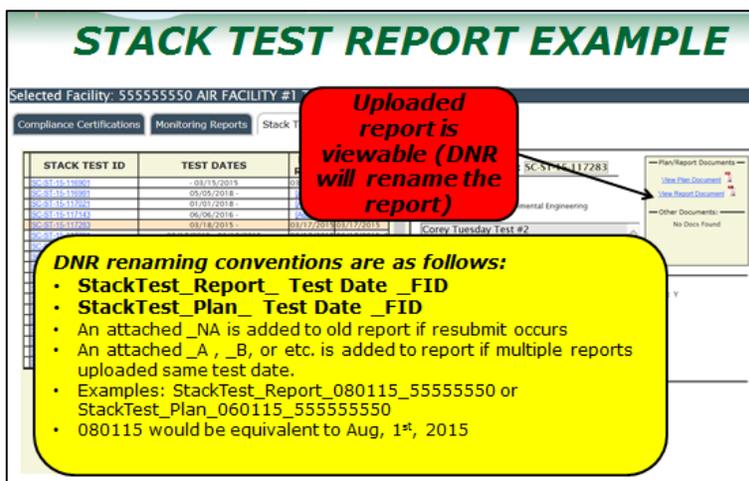
The selected document title will populate the box next to the “Browse” button.

Select the “Upload Document and Save Report Form” button to submit your report.



Uploaded reports are viewable from the Stack Test landing page.

- * DNR renames all reports once uploaded to the system.



The Stack Test summary page also houses DNR review information and dates.

- * Just as with Stack Test Plans, if a mistake was made during the file upload, or a revised Report needs to be re-submitted, select “Re-Submit Report” at the bottom of the Existing Stack Test Report box. (DNR will retain a copy of the old report, and send a notification to the Stack Test Team for re-review.) This should seldom be used, as it is used for upload mistakes, revisions, or corrections only.

Review

DNR Internal Review

Additional DNR internal documents, added by DNR review staff, are viewable from the Stack Test summary page.

Plan/Report Reviewed Date and Reviewed By information will populate the Stack Test landing page upon DNR review.

E-mail Receipt

After uploading the Stack Test Plan or Stack Test Report an e-mail receipt of submittal will be sent to the facility, as well as the Compliance Inspector and Stack Test Team member.

More Information

Resources and DNR Contact Information

Please visit the Air Compliance Submittal Electronic Reporting web page at <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>, contact your compliance inspector, or contact:

Andrew Seeber
Andrew.Seeber@Wisconsin.gov
(608) 267-0563

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