

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

# Reports, Plans and Notifications Electronic Submittal Guidebook

---

## Air Pollution Control Operation Permits

Air Management Program

Publication Number: AM-551-2016



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

## **Table of Contents**

<b>Background / Set-Up Options</b> .....	<b>2</b>
Reports, Plans, and Notifications .....	2
Facility Reporting Guidance .....	2
Requesting DNR Switchboard Access to Use Electronic Submittal System .....	2
<b>Electronic Submittal Process</b> .....	<b>4</b>
Login Options .....	4
Locate the Facility .....	5
Other Reports, Plans, and Notifications Selection.....	6
Confidential Submissions .....	7
E-mail Receipt .....	7
<b>View and Print</b> .....	<b>7</b>
<b>More Information</b> .....	<b>8</b>
Resources .....	8

## **Background / Set-Up Options**

### **Reports, Plans, and Notifications**

A variety of reports, plans and notifications may be required by a facility's Operation Permit, by a specific state or federal rule, or by ch. NR 439 of the Wisconsin Administrative Code.

### **Facility Reporting Guidance**

Facilities may submit most reports, plans and notifications electronically through the DNR's online submittal system. This is the DNR **preferred** method for submittal, though submittal of paper copies is still acceptable. Please note all document uploads must be in PDF format and may not exceed 100 megabytes in size.

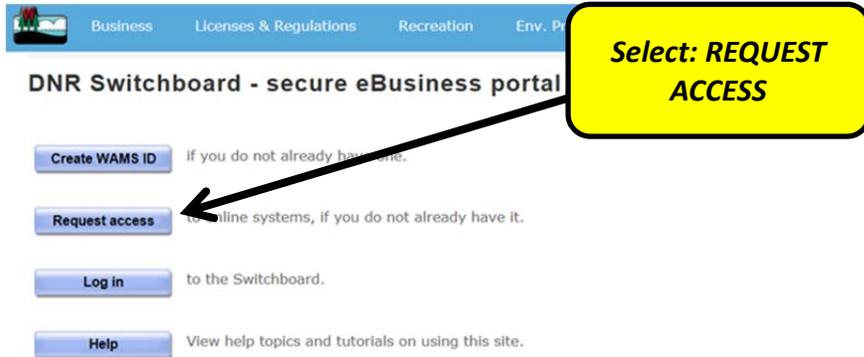
### **Requesting DNR Switchboard Access to Use Electronic Submittal System**

The Switchboard is used to securely log in 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](http://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 reports, plans and notifications electronically. If the company or municipality already has access to the Air Compliance Submittal role, skip to Page 4 of this guide.

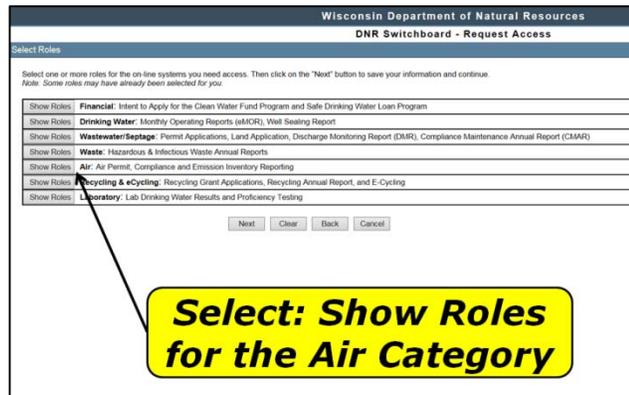
To request access, select the “Request Access” button on the Switchboard landing page or select Air Compliance Submittal Actions (see below).



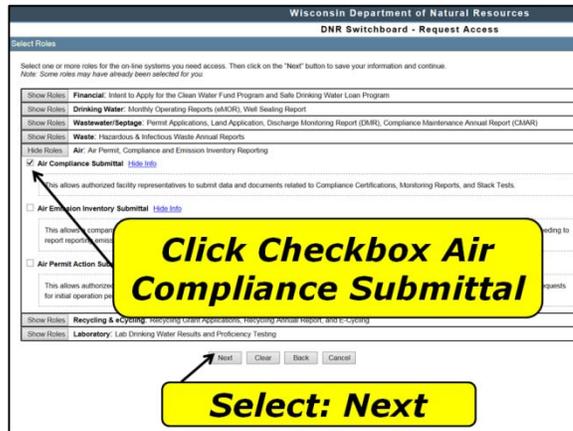
Log in to WAMS and select “Add New Role”:



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 request to access the Switchboard.

## **Electronic Submittal Process**

### **Login Options**

Once the facility or municipality completes Switchboard set-up, including having a WAMS ID and having 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 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:
<b>STEVE BOGOST</b> 101 S WEBSTER ST WAUNAKEE MADISON, WI 53707 (608) 264-8843 Ext:111 steven.bogost@wisconsin.gov	<a href="#">Asbestos Notification</a> <a href="#">Update Contact Info</a>
Your Facility / Company Information:	What You Can Do:
<b>ASPIR</b> 333 P WAUS FID: 7	<a href="#">(upload)</a>
<b>CORP</b> 905 B WAUNAKEE, WI 53597-9309 FID: 113288120	<a href="#">Review Facility Contacts</a> <a href="#">Update Facility Info</a>
<b>CROWN CORK &amp; SEAL CO INC</b> 4801 W WOOLWORTH AVE MILWAUKEE, WI 53218-1417 FID: 241061590	<a href="#">View Facility Air Data (and Upload)</a> <a href="#">Air Permit Actions</a> <a href="#">Review Facility Contacts</a> <a href="#">Update Facility Info</a>
<b>DNR AIR REPORTING TEST FACILITY (PROD)</b> 555 ANYWHERE DR MADISON, WI 53707 FID: 555555550	<a href="#">Annual Air Emission Inventory</a> <a href="#">Air Compliance Actions</a> <a href="#">Air Permit Actions</a> <a href="#">Review Facility Contacts</a> <a href="#">Update Facility Info</a>

**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:  
Confidential: No  
Portable: No  
Num. of Emp: 77  
Compl Inspector: GEORGE VOLPENTESTA (262) 574-2150

SIC: 0911 WHEAT  
2877 ENVELOPES

NAICS: 111160 Rice Farming  
112211 Potato Farming  
11199 All Other Crop Farming

**From the Facility Home Page you may also Select: Compliance**

- \* If the following screen appears, the appropriate role was not selected in the “Requesting DNR Switchboard Access” step. Please return to page 3 of this guide for instructions on how to submit the request.

Oops, something is wrong. We are unable to get you to the 'Air Compliance Actions' page.

Possible reasons include:

- ~ Facility is closed
- ~ You may not have the proper rights to visit that page (see [DNR Switchboard](#))
- ~ Some other unknown error

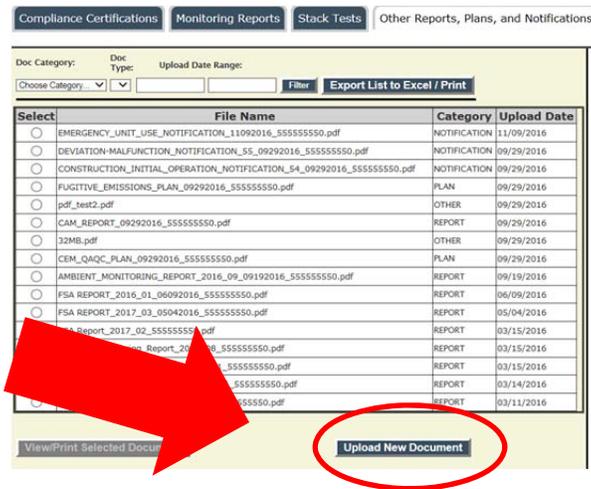
You may contact the DNR Air Program at 608-266-7718.

[Go to Facility Home Page](#)

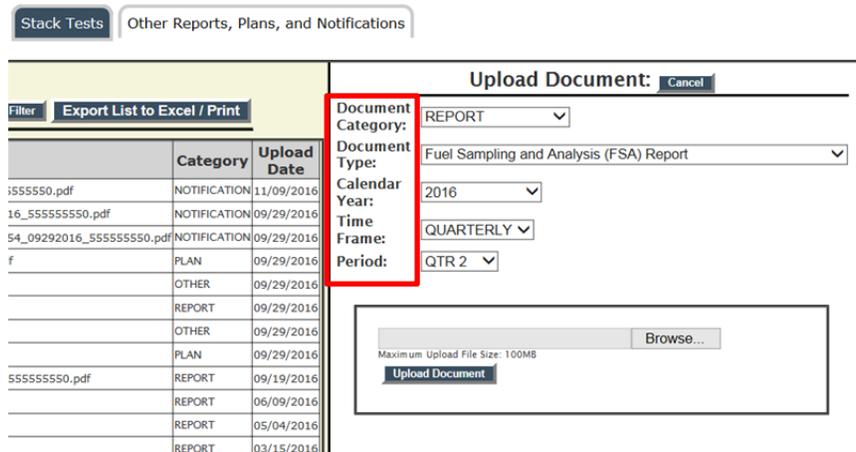
## Other Reports, Plans, and Notifications Selection

Select the Other Reports, Plans, and Notifications tab. There will be a list of recently submitted documents shown on the screen. If there is inaccurate or missing information, please contact your air compliance inspector.

To begin the submittal process, select Upload New Document at the bottom of the screen.



The text at the right of the screen will change to give a list of options available for submittals. Select Document Category and Document Type for all submittals. For frequent reports, it may also ask for Calendar Year, Time Frame and Period. Select the appropriate options from each drop down list.



Once the correct document details are selected, “Browse” and locate the document you plan to upload. Select “Open”, and then Upload Document.

If you make a mistake and upload the wrong file, contact your compliance inspector to have it deleted and then you can upload the correct file.

### Confidential Submissions

If any part of the facility’s report, plan or notification has been approved by DNR to be considered confidential via the confidentiality request approval process, **DO NOT SUBMIT THE CONFIDENTIAL VERSION OF THE DOCUMENT VIA THE ELECTONIC UPLOAD SYSTEM.** Submit the confidential copy via hard copy in the mail, and submit the public version via the electronic system.

### E-mail Receipt

After uploading the document an e-mail receipt will be sent to the facility.

## View and Print

You may View and Print previously submitted reports, plans and notifications by selecting them in the list:

Select	File Name	Category	Upload Date
<input type="radio"/>	DEVIATION-MALFUNCTION_NOTIFICATION_55_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input checked="" type="radio"/>	CONSTRUCTION_INITIAL_OPERATION_NOTIFICATION_54_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input type="radio"/>	FUGITIVE_EMISSIONS_PLAN_09292016_55555550.pdf	PLAN	09/29/2016
<input type="radio"/>	pdf_test2.pdf	OTHER	09/29/2016
<input type="radio"/>	CAM_REPORT_09292016_55555550.pdf	REPORT	09/29/2016

Once a file is selected, then this button at the bottom of the screen will become live and you can select View/Print Selected Document.

<input checked="" type="radio"/>	CAM_REPORT_09292016_55555550.pdf	REPORT	09/29/2016
<input type="radio"/>	32MB.pdf	OTHER	09/29/2016
<input type="radio"/>	CEM_QAQC_PLAN_09292016_55555550.pdf	PLAN	09/29/2016
<input type="radio"/>	AMBIENT_MONITORING_REPORT_2016_09_09192016_55555550.pdf	REPORT	09/19/2016
<input type="radio"/>	FSA REPORT_2016_01_06092016_55555550.pdf	REPORT	06/09/2016
<input type="radio"/>	FSA REPORT_2017_03_05042016_55555550.pdf	REPORT	05/04/2016
<input type="radio"/>	FSA Report_2017_02_55555550.pdf	REPORT	03/15/2016
<input type="radio"/>	Ambient_Monitoring_Report_2019_08_55555550	REPORT	03/15/2016
<input type="radio"/>	NSPS_Report_SEMI-ANNUAL_2016_01_55555550	REPORT	03/15/2016
<input type="radio"/>	CEM_REPORT_Qtrly_2016_01_03162016_55555550	REPORT	03/14/2016
<input type="radio"/>	Ambient_Monitoring_Report_2017_03_55555550	REPORT	03/11/2016

View/Print Selected Document      Upload New Document

If the list is too long to locate a specific document, you can filter the list at the top of the screen by selecting Doc Category, Doc Type, and/or entering a date range. Once the desired criteria are entered, select Filter.

The screenshot shows a web interface for document management. At the top, there are three input fields: 'Doc Category:' with a dropdown menu, 'Doc Type:' with a dropdown menu, and 'Upload Date Range:' with a date range selector. To the right of these fields are two buttons: 'Filter' and 'Export List to Excel / Print'. A red circle highlights the 'Filter' button, and a red arrow points to it from the top right. Below the filters is a table with the following columns: 'Select', 'File Name', 'Category', and 'Upload Date'. The table contains five rows of document entries.

Select	File Name	Category	Upload Date
<input type="radio"/>	DEVIATION-MALFUNCTION_NOTIFICATION_55_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input checked="" type="radio"/>	CONSTRUCTION_INITIAL_OPERATION_NOTIFICATION_54_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input type="radio"/>	FUGITIVE_EMISSIONS_PLAN_09292016_55555550.pdf	PLAN	09/29/2016
<input type="radio"/>	pdf_test2.pdf	OTHER	09/29/2016
<input type="radio"/>	CAM_REPORT_09292016_55555550.pdf	REPORT	09/29/2016

The list of documents may be saved and printed if desired.

1. Select “Export List to Excel/Print” at the top of the page.
2. Then select Open or Save to edit the file:



3. Your document security may also require you to select  to edit the content.

## More Information

### Resources

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

*This document is intended solely as guidance and does not include any mandatory requirements except where requirements found in statute or administrative rule are referenced. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. Any regulatory decisions made by the Department of Natural Resources in any manner addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.*

*The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.*

*This publication is available in alternative format (large print, Braille, audio tape. etc.) upon request. Please call (bureau contact number) for more information.*

Wisconsin Department of Natural Resources  
Box 7921  
Madison, WI 53707