

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Electronic Signature Submittal Instruction Book

Air Submittals

Air Program

Publication Number: AM-571-2019



For more information on the electronic submittal process, contact the facility-assigned compliance inspector.

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Background / set-up options

Electronic signature

Approval of DNR's e-Signature solution by the U.S. Environmental Protection Agency (EPA) was finalized in the Federal Register in August 2017. The DNR developed its "Digital Signature Service" to manage e-Signature for the agency. The Air Program is the first program at DNR to use the new service to accept electronic signatures for official reports. The facility's Responsible Official is the only one allowed to complete the e-Signature process.

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), 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 for individuals to log into the Switchboard system. If a WAMS User ID is needed, 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 individuals 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 an individual for other DNR reporting such as Water, Wastewater, or Air Emissions, the individual will **need to request access for the new air Compliance Actions Role** to be able to submit reports, plans and notifications electronically. If an individual already has access to the Air Compliance Actions 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).

The image shows a screenshot of the DNR Switchboard website. The page title is "DNR Switchboard - secure eBusiness portal". The navigation bar includes "Business", "Licenses & Regulations", "Recreation", "Education", "Topics", "Contact", and "Join DNR". The main content area has four buttons: "Create WAMS ID", "Request access", "Log in", and "Reset password". Below these buttons is a welcome message and a "Contact information" section. The page is divided into three columns: "Air", "Water", and "Waste". The "Air" column lists "Air emissions monitoring reports", "Air permit action", and "Air permit notification". The "Water" column lists "Wastewater SCADA operations", "Wastewater permit applications", and "Wastewater and septic reporting forms". The "Waste" column lists "E-codes database", "Reporting for MSW reporting", and "Hazardous waste reporting". A yellow callout box with the text "Select: REQUEST" has an arrow pointing to the "Request access" button. Another yellow callout box with the text "Or Select: AIR COMPLIANCE SUBMITTAL ACTIONS" has an arrow pointing to the "Air Compliance Submittal Actions" link at the bottom of the "Air" column. A mouse cursor is visible over the "Request access" button.

Electronic Signature Submittal Guidebook

Next select “Show Roles” for the Air category:

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Roles

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.
Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste: Hazardous & Infectious Waste Annual Reports
Show Roles	Air: Air Permit, Compliance and Emission Inventory Reporting
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

Next Clear Back Cancel

Select: Show Roles for the Air Category

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

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Roles

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.
Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste: Hazardous & Infectious Waste Annual Reports
Show Roles	Air: Air Permit, Compliance and Emission Inventory Reporting
Hide Roles	<input checked="" type="checkbox"/> Air Compliance Submittal Hide Info This allows authorized facility representatives to submit data and documents related to Compliance Certifications, Monitoring Reports, and Stack Tests.
Hide Roles	<input type="checkbox"/> Air Emission Inventory Submittal Hide Info This allows compliance report reports, emissions...
Hide Roles	<input type="checkbox"/> Air Permit Action Submittal Hide Info This allows authorized for initial operation po...
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

Next Clear Back Cancel

Click Checkbox Air Compliance Submittal

Select: Next

If the individual 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 DNR at:

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

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

Electronic signature process

Login options

Once the individual completes Switchboard set-up, including obtaining a WAMS ID and access granted to the Air Compliance Submittal option, the individual can begin electronically submitting Air Compliance documents for signature.

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. Select 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 (<https://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>)

Electronic signature (e-Sign)

To complete the reporting submittal, a signature must be submitted. Once a submittal is uploaded, the “e-Sign” option button will appear ONLY if the Responsible Official is logged in. Only the Responsible Official (RO) can complete the e-Signature process using their login

The screenshot shows a web interface for compliance certifications. At the top, there are tabs for 'Compliance Certifications', 'Monitoring Reports', 'Stack Tests', and 'Other Reports, Plans, and Notifications'. Below the tabs is a table with columns 'Comp Cert ID', 'Due Date', and 'Status'. The first row shows 'NOTWI-CC-18-96261', '03/01/2018', and 'SNR'. To the left of the table is a 'Status Codes' section with a list: NEW: Awaiting Submittal, SNR: Submitted, but Not Reviewed by DNR, SR: Submitted and Reviewed by DNR, and DQ: Delinquent (Past Due; Not Submitted). A note states: 'Red Due Date indicates the Certification was received late or is currently delinquent.' To the right of the table is a detailed view for 'Compl Cert ID: NOTWI-CC-18-96261'. It includes sections for 'Comp Cert Detail' (Reporting Period: 01/01/2017 to 12/31/2017, Due Date: 03/01/2018, Received Date: 02/12/2018, Deviation Reported?: N, Reported Status: C - In Compliance, Ext Comments:), 'DNR Review Section' (Review Date, Reviewed By, Signature Received), and 'Document Information' (View Document). At the bottom, there is a 'Digital Signature Service' section with 'Status: E-Signature not yet initiated' and an 'E-Sign Document' button. A yellow callout box with the text 'Select: e-Sign document' points to this button. Below the button, there is a note: 'Only the facility Responsible Corporate Official (RCO) may electronically sign this document. To complete the e-signature process, click 'E-Sign Document' above, which will initiate the process.'

information.

If the uploader is not the RO, they will see the message in the red box below and will need to notify the RO that the document is ready to be signed.

Compliance Certifications | Monitoring Reports | Stack Tests | Other Reports, Plans, and Notifications

Comp Cert ID Due Date Status

NOTWI-CC-18-96284	04/01/2018	SNR
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Status Codes:

- NEW: Awaiting Submittal
- SNR: Submitted, but Not Reviewed by DNR
- SR: Submitted and Reviewed by DNR
- DQ: Delinquent (Past Due; Not Submitted)

Red Due Date indicates the Certification was received late or is currently delinquent.

Compl Cert ID: NOTWI-CC-18-96284

Comp Cert Detail:

Reporting Period: 01/01/2017 to 12/31/2017
Due Date: 04/01/2018
Received Date: 03/20/2018
Deviation Reported?: N
Reported Status: C - In Compliance

Ext Comments:

DNR Review Section:

Review Date:
Reviewed By:
Signature Received:

Document Information:
[View Document](#)

Digital Signature Service

Only the facility Responsible Corporate Official (RCO) may electronically sign this document. Please notify the RCO that the document is ready to be signed.

If the uploader is not the RO, AND there is no RO currently assigned in the system, the user will see the message in the red box below. The RO will need to obtain a WAMS ID and complete the login setup process before they are able to sign the document.

Comp Cert ID Due Date Status

NOTWI-CC-18-96281	04/01/2018	SNR
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Status Codes:

- NEW: Awaiting Submittal
- SNR: Submitted, but Not Reviewed by DNR
- SR: Submitted and Reviewed by DNR
- DQ: Delinquent (Past Due; Not Submitted)

Red Due Date indicates the Certification was received late or is currently delinquent.

Compl Cert ID: NOTWI-CC-18-96281

Comp Cert Detail:

Reporting Period: 01/01/2017 to 12/31/2017
Due Date: 04/01/2018
Received Date: 02/13/2018
Deviation Reported?: N
Reported Status: C - In Compliance

Ext Comments:

DNR Review Section:

Review Date:
Reviewed By:
Signature Received:

Document Information:
[View Document](#)

Digital Signature Service

The RCO for this facility does not have a WAMS ID or does not have a completed Electronic Signature Agreement on file and cannot complete the e-signature process at this time. The RCO can register for a WAMS ID [here](#), and follow the steps to complete the e-signature process.

When the RO is logged in, clicking the e-Sign button will generate an email that is sent to the

RO's email address on file. This email will contain a link to the Digital Signature Service, as well as a temporary PIN code for the service. Click the link and enter the Responsible Official's WAMS ID, password, and temporary PIN from the generated email.

Once the RO is logged in, click the "e-Sign" button to sign the document and complete the electronic signature process.

The screenshot shows a 'Document List' interface with the following details:

- Document ID: 17EJ
- File Name: [Compliance_Certification_010117_123117_241011870.pdf](#)
- Document Description: Compliance Certification ID NOTWI-CC-18-96261
- Signer Name: Lindsay Haas
- Signature Status: **Unsigned**

A yellow callout box with the text 'Select: e-Sign' points to the 'e-Sign' button at the bottom left of the interface. At the bottom right, there is a session timer: 'Your Session expires in 14:54' and an 'Extend Session' button.

Below the document details, there is a certification statement: 'I certify, under penalty of law, that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I understand that there are significant civil and criminal penalties, including fines, imprisonment, or both, for submitting false, inaccurate, or incomplete information.' Below this is a note: 'If you believe that the submitted documents contain errors, or have been submitted either in error or by fraud, you should contact the DNR e-signature help line at DNRSignature@wisconsin.gov.'

After clicking the button, the signature status changes to "signed" and an email receipt will be sent to the RO's email on file. This email is the signature confirmation for this document; retain this confirmation for the facility's records. Contact the facility-assigned compliance inspector with any questions.

More information

Please visit the Air Compliance Submittal Actions Electronic Reporting webpage at <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html> or contact the facility-assigned compliance inspector.

DISCLAIMER —This document is intended solely as guidance and does not contain 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 matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

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