



## WISCONSIN DEPARTMENT OF NATURAL RESOURCES NOTICE OF FINAL GUIDANCE & CERTIFICATION

*Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.*

### DOCUMENT ID

AM-19-0013

### DOCUMENT TITLE

**Air Permit Compliance Certifications Electronic Reporting Instructions**

### PROGRAM/BUREAU

**Air Management**

### STATUTORY AUTHORITY OR LEGAL CITATION

**Section 285.17, Wisconsin Statutes; Section NR 439.03, Wisconsin Administrative Code**

### DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

**September 9, 2019**

### DATE FINALIZED

**October 14, 2019**

No comments were received during the comment period 09SEP2019 to 30SEP2019

### DNR CERTIFICATION

*I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.*

A handwritten signature in blue ink that reads "Paul E. Good".

October 9, 2019

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Signature

Date

## DNR GUIDANCE 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. 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.

# 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:  **Compliance**

### **STEP 2: COMPLETE COMPLIANCE CERTIFICATION UPLOAD**

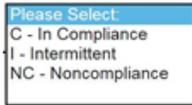
1. Select the Compliance Certifications Tab



2. Select the Comp Cert ID in Blue Text:

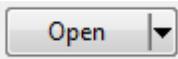
<a href="#">SC-CC-15-117042</a>	03/31/2015	NEW
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3. Ensure the correct Reporting Period and Due Dates are shown. If incorrect, do not submit electronically and contact your DNR Compliance Inspector.
4. Select Yes or No from dropdown menu for “Deviations 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.