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

**DOCUMENT ID**

AM-19-0014

**DOCUMENT TITLE**

Air Permit Monitoring Report Electronic Submittal 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.

Signature Date

October 9, 2019
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.
The following instructions are provided as a quick overview of the electronic filing process for the annual Air Permit Monitoring Summary Report. 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:
   - Starting at the DNR Homepage [http://dnr.wi.gov](http://dnr.wi.gov), select **Business** from the Menu bar, and then select **Switchboard**.

2. Once on the Switchboard web page Select:

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 MONITORING REPORT UPLOAD**

1. Select: Monitoring Reports Tab

2. Select the Comp Cert ID in Blue Text:
   - SC-MON-15-117042  03/31/2015  NEW
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:

![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 report, be sure to read and review:
   - “Ink Signature Still Required!”
   - “Confidential Data?”

10. Select “Browse” and then locate the Monitoring Report file you plan to upload.

   *(IMPORTANT: ONLY PDF files <30 MB size can be uploaded.)*

11. Select: [Open] and then [Upload Document and Save Form]

**Step 3: SUBMIT RESPONSIBLE OFFICAL’S INK SIGNATURE via US MAIL TO DNR COMPLAINCE 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.