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-19-0017

DOCUMENT TITLE

Stack Testing Electronic Submittal Guidebook

PROGRAM/BUREAU

Air Management

STATUTORY AUTHORITY OR LEGAL CITATION

Section 285.17, Wisconsin Statutes; Chapter NR 439, Wisconsin Administrative Code

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

September 16, 2019

DATE FINALIZED

October 21, 2019

No comments were received during the comment period 16SEP2019 to 07OCT2019

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.

Gail E. Good

October 16, 2019

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.

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.

Table of Contents

Background / Set-Up Options 2
Stack Testing and Reporting 2
Requesting DNR Switchboard Access to Use Electronic Submittal System 2
Electronic Submittal Process 4
Login Options 4
Locate the Facility 5
Stack Testing Plans and Reports Review and Selection 6
Add New Stack Test 6
Stack Test Plan Submission 7
Deviation from US EPA Test Method 8
Attaching Documents 8
Un-Submitting Information 9
Stack Test Report Submission 10
Review 12
DNR Internal Review 12
E-mail Receipt 13
More Information 13
Resources and DNR Contact Information 13

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 permitees if requested.

All permitees are required to submit Stack Test Plans 20 business days prior to testing and Stack Test Reports 60 calendar days after testing. Permitees 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.

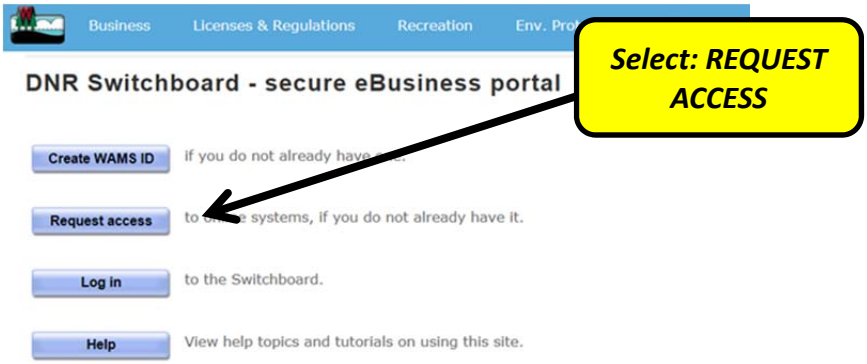
Requesting DNR Switchboard Access to Use Electronic Submittal System

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.

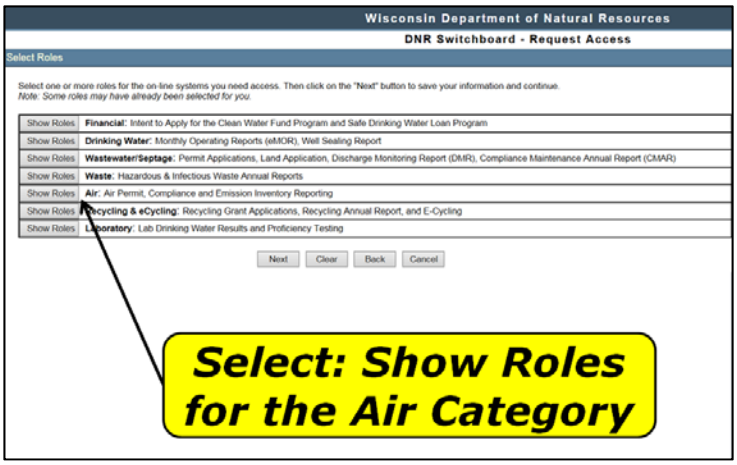
If a WAMs ID is already associated with the company or municipality for other DNR reporting such as Water, Wastewater, or Air Emissions, the company or municipality will ***need to request access for the new Air Compliance Submittal*** role to be able to submit Stack Tests Plans and Reports electronically.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

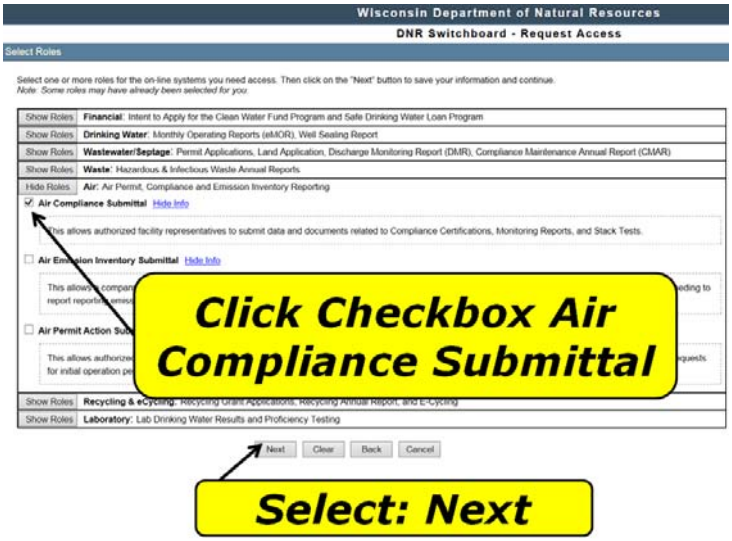


Log in to WAMS and select “Add New Role”:

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

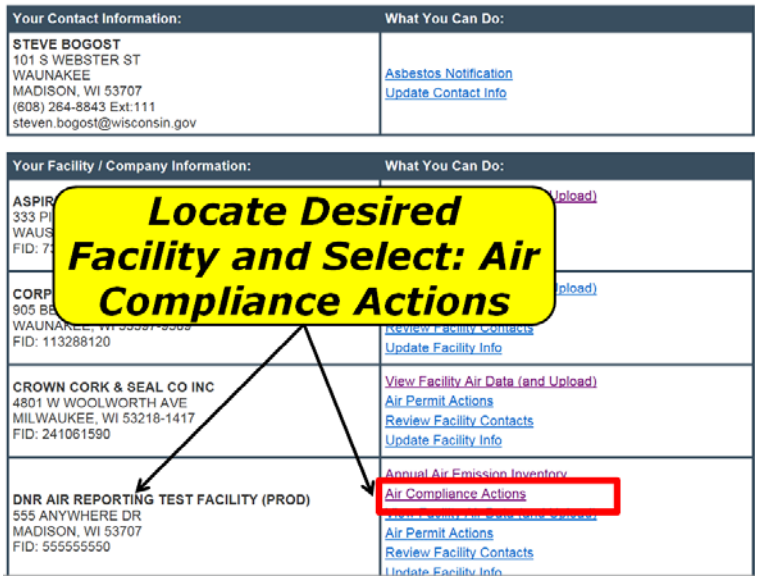
Once the facility or municipality completes Switchboard set-up, including a WAMS ID and access granted to the Air Compliance Submittal option, the permittee can begin electronically submitting Air Compliance documents.

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

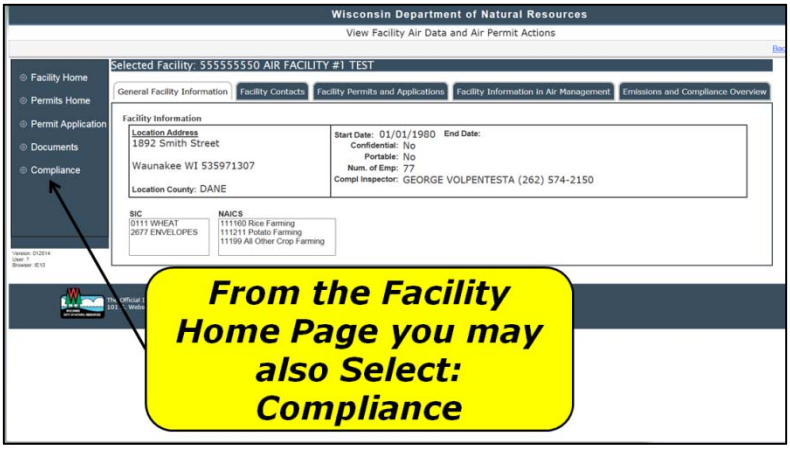
1. Click the “log in” button on the Switchboard landing page (http://dnr.wi.gov/topic/Switchboard/),
2. Selecting the “Air Compliance Submittal Actions” button on the bottom left of the Switchboard landing page.
3. Click the “log in” button on the Air Compliance Reporting Information landing page (*http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html*)

Locate the Facility

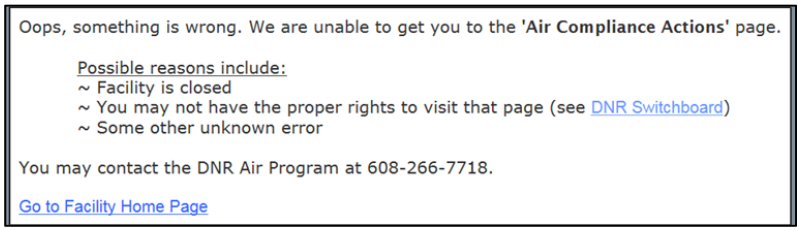
The WAMS log in screen will prompt you to enter your User ID and Password. Upon entering this information, the facility or municipality information will populate the page. Locate the desired facility and select the “Air Compliance Actions” choice in the right-hand column.



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



* If the following screen appears, the appropriate role was not selected in the “Requesting DNR Switchboard Access” step. Please return to page 2 of this guide for instructions on how to resubmit the request.

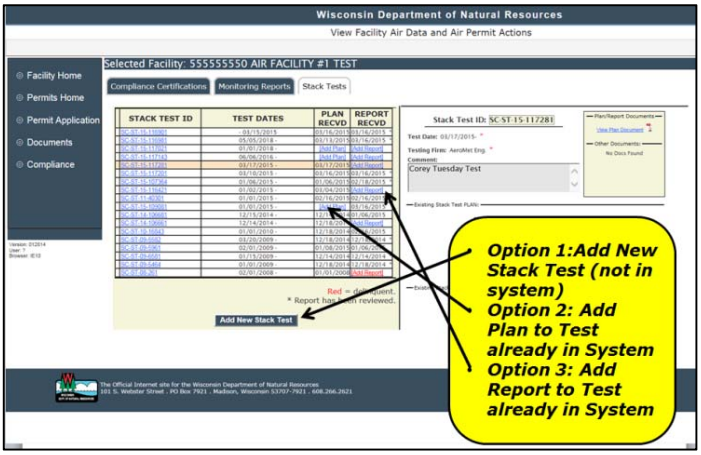


Stack Testing Plans and Reports Review and Selection

Select the Stack Tests tab. Note all stack test ID’s, test dates, plan dates and report dates are shown. If there is inaccurate or missing information, please contact your air compliance inspector.

The Stack Tests tab has three options for adding information:

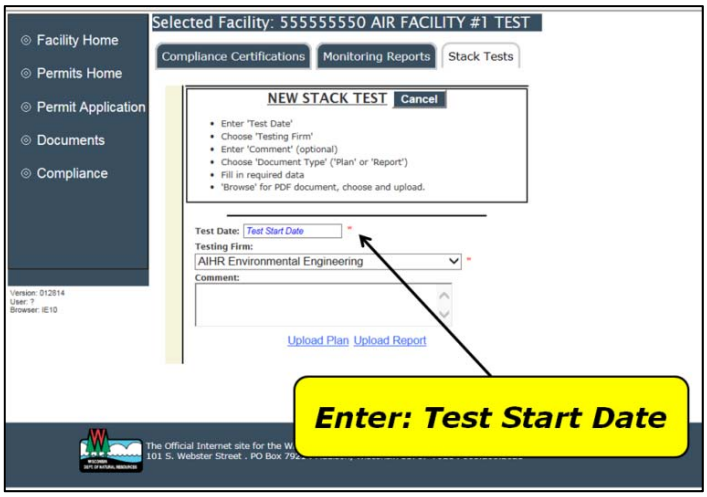
1. Add a NEW stack test (plan or report); one not already in the system
2. Add a plan to a test already in the system
3. Add a report to a test already in the system



Add New Stack Test

To begin adding a new stack test, select the “add new stack test” button at the bottom of the screen. A “New Stack Test” box will populate the screen.

Enter the test start date in the box.



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)

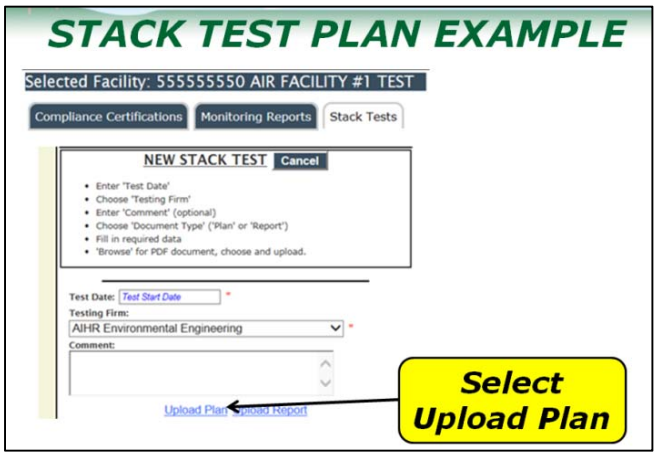
- ∗ All fields labeled with a RED asterisks are required fields.

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

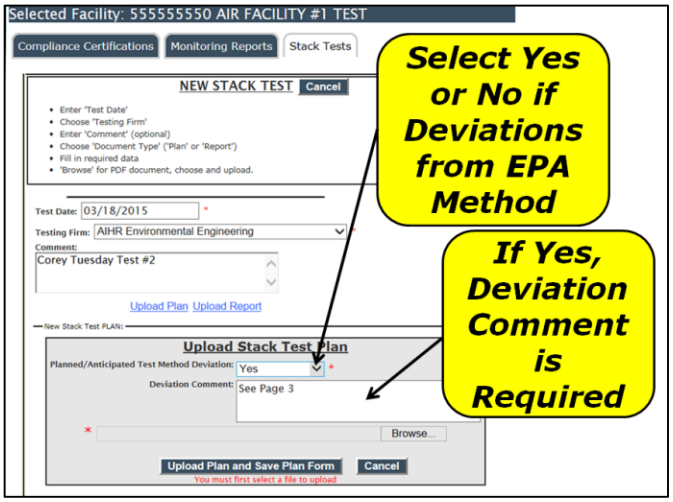
Under the Stack Test tab, select “Upload Plan” at the bottom of the screen.



Deviation from US EPA Test Method

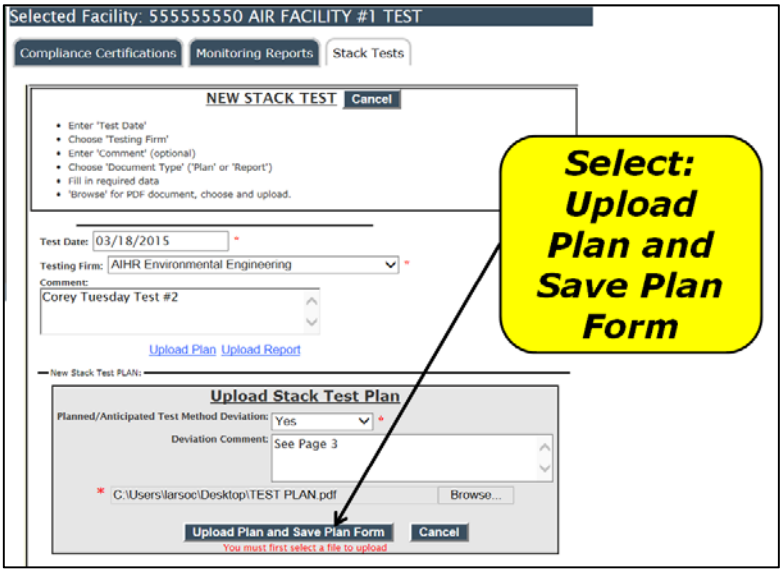
Use the dropdown menu to select if a Deviation from the US EPA Test Method is planned/expected. A deviation occurs any time an owner or operator cannot claim complete conformance with every applicable condition and procedure for the applicable test method(s) being performed.

- 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.



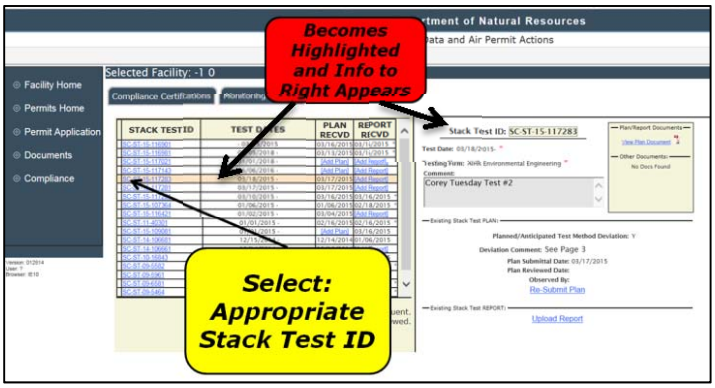
Attaching Documents

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.

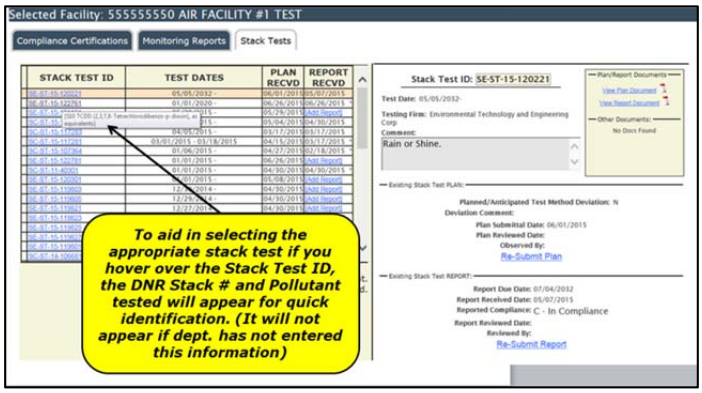


The selected document should be listed in the "Browse" line. Select the "Upload Plan and Save Plan Form" button to submit the plan.

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.

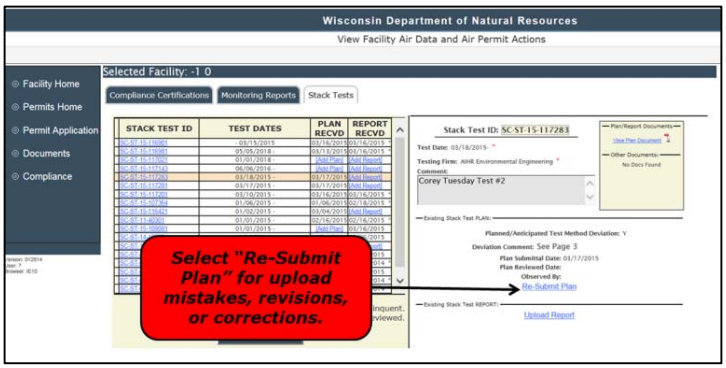


To aid in selecting the appropriate stack test, hover over the Stack Test ID. The DNR stack number and pollutant tested will appear for quick identification. (It will not appear if the DNR has not entered this information.)



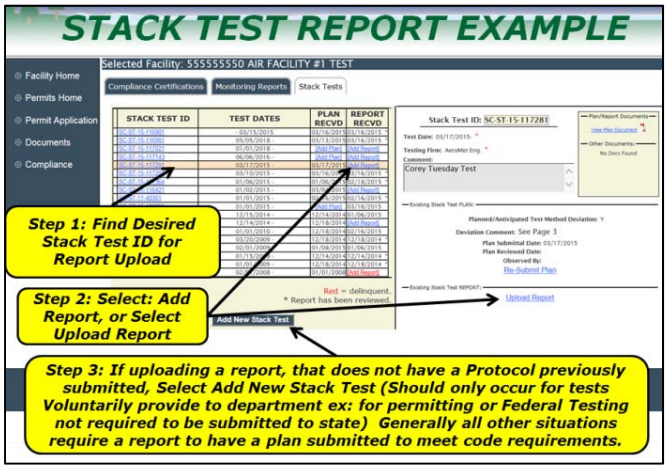
Un-Submitting Information

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.



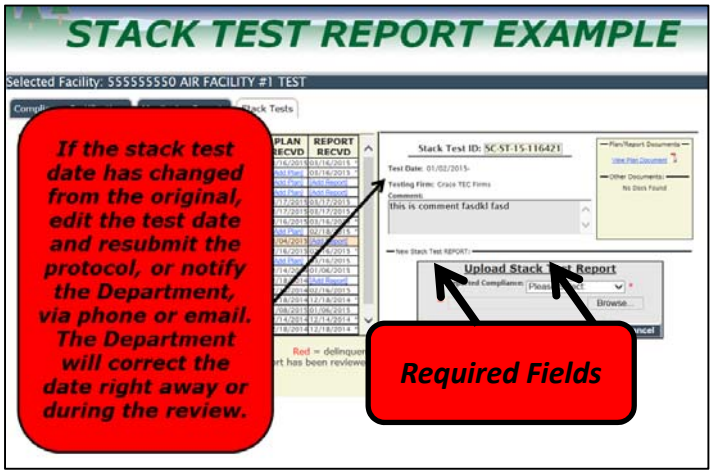
Stack Test Report Submission

To add a new Stack Test Report, highlight the desired Stack Test ID. Next select "Add Report" under the "Report Received" column. Then click on "Upload Report" on the bottom right of the screen.



- If uploading a report that does not have a Test Plan or Protocol previously submitted, select "Add New Stack Test" at the bottom left of the screen and see page 6 of this guidebook. This should only occur for tests voluntarily provided to the 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.

The "Upload Stack Test Report" section will populate the right side of the page. Review the Test Date and ensure it is correct. If the stack test date has changed from the original, edit the test date and resubmit the protocol, or notify the DNR, via phone or email.



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

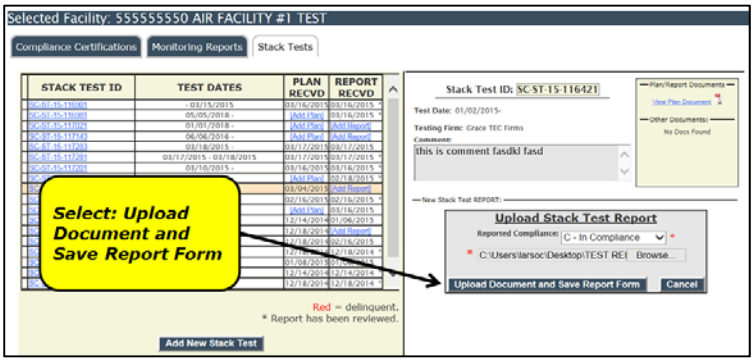
Under “Upload Stack Test Report” choose *Compliance* or *Non-Compliance* from the dropdown menu.

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.

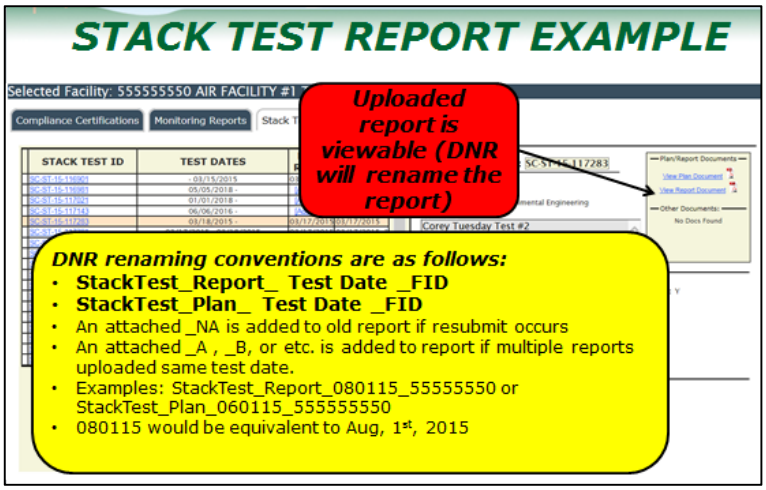
The selected document title will populate the box next to the “Browse” button.

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

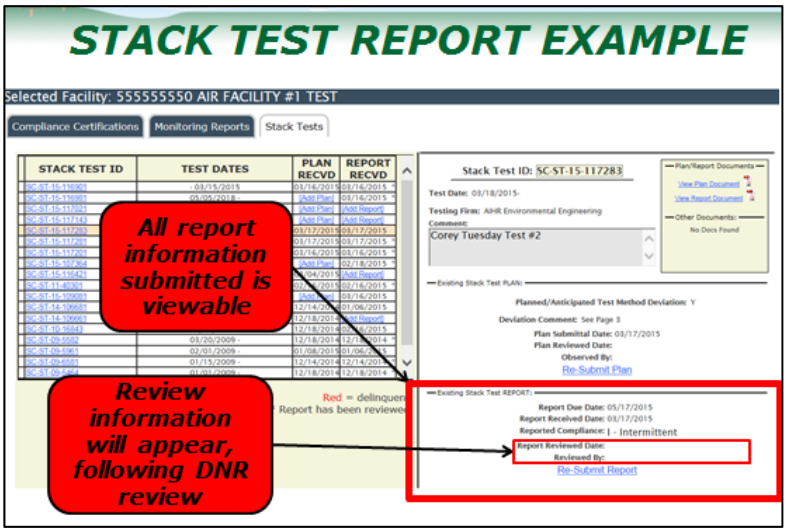


Uploaded reports are viewable from the Stack Test landing page.

- DNR renames all reports once uploaded to the system.



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

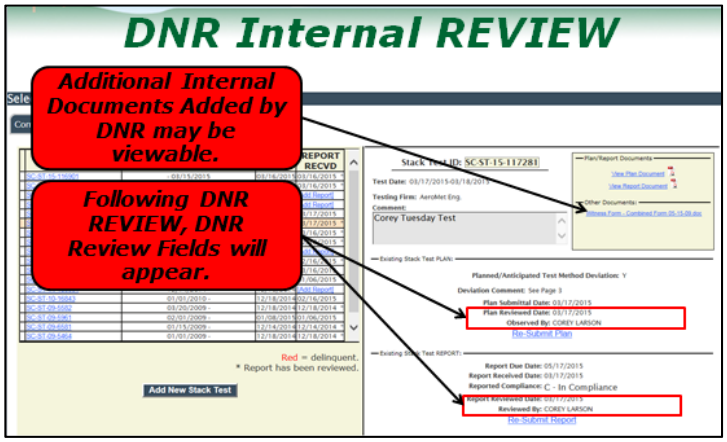


* Just as with Stack Test Plans, if a mistake was made during the file upload, or a revised Report needs to be re-submitted, select “Re-Submit Report” at the bottom of the Existing Stack Test Report box. (DNR will retain a copy of the old report, and send a notification to the Stack Test Team for re-review.)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

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