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

**DOCUMENT ID**

AM-19-0025

**DOCUMENT TITLE**

Electronic Signature Submittal Instruction Book

**PROGRAM/BUREAU**

Air Management

**STATUTORY AUTHORITY OR LEGAL CITATION**

Cross-Media Electronic Reporting, 40 C.F.R. Part 3

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

September 30, 2019

**DATE FINALIZED**

October 28, 2019

No comments were received during the comment period 30SEP2019 to 21OCT2019

**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: [Signature]

Date: October 23, 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.
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).
Next select “Show Roles” for the Air category:

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

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 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.

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.

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.

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.