



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-19-0026

DOCUMENT TITLE

Electronic Submittal Quick Instructions

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.

October 23, 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.

Air Program • ELECTRONIC SUBMITTAL QUICK INSTRUCTIONS

Electronic Signature

AM-572 July 2019


The following instructions provide a quick overview of the electronic submittal process for the use of Electronic Signature. The Department of Natural Resources (DNR) Air Program will continue to accept ink signatures, though sources are encouraged to submit electronically. Detailed instructions on the electronic signature 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-SIGNATURE

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:

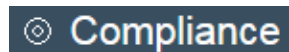
 to the Switchboard.

3. Enter your WAMs ID and password, and Select “Login.”



4. Locate the correct facility on the 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:



STEP 2: SUBMIT RESPONSIBLE OFFICIAL'S (RO) SIGNATURE ELECTRONICALLY

Only the RO can complete the e-Signature process using their WAMS ID.

1. Log into the switchboard, select [Air Compliance Actions](#) and then  or 

- If the RO is signed in, the  option will show. Clicking the 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.

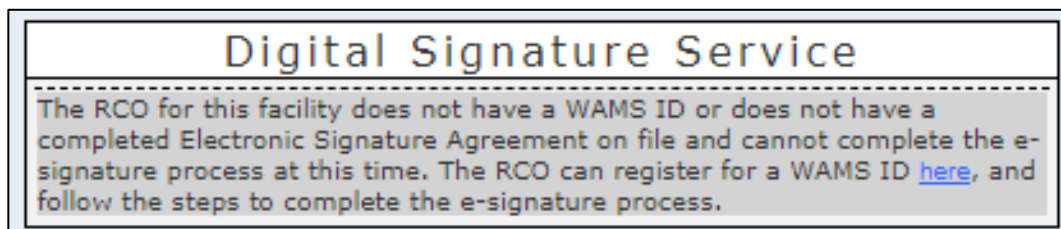



If the E-Sign Document option does not show:

- If this box is displayed, the RO is not logged in to the switchboard. Notify the RO that the document is ready for e-sign.



- If this box is displayed, the RO is not signed in and an RO is not currently assigned to the facility. The RO will need to obtain a WAMS ID and complete the login setup process before they are able to sign the document.



2. Open the auto-generated email in the RO's email inbox and login to switchboard with the RO's username, password, and temporary PIN provided in the email message.
3. Click the  button to sign the document and complete the electronic signature process.
4. 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's assigned compliance inspector (identified on the 'General Facility Information' tab on the Facility Home page in Switchboard) for questions.

