

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 COMPLIANCE REPORTING ACCESS REGISTRATION INSTRUCTIONS

December 2015

The following instructions are a quick overview of the registration process to request access for the Air compliance reporting tool. If you are new to electronic reporting, access the Switchboard Registration instructions using the following link: <http://dnr.wi.gov/topic/Switchboard/>

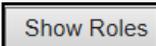
Once you have access to the DNR Switchboard, you can request access to the Air Compliance Submittal and other electronic reporting options (e.g., Air emission inventory reporting, air permit actions, asbestos notifications or other DNR Switchboard programs).

1. Once you have a WAMS ID, go back to the Switchboard web page and Select: . This is important as accessing WAMS through other links will not allow you to request access to a new role.

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



3. Select: 

4. Select:  **Air: Air Permit, Compliance and Emission Inventory Reporting**

5. Select the appropriate role(s) for your actions at your facility **Air Compliance Submittal** [More Info](#)

6. Select “Next” to proceed.

7. If your facility does not show up automatically, you will need to search for it. Enter the Facility ID, the facility specific 9-digit number assigned by DNR for all environmental permits and reporting systems.

8. Check the box in front of your facility and select “Next”:

Select	Facility / Company Location
<input type="checkbox"/>	DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 55555550

9. Read and Accept the electronic signature agreement by selecting the checkbox:

* I have read and accept the electronic signature and trading partner agreement [terms and conditions \[PDF\]](#).

10. Select "Submit" and print the agreement provided if you are new to the DNR Switchboard. Mail the agreement to the address on the form. *Note: Receiving access approval may take up to 5 days.*
11. After receiving notice via email that you have access to electronic forms,
 - access the DNR Switchboard,
 - click on the Links under "What You Can Do?" and
 - review the reports available for submittal.

If you do not have Air Compliance access after 5 days, contact DNR.

If you have any questions, please contact your compliance inspector or refer to the contact information on the Air compliance submittal actions electronic reporting page at:

<http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.



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-19-0078

DOCUMENT TITLE

Air Compliance Electronic Reporting Access Registration Instructions

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)

December 16, 2019

DATE FINALIZED

February 3, 2020

No comments were received during the comment period 16DEC2019 to 06JAN2020

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.

January 10, 2020

Signature

Date