

# Air Management • ELECTRONIC REPORTING INSTRUCTIONS

## AIR PERMIT COMPLIANCE CERTIFICATION

April 2018

The following instructions are provided as an overview of the electronic filing process for the annual Air Permit Compliance Certification. The Department of Natural Resources' (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 either:

- Going to: <http://dnr.wi.gov/topic/Switchboard/>
- Starting at the DNR Homepage <https://dnr.wi.gov/> and selecting **Business** from the Menu bar, and then selecting **Switchboard**.



2. Once on the Switchboard webpage, select:



3. Enter your WAMs ID and password, and select "Login".



4. Locate the correct facility and select the [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 COMPLIANCE CERTIFICATION UPLOAD

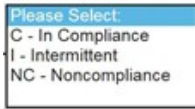
1. Select the Compliance Certifications Tab

Compliance Certifications

2. Select the Comp Cert ID in blue text:

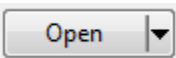
<a href="#">SC-CC-15-117042</a>	03/31/2015	NEW
---------------------------------	------------	-----

3. Ensure the correct Reporting Period and Due Dates are shown. If incorrect, do not submit electronically and contact the facility-assigned DNR Compliance Inspector.
4. Select Yes or No from the dropdown menu for “Deviations Reported”, based on whether or not the facility has deviations that must be reported for the year.
5. Select the appropriate Compliance Status from the Dropdown Menu:



(Refer to the detailed instructions regarding what each of these options means.)

6. Optional: insert comments.
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 the certification, be sure to read and review:
  - [The Signature Requirements](#)
  - [The Confidential Data Section](#)
10. Select “Browse” and then locate and select the Compliance Certification file you are going to upload.  
 (**IMPORTANT: ONLY PDF files <100 MB size can be uploaded.**)

11. Select:  and then 

### **Step 3: SUBMIT RESPONSIBLE CORPORATE OFFICIAL’S (RCO) SIGNATURE VIA US MAIL OR ELECTRONICALLY**

#### **Ink signature submission:**

1. Mail the page with the Responsible Corporate Official’s original ink signature to the facility-assigned compliance inspector. Only the signature page is needed.
  - Be sure to include the FID number on the signature page.

#### **Electronic signature (e-signature) submission:**

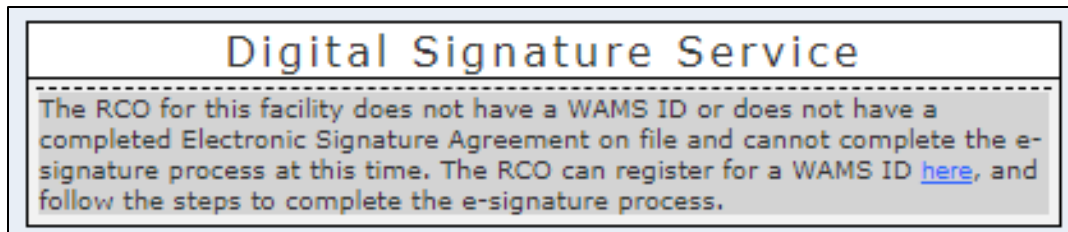
Only the Responsible Corporate Official (RCO) can complete the e-signature processing using his/her WAMS ID.

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

- If this box is displayed, notify the RCO that the document is ready for e-sign.



- If the RCO is not signed in and an RCO is not currently assigned to the facility, this box will appear and the RCO will need to obtain a WAMS ID and complete the login setup process before he/she is able to sign the document.



- If the RCO is signed in, the **E-Sign Document** option will show. Clicking the button will generate an email that is sent to the RCO'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.

2. Open the auto-generated email in the RCO's email inbox and login to switchboard with the RCO's username, password, and temporary PIN provided in the email message.

3. Click the **e-Sign** 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 RCO'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 questions or for assistance.