

Air Management • ELECTRONIC SUBMITTAL INSTRUCTIONS OTHER REPORTS, PLANS AND NOTIFICATIONS

December 2016

The following instructions are provided as a quick overview of the electronic filing process for other reports, plans and notifications. The Department of Natural Resource (DNR) Air Program will continue to accept paper copies, though 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 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:



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



4. Locate the correct facility on your 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: COMPLETE DOCUMENT UPLOAD

1. Select: Other Reports, Plans, and Notifications Tab



2. To submit a report, select [Upload New Document](#) at the bottom of the screen. The Upload Document box will appear. (You may need to scroll to the right to see the Upload Document box.)



3. Select the Document Category and Document Type. For some reports you may also need to enter Calendar Year, Time Frame, and Period:

4. Select "Browse" and then locate the report, plan or notification file you plan to upload.

(IMPORTANT: ONLY PDF files <100 MB size can be uploaded.)

5. Select: and then

6. If you make a mistake and upload the wrong file, contact your compliance inspector to have it deleted and then you can upload the correct file.

STEP 3: OTHER OPTIONS AVAILABLE

1. You may View and Print previously submitted reports, plans and notifications by selecting them in the list:

Select	File Name	Category	Upload Date
<input type="radio"/>	DEVIATION-MALFUNCTION_NOTIFICATION_SS_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input checked="" type="radio"/>	CONSTRUCTION_INITIAL_OPERATION_NOTIFICATION_54_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input type="radio"/>	FUGITIVE_EMISSIONS_PLAN_09292016_55555550.pdf	PLAN	09/29/2016
<input type="radio"/>	pdf_test2.pdf	OTHER	09/29/2016
<input type="radio"/>	CAM_REPORT_09292016_55555550.pdf	REPORT	09/29/2016

2. Once a file is selected, then the button at the bottom of the screen will become live and you can select to:

3. If the list is too long to locate a specific document, you can filter the list at the top of the screen by selecting Doc Category, Doc Type, and/or entering a date range. Once the desired criteria are entered, select .

4. The list of documents previously submitted may be saved and printed if desired.

- a. Select
- b. Then select Open or Save to edit the file:

- c. Your document security may also require you to select to edit the content.

If you have any questions, please contact your assigned compliance inspector (identified on the 'General Facility Information' tab on the Facility Home page in Switchboard).