



Small Business Advisor - June - 2017

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Wisconsin receives 2017 National Small Business Environmental Assistance Program Award

The Wisconsin Department of Natural Resources' Small Business Environmental Assistance Program received the 2017 National Small Business Environmental Assistance Program Award.

The Wisconsin Program was nominated by its peers and the award honors accomplishments in environmental compliance assistance, advocacy for small businesses and collaboration efforts at the regional and national level. "We are proud of the proactive outreach the small business program is providing to our small business customers in Wisconsin," said DNR Secretary Cathy Stepp.

This recognition by the National Steering Committee (NSC) of Small Business Environmental Assistance Programs & Small Business Ombudsmen (SBEAP/SBO) was presented at the SBEAP/SBO annual conference held in Denver, Colorado, May 17.



From left to right: Tony Pendola - National Steering Committee chair for SBO/SBEAP and the North Carolina SBO, Lisa Ashenbrenner Hunt - Wisconsin SBEAP, Renee Lesjak Bashel - Wisconsin SBEAP, La Ronda Bowen - California SBO and awards presentation master of ceremonies.

"The Wisconsin Small Business Environmental Assistance Program is honored to be selected by our state counterparts for the 2017 Small Business Environmental Assistance Program Award," said Renee Lesjak Bashel, coordinator of Wisconsin's Small Business Environmental Assistance Program and former NSC Chair. "The department is committed to and proud of our efforts to help Wisconsin small business owners have the resources they need to grow their business and protect the environment."

More information is available on the DNR's [small business web page](#) or by contacting staff at DNRsmallbusiness@wisconsin.gov. Learn more about the award and the program's accomplishments on the [Small Business Team](#) web page.

Originally created under the Clean Air Act Amendments of 1990, small business environmental assistance programs have provided extensive, hands-on technical assistance for more than 25 years to small businesses across the country to help them understand and comply with complex environmental regulations.

More information on the national awards and small business environmental assistance is available on the [SBEAPs new website](#).

Electronic reporting for Department of Natural Resources air pollution permits

by Renee Lesjak Bashel, Wisconsin Small Business Environmental Assistance Coordinator, and Alex Torres, Air Permit Engineer, Wisconsin Department of Natural Resources

Printers in Wisconsin are required to file reports annually with the Wisconsin Department of Natural Resources (DNR) Air Program. In previous years, most reports were completed and submitted to DNR on paper forms. The DNR has recently made system improvements and is now offering electronic reporting options for printers.

Air emissions inventory

The air emissions inventory is an annual reporting requirement, which requires the reporting of each facility-emitted air pollutant over certain thresholds listed in the Wisconsin Administrative Code. Electronic filing has been available for the air emissions inventory for many years. Learn more at <http://dnr.wi.gov/topic/AirEmissions/>. As an alternative, businesses with air emissions under the reporting levels specified in Table 1, Chapter NR 438, Wis. Adm. Code, can meet this reporting requirement by submitting a letter to the DNR indicating the reason for not completing the annual emissions inventory for the year.

Air permit compliance certification and monitoring summary

The air permit compliance certification and monitoring summary report is another annual reporting requirement, which requires each facility to both certify compliance with all permit conditions and summarize monitoring and compliance demonstration methods used during the reporting timeframe. Two years ago, larger facilities across Wisconsin were given the option to submit the certification and the monitoring summary as a combined report electronically. Beginning this year, smaller printing facilities that are covered by the Type C Registration Operation Permit (ROP-C) can submit their compliance certification and monitoring summary reports electronically by the **deadline of June 30, 2017**.

Forms for air permit compliance certification and monitoring summary

Printers covered by the ROP-C may use one of two sets of forms to file their annual air permit compliance certification and monitoring summary report. One is the package of forms with Form Numbers 4530-178, -178A, and -179, found under the Compliance tab on the following forms page: <http://dnr.wi.gov/topic/AirPermits/Forms.html>. Alternatively, printers may use the Environmental Compliance Self-Certification Checklist and Forms packet that is provided under the Environmental Results Program for Printers (ERP), found here: <http://dnr.wi.gov/topic/SmallBusiness/documents/ERP/printing/ERPSelfCertandForms.pdf>.

Helpful tips for completion of air permit compliance certification and monitoring summary forms

- 1) Both of the form options for the permit compliance certification and monitoring summary may be filed electronically.
 - 2) First, complete the forms as indicated and then save the final document as an Adobe PDF file.
 - 3) Please note that the ERP packet cannot be filled out and saved as an Adobe PDF file; it will need to be printed, completed by hand, then scanned and saved as a PDF file.
 - 4) Forms 4530-178, -178A, and -179 can be completed as fillable PDF files, or they can be printed, completed by hand, and scanned and saved as a PDF file. If using forms 4530-178, -178A, and -179 as fillable PDF forms, please combine the completed forms into a single PDF file before submitting them electronically.
- Once the forms are completed and saved as a PDF file, the compliance certification and monitoring summary report can be submitted to DNR online. The electronic report submittal process is described here: <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.
 - Please note that the electronic report submittal instructions may reference Form 4530-184, which is a form for use by other facilities. Whenever Form 4530-184 is mentioned in the instructions, printers should be using one of the forms listed above.
 - At this time, the signature page of any report filed online will still need to be mailed to the DNR compliance inspector responsible for the facility. Electronic signatures have not been approved for use by DNR.

For questions, contact Alex Torres at 608-273-5605 or Renee Lesjak Bashel at 608-266-6977.

Local businesses honored for improving air quality

MILWAUKEE--- Two Wisconsin businesses were honored recently by the Wisconsin Partners for Clean Air (WPCA) for their voluntary efforts to improve air quality.

The awards were presented on Thursday, May 25 during the 2017 Clean Air Extravaganza at the MKE Regional Business Park. The Clean Air Extravaganza is an event to celebrate the accomplishments of Wisconsin businesses and organizations that are improving air quality by reducing emissions from their facilities and fleets, improving energy efficiency, providing employee commuter options, and developing ways to educate the public about air quality issues. The WPCA is a coalition of over 250 businesses, community organizations, schools and government agencies committed to improving air quality through voluntary action.

WPCA Chairperson and Wisconsin Clean Cities Director, Lorrie Lisek, was master of ceremonies for the event. Joseph Liebau, Secretary's Director for the southeast region of the Wisconsin Department of Natural Resources, presented awards to the following organizations:

- **Roundy's Supermarkets, Inc. (Milwaukee)** was presented with a Recognition Award for their valiant undertaking in piloting an innovative refrigeration system and commitment to investments in energy efficiency.
- **Clement J. Zablocki VA Medical Center (Milwaukee)** was presented the Commuter Champion Award for the extensive transportation options and amenities offered to their employees and visitors.

More details of award recipients are posted at: <http://www.cleanairwisconsin.org>.

From left to right in the picture: Lorrie Lisek (WPCA Chair), Amaris Rodriguez (VA Medical Center), Phillip Bower (Husch Blackwell LLP-nominated Roundy's), Ryan Hill (Roundy's), Joseph Liebau (Wisconsin DNR)



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