



## Small Business Advisor - January - 2018

### Topics in this edition:

- Reminders that annual reports are due soon
- DNR offers Air Reporting System tutorials
- Provide the right information to DNR when requesting a change to permits

### Reminders that Annual Reports are Due Soon

A number of DNR programs have annual reports that are due shortly after the new year.

Each year facilities throughout the state that emit air pollutants are required to report their emissions to the Department of Natural Resources. These emissions are reported using the Air Reporting System (ARS) which is a web-based software program. Information on ARS, air pollutant chemicals, emission reduction credits in ozone nonattainment areas, where to get help on reporting emissions and data on historical emissions are available <http://dnr.wi.gov/topic/AirEmissions/>. The Air Report is due by March 1 but extensions may be granted until March 15.

Facilities with an air pollution permit are also required to submit annual compliance certification and monitoring summary reports as well. The majority of permits have deadlines of either January 31 or March 1 for these reports. Read your permit carefully for the correct deadline. Learn more about how to file these reports electronically here: <https://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.

Wisconsin's hazardous waste regulations require several types of hazardous waste generators to report to the DNR every year on their regulated waste activities. The report, which covers activities during the previous calendar year, is generally available in mid-January and must be submitted to the DNR by March 1 each year. All reporting is done through an online reporting system. Reporting for 2017 waste is the long report. Learn more here: <http://dnr.wi.gov/topic/Waste/AnnualReport.html>. Waste reports are due by March 1 and the code **does not** allow for an extension of that deadline.

A number of reports are required for Industrial facilities with WPDES permits with a range of due dates and frequencies. Check your permit(s) for each report that may be required. For more information on filing WPDES reports, go to: <http://dnr.wi.gov/topic/wastewater/eReporting.html>.

### DNR offers Air Reporting System tutorials

Video tutorials, now available on DNR's Air Emissions Inventory webpage, provide assistance for users of the Air Reporting System (ARS).

Facilities throughout the state that emit air pollutants in exceedance of specific thresholds are required to report their emissions to the Department of Natural Resources annually. These emissions are reported using the Air Reporting System, a web-based software program. ARS is also used for reviewing contact information, comparing emissions from previous years, and generating emissions summary reports and certification forms.

Over 25 video [tutorials](#) were created to help ARS users navigate the system, complete essential tasks and troubleshoot problems encountered while using the system. The tutorials cover topics ranging from obtaining a login ID and reporting authorization, to adding devices (i.e. boilers, printers, stacks, baghouses, etc.) and processes (i.e. combustion, coating, controlling, etc.), to quality assuring data and certifying final emissions. Each tutorial discusses a unique topic and does not depend on information from other tutorials, and can therefore be viewed independently.

For more information on ARS, visit [dnr.wi.gov](http://dnr.wi.gov) and search “[ARS](#)” or contact Grant Hetherington at [grant.hetherington@wisconsin.gov](mailto:grant.hetherington@wisconsin.gov) or (608) 266-1552.

## Provide the right information to DNR when requesting a change to permits

When property changes hands, steps should be taken to evaluate the property’s environmental condition as well as the status of environmental permits issued to the owner for any activities. This will help the purchaser understand what is being purchased and will help the seller better market the property. It is very important that all parties involved understand their environmental responsibilities, from finding contamination on a property, to transferring environmental permits, or even transitioning compliance demonstration so there are no gaps that result in deviations or violations of environmental standards. Each DNR program may have a unique process to follow when making changes to a facility covered under their respective permits.

For a list of DNR requirements and processes to follow when a property changes hands, please review the information on the page: <http://dnr.wi.gov/topic/SmallBusiness/PropertyTransfers.html>.

**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. This guidance does not establish or affect legal rights or obligations and is not finally determinative of any of the issues addressed. This guidance does not create any rights enforceable by any party in litigation with the State of Wisconsin or the Department of Natural Resources. 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.



THE **SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM**  
DNR.WI.GOV, search “small business”  
DNRSmallBusiness@WI.GOV • (855) 889-3021

