

Date: February 26, 2018

From: DNRsmallbusiness@wisconsin.gov

Subject: Reminders for Facilities Covered by a Registration Permit

Dear Registration Permit Holder:

Your business operation is currently covered by a Registration Operation Permit (ROP) issued by the Department of Natural Resources (DNR) Air Program. The DNR's Small Business Environmental Assistance Program (SBEAP) and the Air Program work together on providing service and assistance to small businesses.

Air Emissions Inventory – due March 1

All facilities covered by a ROP must submit an annual Air Emissions Inventory report.

- More details about submitting reports through ARS can be found at <http://dnr.wi.gov/topic/AirEmissions/>.
- Businesses with air emissions below the reporting thresholds listed on Table 1 of Chapter NR 438, (http://docs.legis.wisconsin.gov/code/admin_code/nr/400/438.pdf) are not required to complete the Air Emissions Inventory.
 - In lieu of reporting, ROP sources can **submit a letter notifying the DNR that their air emissions are below reporting levels.**
 - This notification can be submitted electronically. **Follow the instructions** under the “Other reports, plans and notifications” section on the electronic reporting webpage: (<http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>).

Permit compliance certification and annual summary of monitoring – due March 1

Facilities covered by a ROP must submit an annual **permit compliance certification** to DNR for each calendar year's operations.

- This notification can be submitted electronically. **Follow the instructions** under the “Compliance certification” section on the electronic reporting webpage: (<http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>).
- At this time, the responsible official must sign the certification and the form sent to DNR must include the “ink” signature. **Look for e-signature options coming soon!**

Facilities covered by a ROP must also submit an annual **summary of monitoring** report.

- The annual summary of monitoring report addresses actions during the previous calendar year and should include sufficient data for DNR to determine whether the source complied with all applicable requirements throughout the year.
 - Use of Form 4530-179 (<http://dnr.wi.gov/files/PDF/forms/4500/4530-179.pdf>) can help a source identify information to include in the report. This form is not required to be submitted to DNR.
- Deviations from and violations of any requirement shall be clearly identified in the monitoring report.

For your use, the DNR has created Form 4530-178 (<http://dnr.wi.gov/files/PDF/forms/4500/4530-178.pdf>) that can serve as **BOTH** the annual permit compliance certification and the summary of monitoring reports simultaneously. Use of this form is not mandatory.

To receive these and other communications from DNR, it is important to **maintain current contact information** for facility roles within the Air Reporting System. A tutorial on updating ARS Facility Contact is available at: <http://dnr.wi.gov/topic/AirEmissions/Tutorials.html>.

Any questions about Registration Permits can be directed to the Registration Program Coordinator at DNRAMROPSAIRPERMIT@wisconsin.gov.

Other questions can be directed to the SBEAP at DNRsmallbusiness@wisconsin.gov or 855-889-3021.