

Date: May 22, 2018  
From: [DNRsmallbusiness@wisconsin.gov](mailto: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 services and assistance to small businesses.

### **Air Emissions Inventory certification – due June 30**

Facilities submitting an annual Air Emissions Inventory report must certify the report after DNR air compliance staff have completed a review of the data. Learn more about the final report certification for the Air Emissions Inventory: <http://dnr.wi.gov/files/PDF/pubs/am/AM529.pdf>

### **Maintain records**

The facility is responsible for maintaining all records necessary to demonstrate compliance or continued eligibility with the ROP.

- Records must be maintained for at least five years.
- Records might include information such as monthly material usage, control device monitoring logs or a one-time documentation of stack parameters (i.e., height, diameter).
- Regardless of format or storage location, all records must be made available to DNR staff upon request and within a reasonable time period.
- Learn more about good record keeping practices: <http://dnr.wi.gov/files/PDF/pubs/sb/sb118.pdf>.

### **Modeling before construction to show eligibility**

A facility that provided air dispersion modeling results to demonstrate initial eligibility for the ROP must demonstrate continuing eligibility for each new construction project through updated air dispersion modeling results. A facility should also conduct an air dispersion modeling analysis and provide the results if the air emissions have increased above modeling thresholds.

- Learn more about the air dispersion modeling process in this fact sheet <http://dnr.wi.gov/files/PDF/pubs/sb/sb116.pdf>, or
- Refer to the explanation under Part II, Number 9 in either Application Guide:
  - <http://dnr.wi.gov/files/PDF/pubs/am/AM539.pdf> for Type A ROP, or
  - <http://dnr.wi.gov/files/PDF/pubs/am/AM546.pdf> for Type B ROP.

### **Fugitive dust**

“Fugitive dust” is a term describing particulate matter (PM) emissions released through means other than a stack, duct or vent. Any facility creating sufficient dust, smoke, or fumes to be a noticeable source of air pollution must control those emissions.

- Learn more about control options and when a fugitive dust control plan is required: <http://dnr.wi.gov/files/PDF/pubs/am/am556.pdf>.
- Here is an example of a fugitive dust control plan: [https://dnr.wi.gov/cias/guidance/guidanceexternal/FileView.aspx?OBJECT\\_SEQ\\_NO=15833](https://dnr.wi.gov/cias/guidance/guidanceexternal/FileView.aspx?OBJECT_SEQ_NO=15833).

### **Electronic reporting options**

New online reporting options have been created for streamlining the air permit compliance demonstration process through use of the DNR Switchboard and Air Reporting System.

- The facility's responsible official, air management contact, and/or delegated party must obtain a Web Access Management System (WAMS) ID to access the DNR Switchboard. Learn more about the DNR Switchboard here: <https://dnr.wi.gov/topic/Switchboard/Help.html>.
- Once a WAMS ID has been obtained, facility contacts need to request access to the air compliance, air emission inventory and air permit actions in order to file reports and permits electronically.
- Electronic signature for reports is only available to the facility's responsible official.
- Learn about electronic submittal actions at: <https://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.

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](mailto:DNRAMROPSAIRPERMIT@wisconsin.gov).

Other questions can be directed to the SBEAP at [DNRsmallbusiness@wisconsin.gov](mailto:DNRsmallbusiness@wisconsin.gov) or 855-889-3021.