

Air Management • ELECTRONIC SUBMITTAL INSTRUCTIONS

AIR PERMIT COMPLIANCE CERTIFICATION

AM-540 September 2021

The following instructions are provided as a quick overview of the electronic filing process for the annual compliance certification. The Department of Natural Resources (DNR) Air Program will continue to accept ink signatures for air permit compliance certifications, though sources are encouraged to sign 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:

<https://dnr.wisconsin.gov/topic/AirPermits/ComplianceReports.html>.

STEP 1: ACCESSING Compliance Certification Upload Location

1. Access the Switchboard page by either:

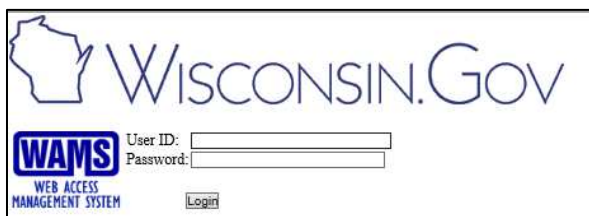
- Going to: <http://dnr.wi.gov/topic/Switchboard/>
- Starting at the DNR Homepage <http://dnr.wi.gov>, select **Environment** in the menu, scroll to the **DNR Switchboard** tile and click to be directed to the DNR Switchboard.



2. Once on the Switchboard web page, scroll down to the **Log In** tile and click to be directed to the Log In screen.



3. Enter your WAMs ID and password, and select **Login**.



4. Locate and select the correct facility on the list. Select the **Air Compliance Actions** link under **Actions** for that facility.

[Air Compliance Actions](#) 

Alternatively, select **View Facility Air Data (and Upload)** and then select **Compliance**.

[View Facility Air Data \(and Upload\)](#)

Compliance

STEP 2: SUBMITTING Compliance Certifications

1. Select: Compliance Certifications Tab

Compliance Certifications

2. Select the Compliance Certification ID in blue text:

Certification #	Due Date	Status
SC-CC-21-144902	03/01/2022	NEW

3. Ensure the correct Reporting Period and Due Dates are shown. If incorrect, do not submit electronically and contact the facility-assigned compliance engineer.
4. Select Yes or No from the dropdown menu for Deviations Reported, based on whether or not the facility has deviations that must be reported for the year.
5. Select the appropriate Compliance Status from the dropdown menu

Comp Cert Detail:

Reporting Period: 01/01/2020 to 12/31/2020
Due Date: 03/01/2021
Received Date:
Deviations Reported?: Please Select *
Reported Status: Please Select *
Ext Comments: Facility Was in Continuous Compliance
Facility Was in Intermittent Compliance
Comment will be saved when uploading document, below.

6. Optional: insert comments.
7. Note that all required fields are denoted by red asterisks (*). Complete all required fields.
8. Select: [Attach Document and Save Form](#) *
9. Before attaching documentation for the report, be sure to read and review:
 - The Signature Requirements
 - The Confidential Data Section
10. Select **Browse** and then locate the Compliance Certification file you plan to upload.

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

11. Select:

Upload Document and Save Form

Step3: SIGNING the Compliance Certification

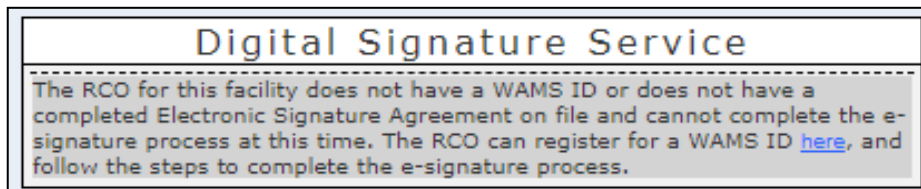
1. If the responsible official is signed in, the **E-Sign Document** option will show. Clicking the button will generate an email that is sent to the responsible official's email address on file. This email will contain a link to the Digital Signature Service, as well as a temporary PIN code for the service.
2. Open the auto-generated email in the responsible official's email inbox and login to switchboard with the responsible official's username, password, and temporary PIN provided in the email message.
3. Click the **e-Sign** button to sign the document and complete the electronic signature process.
4. After clicking the button, the signature status changes to *signed* and an email receipt is sent to the responsible official's email on file. This email is the signature confirmation for this document; retain this confirmation for the facility's records.

If the e-Sign Document option does not show:

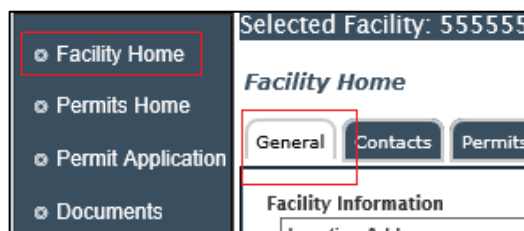
- If this box is displayed, the responsible official is not logged in to the switchboard. Notify the responsible official that the document is ready for e-Sign.



- If this box is displayed, the responsible official is not signed in and a responsible official is not currently assigned to the facility. The responsible official will need to obtain a WAMS ID and complete the login setup process before they are able to sign the document.



Alternatively, the facility may submit a hard copy of the signature page of the Compliance Certification containing the wet ink signature of the responsible official to the facility-assigned compliance engineer. To find the facility-assigned compliance engineer, select **Facility Home** and then **General**.



FOR MORE INFORMATION:

Contact the facility-assigned compliance engineer for questions.

