

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Reports, Plans and Notifications Electronic Submittal Guidebook

Air Pollution Control Permits

Air Management Program

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For more information on the electronic submittal process, contact your compliance engineer.

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Background / Set-Up Options

Reports, Plans, and Notifications

A variety of reports, plans and notifications may be required by a facility's air pollution control permit or by a specific state or federal rule, statute or code.

Facility Reporting Guidance

Facilities may submit most reports, plans and notifications electronically through the DNR's online submittal system. This is the DNR preferred method for submittal, though submittal of paper copies is still acceptable. Please note all document uploads must be in PDF format and may not exceed 100 megabytes in size.

Requesting DNR Switchboard Access to Use Electronic Submittal System

The Switchboard is used for an individual to securely login and access forms and reporting systems which are related to a specific company or municipality. The Switchboard can be located by typing "switchboard" into the search button on the DNR home page (<https://dnr.wisconsin.gov>), or by navigating to it by selecting **Environment** in the menu, then scrolling to and clicking on the **DNR Switchboard** tile.



A Web Access Management System (WAMS) user ID is required to log into the Switchboard system. If a WAMS User ID is needed, follow the process to create one by clicking the **Create User ID** tile on the Switchboard landing page (<https://dnr.wisconsin.gov/topic/Switchboard>).

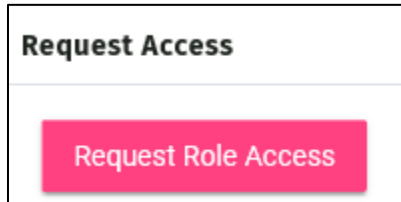
If the individual has a user ID, click on the **Log In** tile on the Switchboard landing page to begin. If a WAMS ID is already associated with an individual for other DNR reporting such as Water, Wastewater, or Air Emissions, the individual will need to **request access for the new Air Compliance Submittal** role to be able to submit plans, reports and notifications electronically. If the individual already has access to the Air Compliance Submittal role, skip to page 6 of this guide.



To request access, select the **Log In** tile on the Switchboard landing page. Log in to WAMS and select **Request Access**.



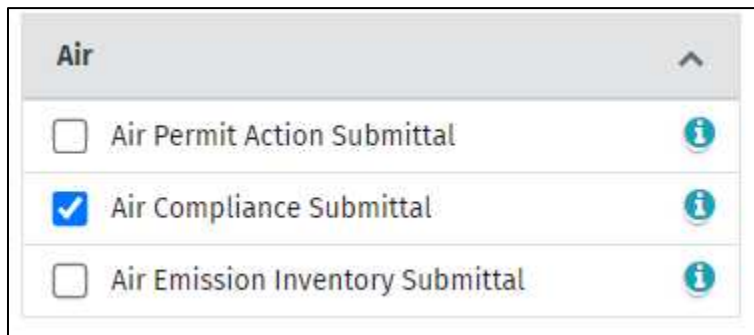
Next select **Request Role Access**.



Next, click **Air Permit, Compliance and Emission Inventory Reporting**.



Next, check the **Air Compliance Submittal** check box.



Next, search for the facility the individual would like to access. This can be searched by FID or facility name. Select the facility using the check box and click next.

Search Facilities Create new Facility

Identifier: 555555550 | Site Name: | **Search** | My Facilities | Clear Results

Site	FID	Location Address	City	State	Zip
<input checked="" type="checkbox"/> Dnr Air Reporting Test Facility (Prod)	555555550	555 Anywhere Dr	Madison	WI	53707

Items per page: 5 | 1 - 1 of 1

Selected Facilities

Site	FID	Location Address	City	State	Zip
Dnr Air Reporting Test Facility (Prod)	555555550	555 Anywhere Dr	Madison	WI	53707

< Back **Next >**

Next, read and accept the electronic signature and trading partner agreement and click **submit**.

Facility	Role(s)	Additional Information
Dnr Air Reporting Test Facility (Prod) (FID: #555555550) 555 Anywhere Dr, Madison, WI - 53707	• Air Compliance Submittal	Not Applicable

I have read and accept the electronic signature and trading partner agreement [Terms & Conditions \[pdf\]](#) *

< Back **Submit**

If an individual is new to Switchboard, a hard copy with signature of the Wisconsin Department of Natural Resources Electronic Signature Agreement is required to be on file. Sign and date the Electronic Signature Agreement and mail the original signed version to DNR at:

Switchboard Access Request –
 SS/7 Department of Natural
 Resources PO Box 7921
 Madison, WI 53707-7921

The individual will receive an e-mail notification that access has been granted within two to three business days. Access to a new role for those with existing Switchboard access should be granted within five days. Contact DNR if access is not granted within five days.

Note: If access is requested for asbestos notification, the user will need to submit an original, signed, and notarized document.

Electronic Submittal Process

Login Options

Once the individual completes Switchboard setup, including obtaining a WAMS ID and access to the Air Compliance Submittal option for a facility, the individual can begin electronically submitting Air Compliance documents.

Log in to the Switchboard:

- Click the **Log In** tile on the Switchboard landing page (<http://dnr.wi.gov/topic/Switchboard/>).

Locate the Facility

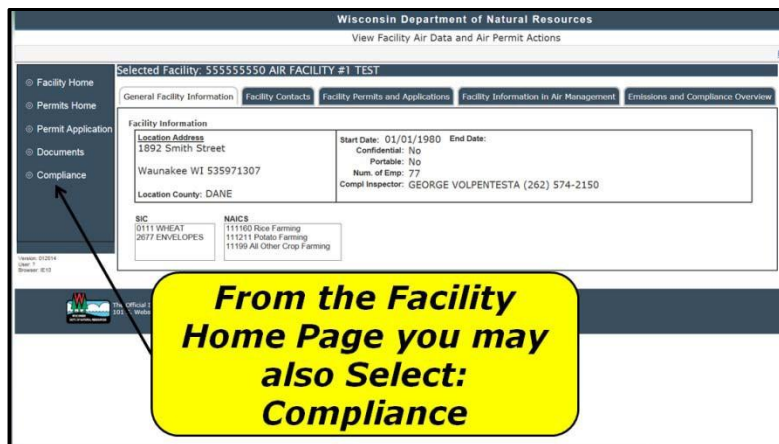
The WAMS log in screen will prompt the user to enter their user ID and password. Upon entering this information, the individual will see the welcome page. Click on **My Facilities and Roles**.



Select the facility and click **Air Compliance Actions**.



Or, check the **Compliance** button when on one of the other facility air pages in WAMS.

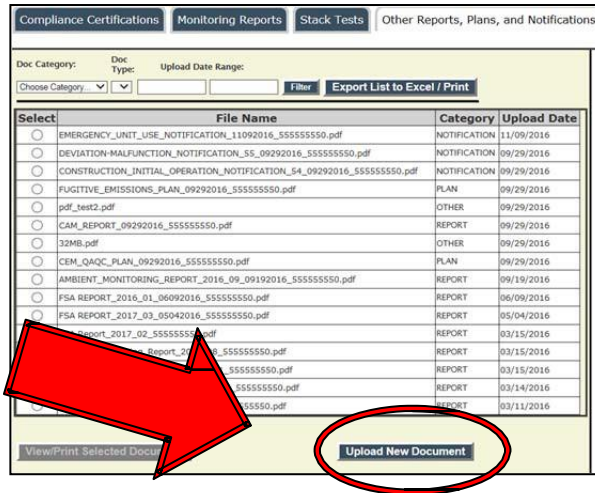


Other Reports, Plans, and Notifications Selection

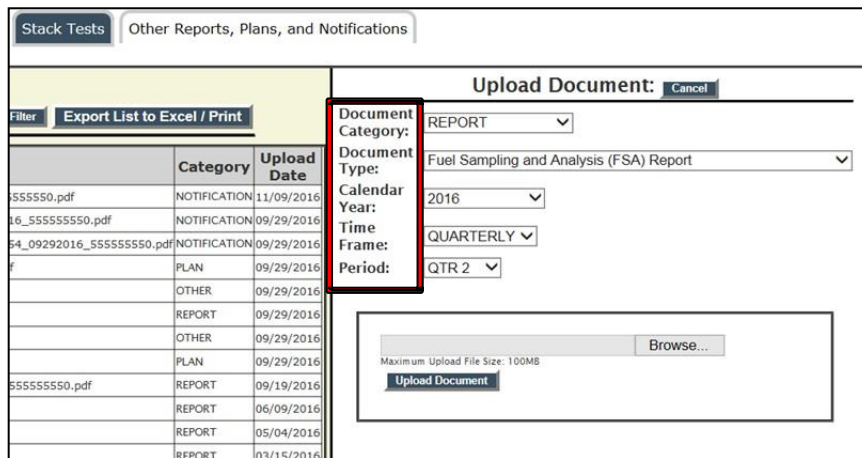
Select the **Other Reports, Plans, and Notifications** tab. There will be a list of recently submitted documents shown on the screen. If there is inaccurate or missing information, contact the facility-assigned air compliance engineer.



To begin the submittal process, select **Upload New Document** at the bottom of the screen.



The text at the right of the screen will change to give a list of options available for submittals. Select **Document Category** and **Document Type** for all submittals. For frequent reports, it may also ask for Calendar Year, Time Frame and Period. It may also ask for a permit number or description be entered. Select the appropriate options from each drop-down list.



Once the correct document details are selected, browse and locate the document for upload. Select **Open**, and then **Upload Document**.

If a mistake is made in uploading the file, contact the facility-assigned compliance engineer to have it deleted.

Confidential Submissions

If any part of the facility's report, plan or notification has been approved by DNR to be considered confidential via the confidentiality request approval process, **DO NOT SUBMIT THE CONFIDENTIAL VERSION OF THE DOCUMENT VIA THE ELECTONIC UPLOAD SYSTEM**. Submit the confidential copy via hard copy in the mail and submit the public version via the electronic system.

E-mail Receipt

After uploading the document an e-mail receipt will be sent to the individual.

View and Print

View and print previously submitted reports, plans and notifications by selecting them in the list:

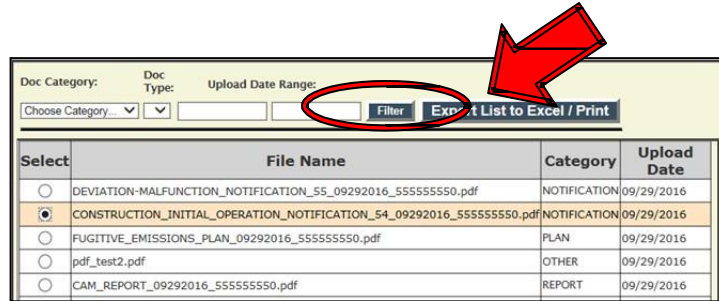
Select	File Name	Category	Upload Date
<input type="radio"/>	DEVIATION-MALFUNCTION_NOTIFICATION_55_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input checked="" type="radio"/>	CONSTRUCTION_INITIAL_OPERATION_NOTIFICATION_54_09292016_55555550.pdf	NOTIFICATION	09/29/2016
<input type="radio"/>	FUGITIVE_EMISSIONS_PLAN_09292016_55555550.pdf	PLAN	09/29/2016
<input type="radio"/>	pdf_test2.pdf	OTHER	09/29/2016
<input type="radio"/>	CAM_REPORT_09292016_55555550.pdf	REPORT	09/29/2016

Once a file is selected, the button at the bottom of the screen will become live. Select **View/Print Selected Document**.

<input checked="" type="radio"/>	CAM_REPORT_09292016_55555550.pdf	REPORT	09/29/2016
<input type="radio"/>	32MB.pdf	OTHER	09/29/2016
<input type="radio"/>	CEM_QAQC_PLAN_09292016_55555550.pdf	PLAN	09/29/2016
<input type="radio"/>	AMBIENT_MONITORING_REPORT_2016_09_09192016_55555550.pdf	REPORT	09/19/2016
<input type="radio"/>	FSA REPORT_2016_01_06092016_55555550.pdf	REPORT	06/09/2016
<input type="radio"/>	PSA REPORT_2017_03_05042016_55555550.pdf	REPORT	05/04/2016
<input type="radio"/>	FSA Report_2017_02_55555550.pdf	REPORT	03/15/2016
<input type="radio"/>	Ambient_Monitoring_Report_2019_08_55555550.pdf	REPORT	03/15/2016
<input type="radio"/>	NSPS_Report_SEMI-ANNUAL_2016_01_55555550.pdf	REPORT	03/15/2016
<input type="radio"/>	CEM_REPORT_Qtrly_2016_01_03162016_55555550.pdf	REPORT	03/14/2016
<input type="radio"/>	Ambient_Monitoring_Report_2017_03_55555550.pdf	REPORT	03/11/2016

View/Print Selected Document **Upload New Document**

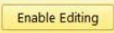
If the list is too long to locate a specific document, filter the list at the top of the screen by selecting Doc Category, Doc Type, and/or entering a date range. Once the desired criteria are entered, select **Filter**.



The list of documents may be saved and printed if desired.

1. Select **Export List to Excel/Print** at the top of the page.
2. Then select **Open** or **Save** to edit the file:



3. Document security may also require you to select  to edit the content.

More Information

Resources

Visit the Air Compliance Submittal Actions Electronic Reporting webpage at <https://dnr.wisconsin.gov/topic/AirPermits/ComplianceReports.html> or contact the facility-assigned compliance engineer.

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.

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