

# AIR MANAGEMENT PROGRAM • EMISSIONS INVENTORY

## Update Facility Information

AM-629 September 2022

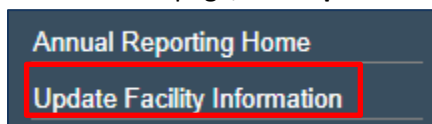
For both air emissions inventory (EI) and Under-Thresholds-Notification (UTN), the following facility information must be reviewed and completed:

- the number of employees and square footage
- deviation questionnaire
- stack test questionnaire
- Environmental Management System (EMS) questionnaire

A Web Access Management System (WAMS) ID and air emissions inventory submittal role are required to review and report facility information. See the [Credentials and Access](#) document for instructions on how to acquire these.

Detailed instructions on how to report and complete the Air Emission Inventory (EI) reporting steps are available on the Wisconsin Department of Natural Resources' (DNR) [Air Emissions Inventory Tutorials and Fundamentals](#) webpage.

1. On the ARS home page, click **Update Facility Information**.



2. On the Facility Form page, review and update (if needed) the **number of employees** and the **facility area**.

A screenshot of a web form titled 'Facility Form'. The section 'Number of Employees & Facility Area' is highlighted with a red box. It contains two input fields: 'Number of Employees' with the value '6' and 'Area' with the value '400'. To the right of these fields are radio buttons for 'FT2' (selected) and 'ACRE'. A small note at the bottom states: 'You may enter AREA in Acre, but screen will always display FT2. Supply area for stationary sources from fence line to fence line or, for portables, the amount of area the equipment uses when generating product.'

3. On the Facility Form page, review and complete the **Deviation Questionnaire**. If Question 1 is answered "Yes," provide a comment. If Question 1 is answered "No," no comment is necessary.

A screenshot of a web form titled 'Deviation Questionnaire'. It is divided into two columns. The left column contains two questions. The right column contains two radio buttons, 'Yes' (selected) and 'No', and a text input field with the value 'abc'. The entire right column is highlighted with a red box.

4. On the Facility Form page, complete the **Stack Test Questionnaire**. If Question 1 is answered “Yes,” provide a comment. If Question 1 is answered “No,” no comment is necessary.

Stack Test Questionnaire	
In 2021, was a stack test conducted?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please explain: <ul style="list-style-type: none"> <li>Whether the stack test results are being used for the 2021 emissions inventory;</li> <li>If the stack test results are being used for the 2021 emissions inventory, for which device(s) and pollutant(s)?; and</li> <li>If emission factors were derived off of stack test results, are the emission factors that are being used pre- or post-control?</li> </ul> Reminder: <ul style="list-style-type: none"> <li>If the emission factor used is post control then the control efficiency for the associated control device(s) for the pollutant should be 0.</li> <li>If the emission factor used is pre-control then the control efficiency for the control device(s) for the pollutant should not be 0.</li> </ul>	123

5. On the Facility Form page, complete the **EMS Questionnaire**.

EMS Questionnaire	
Does the facility have a formal environmental management system (EMS)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Unknown
Is the facility's environmental management system (EMS) reviewed and certified by an independent third party?	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown
Is the facility a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown

6. On the Facility form page, review that North American Industrial Classification System (NAICS) **code** and email any updates to [DNRAEmissionsInventory@wisconsin.gov](mailto:DNRAEmissionsInventory@wisconsin.gov).

SIC and NAICS Codes	
SIC and NAICS data is read-only. If you would like to see changes made, please email <a href="mailto:DNRAEmissionsInventory@wisconsin.gov">DNRAEmissionsInventory@wisconsin.gov</a> .	
<b>SIC</b> 0111 WHEAT 2677 ENVELOPES	<b>NAICS</b> 31-33 Manufacturing 111160 Rice Farming

7. On the Facility Form page, click **Save Facility Information**.

Facility Form	
<b>Number of Employees &amp; Facility Area</b> Number of Employees: <input type="text"/> Area: <input type="text"/>	
<b>Deviation Questionnaire</b> In 2021, did the facility have any deviations or leaks that resulted in emissions that may need to be included in the emissions inventory (e.g. example baghouse leak)? If Yes, please explain which device(s) had deviations or leaks and how they are accounted for in the 2021 emissions inventory.	
<b>Stack Test Questionnaire</b> In 2021, was a stack test conducted? If Yes, please explain: <ul style="list-style-type: none"> <li>Whether the stack test results are being used for the 2021 emissions inventory;</li> <li>If the stack test results are being used for the 2021 emissions inventory, for which device(s) and pollutant(s)?; and</li> <li>If emission factors were derived off of stack test results, are the emission factors that are being used pre- or post-control?</li> </ul> Reminder: <ul style="list-style-type: none"> <li>If the emission factor used is post control then the control efficiency for the associated control device(s) for the pollutant should be 0.</li> <li>If the emission factor used is pre-control then the control efficiency for the control device(s) for the pollutant should not be 0.</li> </ul>	
<b>EMS Questionnaire</b> Do you have a formal environmental management system (EMS)? Is your environmental management system (EMS) reviewed and certified by an independent third party? Are you a small business? (A small business is generally any business that employs less than 100 people and has annual receipts not in excess of \$750,000.)	
<b>SIC and NAICS Codes</b> SIC and NAICS data is read-only. If you would like to see changes made, please email <a href="mailto:DNRAEmissionsInventory@wisconsin.gov">DNRAEmissionsInventory@wisconsin.gov</a> .	
<b>SIC</b> 0111 WHEAT 2677 ENVELOPES	<b>NAICS</b> 31-33 Manufacturing 111160 Rice Farming
<div>Save Facility Information</div>	

**For more information, contact:**

- the facility-assigned compliance engineer. To find the compliance engineer's contact information use the [Air Permit Search Tool](#) to locate the facility and select the **DNR Air Contacts** tab.
- DNR by email: [DNRAMEmissionsInventory@wisconsin.gov](mailto:DNRAMEmissionsInventory@wisconsin.gov)