

Air Management • ELECTRONIC SUBMITTAL INSTRUCTIONS OTHER REPORTS, PLANS AND NOTIFICATIONS

AM- 609 September 2021

The following instructions are provided as a quick overview of the electronic filing process for other reports, plans and notifications. The Department of Natural Resource (DNR) Air Program will continue to accept paper copies, though sources are encouraged to submit reports 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: <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>.

STEP 1: ACCESSING E-REPORTING

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 webpage, 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 \(and Upload\)](#) 

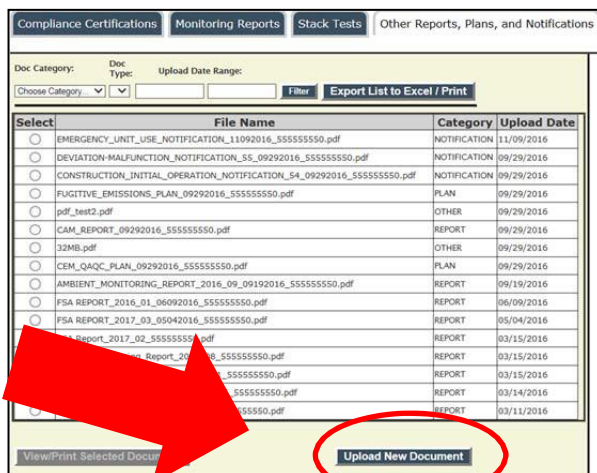
[Compliance](#)

STEP 2: COMPLETE DOCUMENT UPLOAD

1. Select: Other Reports, Plans, and Notifications Tab



2. To submit a report, select **Upload New Document** at the bottom of the screen. The Upload



Document box will appear. (If needed, scroll to the right to see the Upload Document box.)

3. Select the **Document Category** and **Document Type**. For some reports Calendar Year, Time Frame, Period, Permit Number and/or Description may need to be entered:

Upload Document: Cancel

Document Category: REPORT

Document Type: Continuous Emissions Monitor (CEM) Report

Calendar Year: 2016

Time Frame: QUARTERLY

Period: QTR 2

Maximum Upload File Size: 100MB

Browse...

Upload Document

4. Select **Browse** and then locate the report, plan or notification file you plan to upload.
IMPORTANT: ONLY PDF files <100 MB size can be uploaded.

5. Select: **Open** and then **Upload Document**

6. Contact the facility-assigned compliance engineer to delete mistaken uploads.

STEP 3: OTHER OPTIONS AVAILABLE

1. View and Print previously submitted reports, plans and notifications by selecting them in the list:

Doc Category: Doc Type: Upload Date Range: Filter Export List to Excel / Print

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

2. Once a file is selected, the button at the bottom of the screen will become live and can be selected:

View/Print Selected Document

3. 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

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

- a. Select
- b. Then select **Open** or **Save** to edit the file:



- c. Your document security may also require you to select

Enable Editing

to edit the content.

FOR MORE INFORMATION:

Contact the facility-assigned assigned compliance engineer (identified on the General Facility Information tab on the Facility Home page in Switchboard) with questions.

