

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

Stack Testing Electronic Submittal Guidebook

Air Pollution Control Operation Permits

Air Management Program

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

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Background / Set-Up Options

Stack Testing and Reporting

Facilities possessing Department of Natural Resources (DNR) Air Pollution Control Operation Permits may be required to submit stack test plans and/or stack test reports. Stack test reporting varies among sources and individual permits. It is the responsibility of the permit holder to review and report out on all permit requirements. Waivers, exemptions and extensions on stack testing may be granted by the compliance inspector to permittees if requested.

All permittees are required to submit Stack Test Plans 20 business days prior to testing and Stack Test Reports 60 calendar days after testing. Permittees may submit Plans and Reports electronically through the Stack Testing submittal system on the DNR [Switchboard](#). This is the DNR preferred method for submittal, though paper copies are still accepted (if paper copies are sent, two copies of each Plan and Report are required). Please note all document uploads must be in PDF form and may not exceed 30 megabytes in size. Currently, there is NO ink signature requirement for Stack Test Plans or Stack Test Reports.

Requesting DNR Switchboard Access to Use Electronic Submittal System

The Switchboard is used 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 (dnr.wi.gov), or by navigating to it by hovering over the "Business" button in the blue navigation bar on the DNR home page and clicking "Switchboard" on the drop down menu.

A Web Access Management System (WAMS) user ID is required to log into the Switchboard system. If a WAMS User ID is needed, please follow the process to create one by clicking the "Create WAMS ID" button at the top of the Switchboard landing page (<http://dnr.wi.gov/topic/Switchboard/>). Those with WAMS ID's already assigned can click on the "Log In" button on the Switchboard landing page to begin.

Once a WAMs ID is already associated with the company or municipality for other DNR reporting such as Water, Wastewater, or Air Emissions, the company or municipality will **need to request access for the new Air Compliance Actions role** to be able to submit Stack Tests Plans and Reports electronically. If the company or municipality already has access to the Air Compliance Actions Role, skip to Page 4 of this guide.

To request access, select the "Request Access" button on the Switchboard landing page or select Air Compliance Submittal Actions (see below).

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Select: REQUEST

Or Select: AIR COMPLIANCE SUBMITTAL ACTIONS

Air Compliance Submittal Actions

Next select "Show Roles" for the Air category:

Select: Show Roles for the Air Category

Next click the checkbox for the Air Compliance Submittal and click the "next" button.

Click Checkbox Air Compliance Submittal

Select: Next

An Electronic Signature is REQUIRED if the facility or municipality is new to the Switchboard. Sign and date the Wisconsin Department of Natural Resources Electronic Signature Agreement and mail the original signed version to the DNR at:

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

If new to having Switchboard access, the facility or municipality will receive 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 5 days. Contact the DNR if access is not granted within 5 days.

Please note: If you request access to Asbestos Notification you will need to submit an original, signed and notarized document.

Electronic Submittal Process

Login Options

Once the facility or municipality completes Switchboard set-up, including a WAMS ID and access granted to the Air Compliance Submittal option, the permittee can begin electronically submitting Air Compliance documents.

Log in to the Switchboard using one of these three options:

1. Click the “log in” button on the Switchboard landing page (<http://dnr.wi.gov/topic/Switchboard/>),
2. Selecting the “Air Compliance Submittal Actions” button on the bottom left of the Switchboard landing page.
3. Click the “log in” button on the Air Compliance Reporting Information landing page (<http://dnr.wi.gov/topics/AirPermits/ComplianceReports.html>)

Locate the Facility

The WAMS log in screen will prompt you to enter your User ID and Password. Upon entering this information, the facility or municipality information will populate the page. Locate the desired facility and select the “Air Compliance Actions” choice in the right-hand column.

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Your Contact Information:	What You Can Do:
STEVE BOGOST 101 S WEBSTER ST WAUNAKEE MADISON, WI 53707 (808) 284-8843 Ext:111 steven.bogost@wisconsin.gov	Asbestos Notification Update Contact Info
Your Facility / Company Information:	What You Can Do:
ASPIR 333 PI WAUS FID: 7	Upload
CORP 805 B WAUNAKEE, WI 53091-0000 FID: 113288120	Upload Review Facility Contacts Update Facility Info
CROWN CORK & SEAL CO INC 4801 W WOOLWORTH AVE MILWAUKEE, WI 53218-1417 FID: 241061590	View Facility Air Data (and Upload) Air Permit Actions Review Facility Contacts Update Facility Info
DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON, WI 53707 FID: 555555550	Annual Air Emission Inventory Air Compliance Actions Air Permit Actions Review Facility Contacts Update Facility Info

Locate Desired Facility and Select: Air Compliance Actions

Or you can check the “Compliance” button when on one of the other facility Air pages in WAMS.

From the Facility Home Page you may also Select: Compliance

- * If the following screen appears, the appropriate role was not selected in the “Requesting DNR Switchboard Access” step. Please return to page 2 of this guide for instructions on how to resubmit the request.

Oops, something is wrong. We are unable to get you to the 'Air Compliance Actions' page.

Possible reasons include:

- ~ Facility is closed
- ~ You may not have the proper rights to visit that page (see [DNR Switchboard](#))
- ~ Some other unknown error

You may contact the DNR Air Program at 608-266-7718.

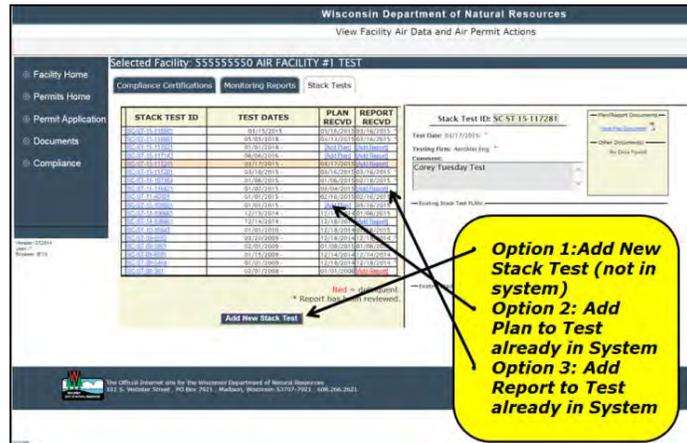
[Go to Facility Home Page](#)

Stack Testing Plans and Reports Review and Selection

Select the Stack Tests tab. Note all stack test ID's, test dates, plan dates and report dates are shown. If there is inaccurate or missing information, please contact your air compliance inspector.

The Stack Tests tab has three options for adding information:

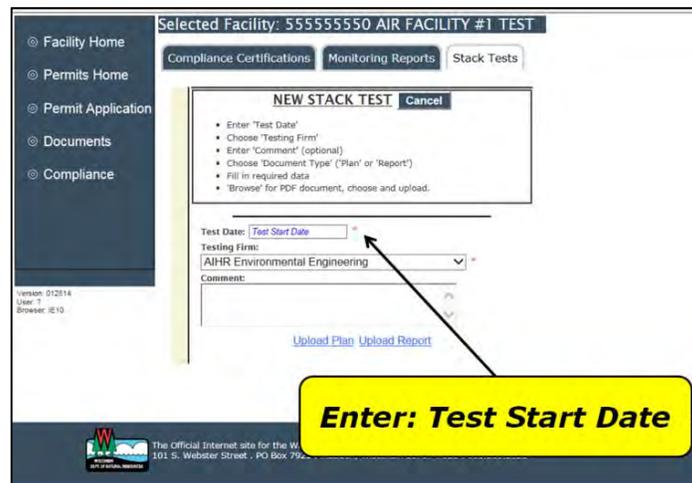
1. Add a NEW stack test (plan or report); one not already in the system
2. Add a plan to a test already in the system
3. Add a report to a test already in the system



Add New Stack Test

To begin adding a new stack test, select the “add new stack test” button at the bottom of the screen. A “New Stack Test” box will populate the screen.

Enter the test start date in the box.



Then use the “Testing Firm” dropdown menu to select the testing firm. “Unknown” is an acceptable option if the Firm is not known at the time of submittal.

Additional comments or information can be submitted to DNR through the Comment box. (i.e. “Method 5 @ 320 degrees F” to explain a test deviation)

- * All fields labeled with a RED asterisks are required fields.

If uploading a report that does not have a Test Plan or Protocol previously submitted, select the “Add New Stack Test.” This should occur only for tests voluntarily provided to DNR (i.e. for permitting or federal testing not required to be submitted to state). Generally, all other situations require a report to have a plan submitted to meet code requirements.

Then select the “Upload Plan” or “Upload Report” text (located at the bottom of the screen in blue underlined text) to continue.

Stack Test Plan Submission

Under the Stack Test tab, select “Upload Plan” at the bottom of the screen.

The screenshot shows a web interface titled "STACK TEST PLAN EXAMPLE". At the top, it says "Selected Facility: 55555550 AIR FACILITY #1 TEST". Below this are three tabs: "Compliance Certifications", "Monitoring Reports", and "Stack Tests". The "NEW STACK TEST" form is displayed, containing a list of instructions: "Enter 'Test Date'", "Choose 'Testing Firm'", "Enter 'Comment' (optional)", "Choose 'Document Type' ('Plan' or 'Report')", "Fill in required data", and "Browse for PDF document, choose and upload." Below the instructions are fields for "Test Date" (with a "Test Start Date" dropdown), "Testing Firm" (a dropdown menu showing "AIHR Environmental Engineering"), and a "Comment" text area. At the bottom of the form, there are two links: "Upload Plan" and "Upload Report". A yellow callout box with the text "Select Upload Plan" has an arrow pointing to the "Upload Plan" link.

Deviation from US EPA Test Method

Use the dropdown menu to select if a Deviation from the US EPA Test Method is planned/expected. A deviation occurs any time an owner or operator cannot claim complete conformance with every applicable condition and procedure for the applicable test method(s) being performed.

- If “Yes” is selected, deviations must be listed in the attached plan, and a deviation comment is required.
- If “No” is selected, it is assumed that the test will strictly follow the applicable test method conditions and procedures.

The screenshot shows the 'NEW STACK TEST' form. At the top, it says 'Selected Facility: 55555550 AIR FACILITY #1 TEST'. Below that are tabs for 'Compliance Certifications', 'Monitoring Reports', and 'Stack Tests'. The form has a 'Cancel' button. A list of instructions is provided: 'Enter Test Date', 'Choose Testing Firm', 'Enter Comment (optional)', 'Choose Document Type (Plan or Report)', 'Fill in required data', and 'Browse for PDF document, choose and upload.' The 'Test Date' is set to 03/18/2015, 'Testing Firm' is AIHR Environmental Engineering, and 'Comment' is Corey Tuesday Test #2. There are 'Upload Plan' and 'Upload Report' buttons. Below is the 'Upload Stack Test Plan' section with a dropdown for 'Planned/Anticipated Test Method Deviation' set to 'Yes' and a text box for 'Deviation Comment' containing 'See Page 3'. A 'Browse...' button is next to it. At the bottom are 'Upload Plan and Save Plan Form' and 'Cancel' buttons. A red error message at the bottom reads 'You must first select a file to upload.' Two yellow callout boxes with black text point to the 'Planned/Anticipated Test Method Deviation' dropdown and the 'Browse...' button. The first callout says 'Select Yes or No if Deviations from EPA Method' and the second says 'If Yes, Deviation Comment is Required'.

Attaching Documents

Select the “Browse” button below the “deviation comments” section to locate the Stack Test Plan on the facility computer network for upload. Find and select the document for upload and press the “Open” button. Only PDF files of less than 30 megabytes in size can be uploaded.

The selected document should be listed in the “Browse” line. Select the “Upload Plan and Save Plan Form” button to submit the plan.

This screenshot is similar to the previous one but shows the 'Browse...' button in the 'Upload Stack Test Plan' section has been used. The file path 'C:\Users\larsoc\Desktop\TEST PLAN.pdf' is now listed in the 'Browse' line. A yellow callout box with black text points to the 'Upload Plan and Save Plan Form' button and says 'Select: Upload Plan and Save Plan Form'. The rest of the form, including the instructions, test date, testing firm, comment, and deviation dropdown, remains the same as in the previous screenshot.

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On the Stack Testing summary page, when the Stack Test ID is selected, it will become highlighted and the information at the right populates with that test's information.

Becomes Highlighted and Info to Right Appears

STACK TEST ID	TEST DATES	PLAN RECVD	REPORT RECVD
SC-ST-15-117283	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117284	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117285	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117286	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117287	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117288	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117289	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117290	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117291	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117292	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117293	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117294	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117295	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117296	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117297	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117298	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117299	03/15/2015	03/16/2015	03/16/2015
SC-ST-15-117300	03/15/2015	03/16/2015	03/16/2015

Select: Appropriate Stack Test ID

To aid in selecting the appropriate stack test, hover over the Stack Test ID. The DNR stack number and pollutant tested will appear for quick identification. (It will not appear if the DNR has not entered this information.)

To aid in selecting the appropriate stack test if you hover over the Stack Test ID, the DNR Stack # and Pollutant tested will appear for quick identification. (It will not appear if dept. has not entered this information)

Un-Submitting Information

If a mistake is made during the file upload, or a permittee needs to submit a revised Plan, select "Re-submit Plan" text at the bottom of the screen. (DNR will retain a copy of the old plan, and a notification will be sent to the Stack Test Team for re-review.) This option should seldom be used. It is designed for upload mistakes, revisions, or corrections only.

Select "Re-Submit Plan" for upload mistakes, revisions, or corrections.

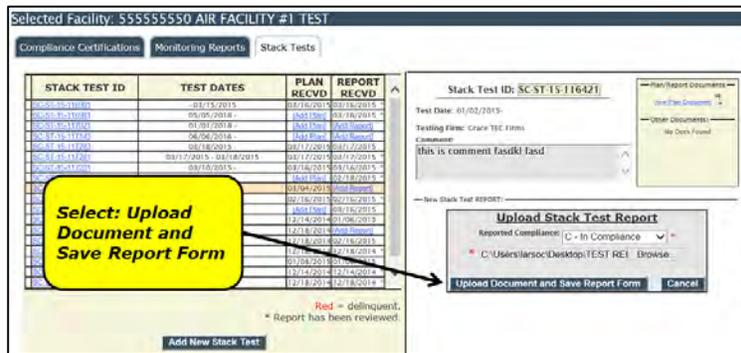
Under “Upload Stack Test Report” choose *Compliance* or *Non-Compliance* from the dropdown menu.

Compliance	All testing in the test report indicates the test resulted in the facility meeting all permit limits.
Non-Compliance	Any testing in the test report indicates the test resulted in the facility not meeting any permit limit.

After selecting the facility compliance status, select the “Browse” button to upload the facility’s Stack Test Report from the facility computer network.

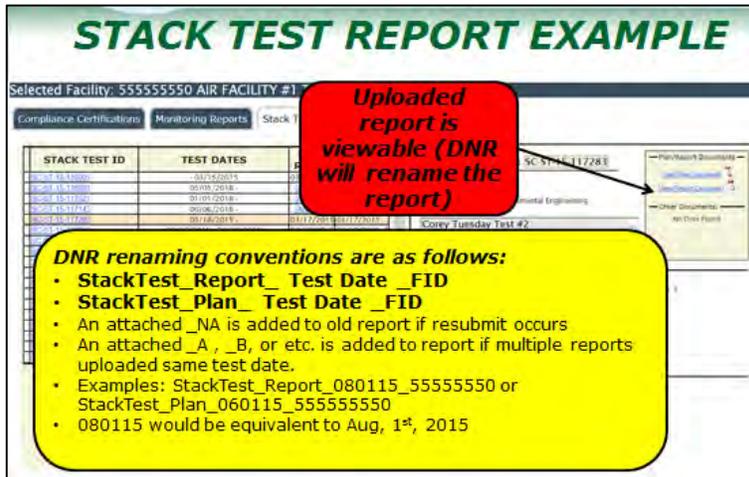
The selected document title will populate the box next to the “Browse” button.

Select the “Upload Document and Save Report Form” button to submit your report.



Uploaded reports are viewable from the Stack Test landing page.

- * DNR renames all reports once uploaded to the system.



The Stack Test summary page also houses DNR review information and dates.

- * Just as with Stack Test Plans, if a mistake was made during the file upload, or a revised Report needs to be re-submitted, select “[Re-Submit Report](#)” at the bottom of the Existing Stack Test Report box. (DNR will retain a copy of the old report, and send a notification to the Stack Test Team for re-review.) This should seldom be used, as it is used for upload mistakes, revisions, or corrections only.

Review

DNR Internal Review

Additional DNR internal documents, added by DNR review staff, are viewable from the Stack Test summary page.

Plan/Report Reviewed Date and Reviewed By information will populate the Stack Test landing page upon DNR review.

E-mail Receipt

After uploading the Stack Test Plan or Stack Test Report an e-mail receipt of submittal will be sent to the facility, as well as the Compliance Inspector and Stack Test Team member.

More Information

Resources and DNR Contact Information

Please visit the Air Compliance Submittal Electronic Reporting web page at <http://dnr.wi.gov/topic/AirPermits/ComplianceReports.html>, contact your compliance inspector, or contact:

Andrew Seeber
Andrew.Seeber@Wisconsin.gov
(608) 267-0563

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