

Aquatic Plant Management (APM) Treatment Record App
Guidebook (updated 06/30/2026)

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Link to app - <https://apps.dnr.wi.gov/apm/>

Login Page

Click **Sign In** under MyWisconsin ID on the left panel.

If you don't have a MyWisconsin ID account, click **Create new account**. You will be taken to a page with instructions on how to create an account. Return to the app using the link above after your account is created and sign in.

Note that MyWisconsin ID is managed by the Department of Enterprise Technology. APM Staff cannot assist with account creation issues or password problems. Please contact their 24/7 helpline at (608) 471-6667 if you need help with your MyWisconsin ID account.

Main Page

There are two ways to access the system to submit treatment records (TR).

1. If you want to submit a TR for a specific permit number, enter the permit number in the **Permit #** box.
2. If you want to view a list of all permits submitted by your company, enter your [DATCP-issued Pesticide Business License number](#) (also known as PBL) in the **Business Location License #** box. You can then select a permit from the list to submit a TR.

 **Aquatic Plant Management** Logout

Enter Permit # or Business Location License # to access/submit treatment records for permits issued to your company.

Permit #

Business Location License #

Submit

Reset

Permit List Page – Aquatic Plant Management NR107 Permits

If you access the system with your Business License Number (2 under **Main Page**), you will be taken to this page with a list of all permits submitted by your company.

Aquatic Plant Management NR107 Permits				
Filter Go Clear				
☐ Only show permits without treatment records				
Permit#	Permit Name	Applicant	County	Site
SC-2026-13-27361W	City of Stoughton - Eastwood Park	Sue Eddy	Dane	1802 Eastwood Dr, Stoughton WI 53589
SE-2026-30-27336	Lake Michigan - Kenosha Harbor	A Slayter	Kenosha	443 50th st, kenosha WI 53140
NO-2026-3-27346	American Excelsior Company	Michael Nelson	Barron	
NE-2026-70-27322	Porters Lake	Porters Lake Management District	Waushara	N3299 Shannahan Lane, Wautoma WI 54982
SE-2026-68-25707	Lions Park Pond	Josh Fabian	Waukesha	14900 Overland Dr, New Berlin WI 53151
SE-2026-52-27266	Jason Sampon	Jason Sampon	Racine	
NE-2026-70-27256	Alpine Lake	Virginia Schroeder	Waushara	N2259 22nd Ave, Wautoma WI 54982
NE-2026-20-27227W	Theel Mitigation Site	Caden Nelson	Fond du Lac	State Hwy 23, Fon du Lac WI 54937
NE-2026-20-27216W	Schaefer Wetland Mitigation Site	Caden Nelson	Fond du Lac	State Hwy 23 near Hwy G, Fon du Lac WI 54937
SE-2026-46-27285	Hidden Hills COA	Ralph Luedtke	Ozaukee	
SE-2026-46-27198	Dave Dlugopolski	Dave Dlugopolski	Ozaukee	961 Lamplighter Lane (Pond Location), Grafton WI 53024
SE-2026-30-27208	Rainbow Lake Manor	Sean McAtee	Kenosha	19900 128th St, Bristol WI 53104
SE-2026-30-27201	Pringle Nature Center	Elizabeth Alvey	Kenosha	9800 County Hwy MB, Bristol WI 53104

Click any **Permit#** to view the TR list page for that specific permit.

A green checkmark means at least one TR (or a “No Treatment”) has been submitted for that permit. If there is no green checkmark, no TR were submitted.

Details & Page Features

Sorting

Click on the column headers in the blue bar to sort by that column alphabetically (A-Z). Click again to sort in the reverse order (Z-A).

Filter Box

Type in this box to search for a permit. Click **Go** when you are ready to search. It will search for the text you enter in any of the columns (Permit#, Permit Name, Applicant, County, Site). Use **Clear** to reset the filter and go back to displaying all permits.

Checkbox - Only show permits without treatment records

Check this box to display permits where no TR were submitted.

Export Report (Excel)

Click this to export an Excel spreadsheet titled “PermitList.xlsx” with a list of all permits submitted under your business license number. It will likely default to save in your “Downloads” folder.

Treatment Record List Page - Aquatic Plant Management NR107 Treatment Records

If you access the system with your Permit Number (**1** under **Main Page**) or you clicked on a permit number from the **Permit List Page**, you will be taken to the TR List Page.

Aquatic Plant Management NR107 Treatment Records

Create New Treatment Record

Close

Filter

Go Clear

Export Report (Excel)

Permit #	Permit Name	Treatment Date	Status	
NE-2025-5-24204	Ledgeview Golf Course	09/25/2025	COMPLETE	✖
NE-2025-5-24204	Ledgeview Golf Course	08/13/2025	COMPLETE	✖
NE-2025-5-24204	Ledgeview Golf Course	07/11/2025	COMPLETE	✖

If no TR were submitted under the permit number, the list will be blank.

If TR were submitted, then you will see a list including Treatment Date and Status.

To submit a new TR, click **Create New Treatment Record**.

To report that no treatment occurred under the permit, click **No Treatment Record**. Note – once you submit a “No Treatment”, you won’t be able to submit any more TR under that permit.

To view a previously submitted TR, click on the row in the list.

Details & Page Features

Deleting

You will see a red X on the far right of Incomplete TR you submitted. Click the X to delete the record (this cannot be undone). If you need to delete a Complete record or edit an error, please contact

DNRAPMProgram@wisconsin.gov

Sorting

Click on the column headers in the blue bar to sort by that column alphabetically (A-Z). Click again to sort in the reverse order (Z-A).

Filter Box

Type in this box to search for a permit. Click **Go** when you are ready to search. It will search for the text you enter in any of the columns (Permit#, Permit Name, Treatment Date, Status). Use **Clear** to reset the filter and go back to displaying all permits.

Export Report (Excel)

Click this to export an Excel spreadsheet titled “[Permit Name] [Permit Number] TreatmentRecordList.xlsx” with a list of all TR submitted under that permit number. It will likely default to save in your “Downloads” folder.

Submit New Treatment Record

After accessing the system and finding the permit you wish to submit a TR for, clicking **Create Treatment Record** takes you to a page where you can begin entering the information.

Check the information auto filled from the permit (e.g., permit name, county, applicator organization name) to ensure you are entering a TR for the right permit.

Treatment Detail

*** indicates a required field**

Treatment Detail	
Permit #	SC-2025-13-24651
Permit Name	TEST - TO BE DELE
Waterbody*	Test Pond *
County	Dane
Water Temp*	* F ▾
Air Temp*	* F ▾
Wind Speed (mph)*	*
Wind Direction*	Select One... ▾ *
Estimated Duration of Chemical Residuals*	*
Treatment Date*	mm/dd/yyyy  *
Start Time*	--:-- -- 
End Time*	--:-- -- 

Permit # - Auto fills from permit and cannot be edited.

Permit Name - Auto fills from permit and cannot be edited.

Waterbody* - Auto fills from permit but can be edited.

County* - Auto fills from permit and cannot be edited

Water Temp* - Enter temperature of waterbody and select unit from the dropdown (F=Fahrenheit or C=Celsius). If you treated multiple waterbodies, enter an average temperature.

Air Temp* - Enter air temperature and select unit from the dropdown (F=Fahrenheit or C=Celsius).

Wind Speed (mph)* - Enter wind speed in miles per hour. You can enter an approximate range (e.g., 5-10).

Wind Direction* - Select direction of wind from dropdown.

Estimated Duration of Chemical Residuals* - Enter how long chemical residuals will be present. Please include units (e.g., days, hours).

Treatment Date* - Click the **calendar icon** to select treatment date from calendar popup. You may also type it using your keyboard. It requires **mm/dd/yyyy** format. If you treated on multiple dates, please submit a separate TR for each date.

Start Time* - Click the **clock icon** to select a start time. It will default to the current time. Use your scroll wheel/swipe to adjust hours or minutes and select AM or PM. You may also type it using your keyboard. It requires 12-hour format (must select AM or PM).

End Time* - Click the **clock icon** to select an end time. It will default to the current time. Use your scroll wheel/swipe to adjust hours or minutes and select AM or PM. You may also type it using your keyboard. It requires 12-hour format (must select AM or PM).

Adverse Conditions

Enter description

If adverse conditions noted, indicate corrective actions taken.

Enter action taken

General Comments

Enter comments

DATCP/DNR Onsite Supervision* ☐ Yes ☐ No

☐ No Restrictions

☐ Consuming Fish

☐ Pet/Livestock Water

☐ Irrigation (Crop)

☐ Swimming

☐ Drinking Water

☐ Irrigation Other

Water User Restriction *

Herbicide Treatment and Water Use Restriction Signs Posted* ☐ Yes ☐ No

Mixing and Loading

Location 

Adverse Conditions – Enter if any adverse conditions occurred.

If adverse conditions noted, indicate corrective actions taken – Enter if any adverse conditions occurred.

General Comments – Add any comments here.

DATCP/DNR Onsite Supervision* - Select Yes or No to whether a DNR or DATCP staff person supervised your treatment.

Water User Restriction* - Select the Water User Restrictions as indicated on the chemical label. If you select “No Restrictions”, it won’t allow you to chose anything else. If you select “Irrigation Other”, you must enter what type of irrigation in the box that appears.

Herbicide Treatment and Water Use Restriction Signs Posted* - Select Yes or No to whether you posted signs as required by your NR107 permit and by s. ATCP 29, Wis. Adm. Code.

Mixing and Loading Location – Enter the mixing and loading location if you mixed and loaded your chemicals anywhere other than:

- Your business site
- A prepackaged retail container

Or, you applied with equipment with a total capacity more than 5 gallons liquid or 50 pounds dry.

Applicator Detail

Applicator Detail

Personally identifiable information collected on this form will be used to process your submission and may be used to contact you if DNR staff need to follow up to confirm your observation. Information may also be provided to requesters as required under Wisconsin’s Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

Person Completing Form *

Name

Organization

Address

Email

Phone

Email for Person Completing Form

Person Completing Form* - Enter your name since you are completing the TR.

Name, Organization, Address, Email, Phone – Applicator individual (Name) or applicator business (organization) information. Auto fills from permit and cannot be edited.

Email for Person Completing Form – Enter your email. This email address will be included in the system-generated email sent to yourself and (optionally) your customer(s). You can skip this if the applicator email address that pulls in from the permit is the email you prefer to be included.

Applicator Information

Enter the following information for all individuals who conducted the treatment. [DATCP's pesticides and fertilizers page](#) has information about certification and license numbers and contact information if you have questions.

Applicator Information			
Last Name	First Name	Certification #	License #
*	*	*	*
<i>Click "Add Applicator" button to add each applicator</i> Add Applicator			
Smith	Jane	1234	5678  

Click **Add Applicator** button to add more individuals. If you make any errors, use the **pencil** icon on the right to edit an individual's information or the **red X** icon to delete an individual.

Treatment Site and Chemical Information

Treatment Site and Chemical Information		
Site #	Property	Address
*		
Treated Acres	Permitted Acres	Sensitive Area
*		☐ Yes
Location: Select From Map Lat: * Long: *		
Herbicide Name	EPA #	
Select One... *	*	
Amount Applied	Units	Concentration Rate (ppm)
*	gal *	*
Save	Clear	

Site # - Enter a number or letter to indicate which site you treated if there was more than one (e.g., a private pond permit with multiple ponds - 1, 2, 3; or a lake permit with different beds of EWM - A, B, C). If there was only one site, use 1.

Property – Enter the name of the property. This can be a waterbody name or a person's name.

Address – Enter the address of the treatment site. May not be applicable for lake treatments.

Treated Acres* - Enter the acreage you treated.

Permitted Acres – Enter the acreage allowed on your permit.

Sensitive Area - Select Yes if the treated acreage included a sensitive area. The [Areas of Special Natural Resources Interest](#) section has more information.

Location* – Click **Select From Map** to open a map widget. If you have location services enabled on your browser, it will take you to your current location. If you aren't currently at the treatment site, you can use the search box in the upper right corner to search an address or place. Click a **point on the map** that best represents your treatment site and click **Submit**.

If you prefer to type in coordinates, enter them in the **Lat** and **Long** fields.

Herbicide Name* - Select a product from the dropdown list or choose "Other" at the bottom and type the name into the box that appears to the right.

EPA #* - If you selected from the dropdown menu, the EPA number will autofill. If you typed a different product in the other box, you need to enter the EPA # yourself. You can find it by searching for the Product Name here: <http://www.kellysolutions.com/WI/searchbyproductname.asp>.

Amount Applied* - Enter the amount of product you applied.

Units* - Select units from the dropdown. Note: if you selected ProcellaCOR EC from the Herbicide dropdown, the units default to PDU.

Concentration Rate (ppm)* - Enter the concentration rate of the product you applied. This is typically in parts per million (ppm). If you used ProcellaCOR EC, it should be in PDU/ac/ft.

Whole Lake Concentration - If treating >5% of the lake surface area

If you treated more than 5% of the waterbody's surface area, enter the whole lake concentration of the herbicide. There is a detailed guidebook to assist with this:

<https://dnr.wisconsin.gov/sites/default/files/topic/Lakes/WholeWaterbodyConcentrationCalculations.pdf>

If treating >5% of the lake surface area, what is the whole lake concentration (mg/l = ppm) per herbicide applied?		
Herbicide Name	EPA #	
Select One...		
Amount Applied	Units	Concentration Rate (ppm)
	gal	
Add Treatment		

Aquatics at Treatment Site

Aquatics at Treatment Site		
Aquatic Species	Target	Site #
Please select... *	Target Species	*
Add		

Aquatic Species* - Select a species from the dropdown list or choose "Other" at the bottom and type the name into the box that appears at the right.

Target – Select **Target Species** if you were targeting the species for treatment or select **Species Present** if the species was present but not a target of your work.

Site #* - Enter the site number where you found the species. This should correspond to the site number from the previous section.

Attachments

If you are required to submit maps or other documents, please select up to three documents here using the **Choose File** buttons. If you need to remove a document after it has been selected, click on the document and select **'Cancel'** from the file finder.

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If you are required to submit maps or other documents, please select up to three documents here. If you need to remove a document after it has been selected, click on the document and select 'Cancel' from the file finder.

Please upload your attachments:

Choose File

No file chosen

Choose File

No file chosen

Choose File

No file chosen

Consent

As of June 30, 2026, the DNR does not have the ESA signature agreement form prepared. The intent for the 2026 season is to work with industry to determine the most efficient way to undergo this process and to work in the off season to have a form filed with each company prior to 2027. For now, by clicking this box, you are confirming your identity and electronically signing the treatment record form.

Consent:
☐ I certify that I have completed an Electronic Signature Agreement (ESA) or Subscriber Agreement and have it on file for review upon request by the Wisconsin DNR.*

Submitting the TR

Click Submit when you are finished. Please note, after you click Submit, you cannot make any changes. You will be taken to a page where you can select email addresses to send a PDF copy of this record.

Aquatic Plant Management Herbicide Treatment Record - Confirm
Upon clicking the OK button, an email containing the Treatment Record PDF will be sent to each email address below. If you do NOT want the email to be sent to either recipient, please un-check the checkbox.

☒ Applicator: Test Name Test Name applicator@testemail.com

☒ Permit Holder: Doe Jane Doe Jane applicant@exampleemail.com

☐ Other Emails:

OK

The applicator and applicant (permit holder) email addresses will automatically fill in from your permit. You can enter additional emails separated by commas in the **Other Emails** box. If you do not want the email sent to either recipient, please un-check the box. The email will include basic permit information, contact info, and a link to download the TR as a PDF. Pay attention to your permits, as some of them have conditions to notify the APM coordinator when a treatment record is submitted. This allows you to submit the record to them immediately without an additional email.

Permit No: SC-2025-13-24651
Permit Name: TEST - TO BE DELETED
Treatment Date: 06/01/2026
Permit Holder: Doe Jane
Applicator: Test Name - Test Name
Applicator Email: personcompletingform@exampleemail.com
Person Submitting Form: Jane Smith

Treatment Record: [Open Treatment Record \[PDF\]](#)

This is a system-generated email sent automatically by the WDNR Aquatic Plant Management (APM) program Treatment Record (TR) application. Please do not reply to this email as this is an unmonitored mailbox. If you have questions about the attached record, please contact the applicator who submitted it. If you have issues/questions about the APM TR app, please contact DNRAPMProgram@wisconsin.gov.

Submit “No Treatment” Record

After locating the permit you wish to submit a “No Treatment” for, click “No Treatment Record” to begin. Note that this button will not appear if other TR have already been submitted for that permit. Enter your name and email and click **Submit**. You can then chose who to send the email to, similar as above.

Aquatic Plant Management NR107 Treatment Records

No Treatment RecordCreate New Treatment RecordClose

No Treatment Records have been submitted under this permit number

Filter Go Clear

Permit #	Permit Name
	No Treatment Record Name of the person completing form: Email of the person completing form: SubmitClose

Frequently Asked Questions and Help

How do I edit a record I submitted if I made an error?

Please email DNRAPMProgram@wisconsin.gov with the permit name, number, and TR date and they will change the status to Incomplete. You can then go back into the app, make your edit(s), and resubmit.

How do I delete a record I submitted?

Please email DNRAPMProgram@wisconsin.gov with the permit name, number, and TR date and they will delete it for you.

Business Location License Number is not found

The system is looking for an exact match with the [DATCP-issued Pesticide Business License number](#) (also known as PBL) you entered on your permit form submitted through the ePermitting system. Some common errors are typos in the number or using the old number format (pre-2025) of 93-XXXX-XXXX on your permit form. You can check your permit documents to see what you entered, or you can access the TR App by entering the specific permit number you are looking for.

What if one of the required fields does not apply to me?

In rare cases, fields such as Applicator Certification # or Applicator License # may not apply to you. Please enter "NA" in these situations.