

HOW TO ACCESS eFORMS via DNR SWITCHBOARD

Note: Completion and submission of the 3400-055 form and the 3400-052 form is mandatory under 283.55, Wis. Stats., and ch. NR 204 or 214, Wis. Adm. Code or s. 281.48(3)(b), Wis. Stats., and ch. NR 113, Wis. Adm. Code. Failure to properly complete and submit this form is a violation of s. 283.91 or 281.48 Wis. Stats. and may result in a monetary penalty and/or imprisonment. Personally identifiable information on the eReporting form is not intended to be used for any other purpose.

The Department automatically generates these reports. Please contact the department if you do not see these reports on your Switchboard Landing Page!

Instructions:

- Go to <https://dnr.wisconsin.gov/topic/Switchboard>
- Scroll down & click “LOG IN”

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

HUNTING FISHING PARKS CLIMATE ENVIRONMENT FORESTRY LICENSES NEWS ABOUT CONTACT

TOPIC

DNR SWITCHBOARD

SECURE EBUSINESS PORTAL

The DNR Switchboard is for people who need to securely log in and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.

NEED ASSISTANCE?
Answer a few questions and get routed quickly and efficiently to the correct source of help.
[READ MORE](#)

LOG IN
If you already have a Wisconsin User ID and access, you may click on "Log in" below to begin. Otherwise, you will first need to create a User ID and request access to an on-line system.
[READ MORE](#)

CREATE USER ID
If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.
[READ MORE](#)

INSTRUCTIONS, FAQ AND TROUBLESHOOTING
Information to help you use the DNR Switchboard and manage your account.
[READ MORE](#)



- After clicking “LOG IN” you should be taken to this screen.
- Login with your WAMS User ID: & password:

WISCONSIN.GOV

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

Login

[Forgot your password? Is your account locked?](#)
[Request a Wisconsin User ID and Password.](#)

You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.

[WAMS Home](#) [Wisconsin Portal Home](#)
Please don't bookmark this page.



WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Profile Logout

Welcome David,

Click the My Facilities & Roles link, in the upper righthand corner, to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities. Asbestos customers to access and submit asbestos notifications in ARDN you will also need to click on My Facilities & Roles.

Click the Request Access link, in the upper righthand corner, to add additional reports to the facilities you are assigned to, or to add new facilities or roles to your list.

Click the Profile link, in the upper righthand corner, to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

Switchboard Resources

- [Help](#)
- [Terms & Conditions \(pdf\)](#)

ACCESS

FACILITIES	ROLES
12	14

REQUESTS

APPROVED	PENDING	DENIED
1	0	0

Wisconsin Department of Natural Resources
101 S. Webster Street PO Box 7921
Madison, WI 53707-7921

Call 1-888-936-7463 (TTY Access via relay - 711) from 7 a.m. to 10 p.m.

CHAT with customer service M-F 8 a.m. to 5 p.m.

Secretary's Office Hotlines
Customer Service For Media
Office Locations Careers

OPEN THE OUTDOORS

Subscribe for Email Updates

- Once you're logged in, you should see a Welcome Page.
- Click "My Facilities & Roles"



- You should now see a list of the approved facilities & roles assigned to your WAMS ID.
- Click the Site Name for the Facility of your choice

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access

Approved Facilities

Site Name	Location Address	FID	Identifiers	Roles
Calumet Sanitary District 1	Malone WI, Calumet, WI			1
3M Menomonie	1425 Stokke Pkwy, Menomonie, WI	617056660	617007490, 617056220, 617056000, 617052150, 617055670, WID078673084, 617066780, 617066560, 617056440, 617055890, 617056110, 617056550, 54751MC 1425P	2
Saputo Cheese Usa Inc - Almena	1052 6Th St, Turtle Lake, WI	603000750	603039910, 54805TWNTWRT1HW, WID006160923	1
Ixonia Sanitary District #1 Wwtf	W1275 Elmwood Ave, Ixonia, WI	128001610	128001610, EN353, WI0031038	1
Kenosha Wastewater Treatment Facility	7834 3Rd Ave, Kenosha, WI	230002960	53143KNSHW78343, WI00953, WI0028703, WI00023, EN124, WIT560011314	1
Arcadia Wastewater Treatment Facility	1070 Middle Road Arcadia WI, Arcadia, WI	662007060		1
Wi Dnr Nevin Fish Hatchery	3911 Fish Hatchery Rd, Fitchburg, WI	113005640		1
Plastic Molded Concepts Inc Eagle	111 Murphy Dr, Eagle, WI	268209700	268254030, WID085486264	2
City Of Superior Wastewater Treatment Plant	51 E 1St St, Superior, WI	816008710	WI00998, 54880SPRRSFOOTO, EN609, WI0025593, WID000495028	1
Nelson-Miller	202 S Johnson St, Berlin, WI	424010730	WID023159403	1

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- For this example, we have chosen “Saputo Cheese USA Inc – Almena.”
- Under the Actions column on the right side of the screen, click “Wastewater Reporting Forms”

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Profile Logout

SAPUTO CHEESE USA INC - ALMENA FID# 603000750

Address: 1052 6Th St, Turtle Lake, WI Identifiers: 603039910, 54805TWNTWRT1HW, WID006160923

Role	Description	Actions
	<p>This allows a person to enter, but not submit, the following:</p> <ul style="list-style-type: none"> • Discharge Monitoring Reporting Forms • Groundwater Forms • Pretreatment Forms • Waste Characteristics Reporting Forms (3400-49) • Annual Land Application (3400-55) and Other Disposal Methods (3400-52) Forms <p>The "enterer" is able to enter, validate and save data and information. The "enterer" cannot submit the DMR form to the Department unless they have also been identified as the authorized "submitter".</p>	<p>Wastewater Reporting Forms</p>

Facility Contacts

Name	Address	Phone	Email	Roles
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- If you have access to more than one Facility, then you will need to click the drop-down arrow to select the Facility you are working on.

Wisconsin Department of Natural Resources
eReport Home Page

Facility: SAPUTO CHEESE USA INC ALMENA - 0050725

Period: Active History

Return Logout

Wastewater Discharge Monitoring Long Report	3 Forms	No Forms overdue	▶
Wastewater Discharge Monitoring Short Report	1 Form	No Forms overdue	▶
Groundwater Monitoring Form	1 Form	No Forms overdue	▶
Sludge/Biosolids Characteristics Form (49 form)	3 Forms	No Forms overdue	▶
Land Application Reports (52/55 forms)	1 Form	No Forms overdue	▶
SSO/TFO Event Form	No active Forms	No Forms overdue	+ ▶



- **Note – you may need to click the + sign to the left of each section to access the form you are looking for.**
- **Click > symbol to access the report**

Facility	Period	Return	Logout
SAPUTO CHEESE USA INC ALMENA - 0050725	Active		
Wastewater Discharge Monitoring Long Report	3 Forms	No Forms overdue	
Wastewater Discharge Monitoring Short Report	1 Form	No Forms overdue	
Groundwater Monitoring Form	1 Form	No Forms overdue	
Sludge/Biosolids Characteristics Form (49 form)	3 Forms	No Forms overdue	
Land Application Reports (52/55 forms)	1 Form	No Forms overdue	



Facility: SAPUTO CHEESE USA INC ALMENA - 0050725 Period: **Active** History Return Logout

Wastewater Discharge Monitoring Long Report 3 Forms No Forms overdue

Reporting Period	Frequency	Status	Due Date	Filename	Actions
07/01/2022 - 07/31/2022	Monthly	New	08/21/2022	2543548.xml	Edit Download Upload Print
08/01/2022 - 08/31/2022	Monthly	New	09/21/2022	2543549.xml	Edit Download Upload Print
09/01/2022 - 09/30/2022	Monthly	New	10/21/2022	2543550.xml	Edit Download Upload Print

Wastewater Discharge Monitoring Short Report 1 Form No Forms overdue

- **Once you select your form, click “Edit Form”**

- This is the Report Creation Page for the Land Application and Other Methods of Disposal Reports.
- This Report Creation Cover Page allows you to generate the reporting grids for entering your data.
- Selecting a **YES** in the yellow dropdown box will generate the associated form.
- Completing a form, then changing the corresponding **YES to NO** may delete any information completed on that form.

Facility Name
Form Status New MORE...

SAVE VALIDATE PRINT RETURN HELP LOGOUT

START - REPORT CREATION Annual Land Application Report (3400-55) Other Methods of Disposal or Distribut (3400-52)

Note: Changing the answer from Yes to No to a specific question will delete any and all data entered to that form.

Annual Land Application (3400-55)
Did you land apply this period? ▼

Other Methods of Disposal or Distribution (3400-52)
Did you use other disposal methods this period? ▼

These other methods could include the following:

- Landfilling at a licensed landfill
- Hauling to another instate WPDES permitted treatment or storage facility for treatment or storage
- Hauling and disposal out of state
- Incineration at your facility's permitted incinerator
- Treating sewage sludge and creating Exceptional Quality biosolids
- Utilizing approved manure storage facilities for land application

- Selecting a **YES** in the yellow dropdown box will generate the associated form.
- In this example **YES** was selected to create the Land Application Report
- See New Tab, circled in Red.
- In this case, the **YES** to the first question activates the tab and creates that reporting page

Form Status In Progress More...

SAVE VALIDATE PRINT RETURN HELP LOGOUT

START - REPORT CREATION Annual Land Application Report (3400-55) Other Methods of Disposal or Distribut (3400-52)

Note: Changing the answer from Yes to No to a specific question will delete any and all data entered to that form.

Annual Land Application (3400-55)

Did you land apply this period? Yes ▾

Other Methods of Disposal or Distribution (3400-52)

Did you use other disposal methods this period? ▾

These other methods could include the following:

- Landfilling at a licensed landfill
- Hauling to another instate WPDES permitted treatment or storage facility for treatment or storage
- Hauling and disposal out of state
- Incineration at your facility's permitted incinerator
- Treating sewage sludge and creating Exceptional Quality biosolids
- Utilizing approved manure storage facilities for land application



- Selecting **YES** prompts the system to generate each report (3400-55 and/or 3400-52) and the tabs will change from gray to light blue to signify the report is active to add/delete/modify data
- If you choose **NO** to either of the questions, that particular report will not generate, and you will not be able to enter any data for that report
- Click each tab to open the form to enter/edit data
- As you enter data, occasionally click **SAVE** in the upper left corner so your data is not lost.

Form Status In Progress [MORE...](#)

[SAVE](#) [VALIDATE](#) [PRINT](#) [RETURN](#) [HELP](#) [LOGOUT](#)

[START - REPORT CREATION](#) [Annual Land Application Report \(3400-55\)](#) [Other Methods of Disposal or Distribut \(3400-52\)](#)

Note: Changing the answer from Yes to No to a specific question will delete any and all data entered to that form.

Annual Land Application (3400-55)

Did you land apply this period? [Yes](#) ▾

Other Methods of Disposal or Distribution (3400-52)

Did you use other disposal methods this period? [Yes](#) ▾

These other methods could include the following:

- Landfilling at a licensed landfill
- Hauling to another instate WPDES permitted treatment or storage facility for treatment or storage
- Hauling and disposal out of state
- Incineration at your facility's permitted incinerator
- Treating sewage sludge and creating Exceptional Quality biosolids
- Utilizing approved manure storage facilities for land application



- The **ADD** Button allows you to add lines to report the data.
- As you enter data, occasionally click **SAVE** in the upper left corner so your data is not lost.

Form Status In Progress MORE...

SAVE VALIDATE PRINT RETURN HELP LOGOUT

START - Report Creation **ANNUAL LAND APPLICATION REPORT (3400-55)** Other Methods of Disposal or Distribut (3400-52)

DNR # *	Fac Site# /Field #	Landowner				Crop Code *	Crop Year *	Nitrogen Rec (lbs/acre)	Method *	Chlorides Applied (lbs/acre)	
Acres Land Applied *	Outfall Number *	Amount of Waste Applied *	Units *	N Supplied from waste (lbs/acre) *	Other Sources of N (lbs/acre)						
ADD * If the waste applied is septage, indicate 990 if septic tank waste, 995 if holding tank waste, 997 if more than 25% grease interceptor waste, or 998 if portable restroom waste.											
Totals											
Total Municipal Sludge Generated:		<input type="text"/>	Units:		[Select One] ▼						
Total Municipal Sludge Land Applied:		<input type="text"/>	Units:		Metric tons ▼						
Comments											
<input type="text"/>											



- The **ADD** Button allows you to add lines to report the data.
- As you enter data, occasionally click **SAVE** in the upper left corner so your data is not lost.

Form Status In Progress MORE...

SAVE VALIDATE PRINT RETURN HELP LOGOUT

START - Report Creation Annual Land Application Report (3400-55) **OTHER METHODS OF DISPOSAL OR DISTRIBUT (3400-52)**

End Use	DNR Permit/License Number of Receiving Entity	Name of Treatment or Receiving Entity	Outfall Number *	Total Amount Treated Disposed or Distributed	Units (Gal., <u>Dry</u> Tons, <u>Dry</u> Metric Tons or Cubic Yards)	
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ADD * If the waste applied is septage, indicate 990 if septic tank waste, 995 if holding tank waste, 997 if more than 25% grease interceptor waste, or 998 if portable restroom waste.

Totals

Total Municipal Sludge Generated: Units: [Select One] ▼

Total Municipal Sludge Landfilled, Incinerated, or EQ distributed: Units: Metric tons ▼

Comments

IMPORTANT TIPS!!!

■■■■■■■■■■ THE SUBMITTAL ORDER = SAVE, VALIDATE, SUBMIT & CERTIFY. ■■■■■■■■■■

- We recommend clicking **SAVE** often to prevent losing data you've already typed in.
- When ready to finalize click **VALIDATE**. A pop-up screen will appear indicating any errors, so **make sure your internet browser's pop-up blocker is deactivated! (If no issues, the pop-up will say "no errors, successfully validated". Ok to close and proceed.)**
- **DO NOT** re-click **SAVE** after clicking the **VALIDATE** as doing that will re-set the report back to "In-Progress" (think of "Validate" as the "Final Save.")
- To submit & certify, click **RETURN** to go back to the main page.
- Click the gray **SUBMIT** button after the report has been validated.
- Click the gray **CERTIFY** button to receive an email certification # which must be entered to certify the report.