LAMP 52/55 e-REPORTING INSTRUCTIONS

<u>Reporting is required</u>

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.

<u>Accessing eReporting</u>

Access the necessary forms for each year of reporting via the Department eReporting Switchboard system at the web address by either going to:

- http://dnr.wi.gov/topic/Switchboard/

- DNR Homepage http://dnr.wi.gov, selecting the Business tab, and then SWITCHBOARD.

GENERATING NEW 52/55 FORMS

- 3400-052 & 055 forms require the facility to generate the necessary reports
    - Reminder: 3400-049 (Characteristic Forms) are Prepopulated by the Department
  - To generate a 52/55 Form: On the Wastewater Reporting Page:
      - a. Select: **Sludge/Septage: Characteristics & Disposal**
      - b. Then select: **Create new 52/55 Land Application Form**
      - c. Create forms
         for appropriate year of reporting:

To access desired form:

- Select Form Label: **01/01/2010- 12/31/2010 - New** & Then Select:

    If any information with the eReporting of your 3400-055 or 3400-052 form(s) is in error and/or the form cannot be properly generated please contact the facility's DNR sludge representative.

~~**Generating Approved Sites or Outfall Report**~~

~~To obtain a listing of your approved sites and/or approved outfalls to aid in reporting, please generate these reports.~~

~~If there are any discrepancy/errors with these reports please contact the DNR to resolve the problem.~~

~~From the **Wastewater Reporting Forms** page.~~

   ~~1. Select: **Sludge/Septage: Characteristics & Disposal**~~

   ~~2. Select: **Generate Sludge/Septage Reports** Note: This may change to **"Supplemental Information"**~~

   ~~3. Select: **Select Approved Sites Report** ,**Outfall Report**, or desired supplemental information~~

OTHER METHODS OF DISPOSAL FORM (3400-052)

1. METHODS OF DISPOSAL OR DISTRIBUTION (52)

Methods of Disposal or Distribution (52)

Did you perform other methods of disposal as reportable? [▼]

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., Dry Tons, Dry Metric Tons or Cubic Yards)	Delete
[Select One] ▼			001 ▼		[Select One] ▼	DELETE

ADD   * If the waste applied is septage, indicate 990 if septic tank waste, 995 if holding tank waste, or 997 if more than 25% grease interceptor waste.

Did you perform other methods of disposal as reportable?: Indicate yes or no as applicable:
- If no, ensure that blank rows are deleted.
- If yes, ensure that rows are completed.

End Use: Indicate the End Use or disposition according to what your facility did with the sludge and not what was done by another facility that became principally responsible. Options Include:
- **M-Manure pit**
- **A-Hauled to another facility** (for further treatment and/or final deposition) Use this if you haul to a facility which incinerates or a facility which produces exceptional quality sludge
- **L-Landfilled**
- **H-hauled out-of-state** (for further treatment/disposition)
- **E-Produce and exceptional quality product** (which is either distributed or land applied) NOTE: only approximately 12 facilities are permitted for this statewide.
- **I-Incinerate**

DNR Permit/License Number: Indicate the DNR Permit/License Number of the Entity receiving your sludge. (This should be the permit/license number of the facility that becomes ultimately responsible for the waste following a transfer of hands. Multiple transfers may occur, only indicate the facility that you transferred responsibility to).

Name of Treatment or Receiving Entity: Provide name of entity or site owner receiving your sludge. (This should be the per-

mit or license number of the facility that becomes ultimately responsible for the waste following a transfer of hands. Multiple transfers may occur, only indicate the facility that your facility transferred responsibility to).

Outfall Number: Select appropriate outfall number for the sludge/waste being disposed of or distributed.
    For septage haulers:
- For septic tank waste, enter 990
- For holding tank waste, enter 995
- For more than 25% grease interceptor waste, enter 997

Total Volume Amount Treated, Disposed or Distributed: Provide the amount distributed, round to nearest integer.

Units (Gal. Dry Tons, Dry Metric Tons or Cubic Yards): Provide the appropriate units (gallons, tons, metric tons, or cubic yards), corresponding to the volume/amount reported. Note: Tons and metric tons must be reported as dry weight.

Additional Reporting Lines may be required:
ADD Button: If multiple lines are required, use the blue ADD button to add more data entry lines.
DELETE Button: If extra data entry lines are present and needs to be removed, select the blue DELETE button.

Red Dashed Box Around Entry Cell:
- This indicates that cell will not accept data entered. Please refer to cell directions or round as needed.

[14.5]

2. TOTALS SECTION- *MUNICIPAL SLUDGE ONLY* - (not required for Septage or Industrial Wastes)

Totals

| Total Municipal Sludge Generated: | | Units: | [Select One] ▼ |
| Total Municipal Sludge Landfilled, Incinerated, or EQ distributed: | | Units: | Metric tons ▼ |

Total Municipal Sludge Generated: If your facility generated municipal sludge, indicate the volume generated in the calendar year to nearest integer. Select units from:
- gallons, dry tons, dry metric tons, or dry cubic yards.

Total Municipal Sludge Land Applied: If you dispose or distributed municipal sludge, please indicate the Total Municipal Sludge Landfilled, Incinerated or EQ Distributed (if applicable) in dry metric tons only. Round to nearest integer

Note: To convert from dry US tons to dry Metric tons: Metric Tons= U.S. tons X 0.907

3. COMMENTS SECTION

Comments

Include any additional comments necessary.

4. PERFORM REPORT VALIDATION, SUBMITTAL, AND CERTIFICATION

Refer to Form Validation, Submittal, and Certification Instructions– SEE SEPARATE DOCUMENT

FORM VALIDATION, SUBMITTAL, & CERTIFICATION INSTRUCTIONS
(Applicable for 3400-055, 3400-052, & 3400-049 LAMP eReporting)

1. NEW FORM

NEW: Form is new, it has been created by department or generated by the facility. No data has been entered and saved.

- 3400-049 (Characteristic Forms) are Prepopulated by the Department
- 3400-052 & 055 forms will both required for submittal and the facility will need to generate the necessary reports
  - To generate a 52/55 Form: On the Wastewater Reporting Page:
    - a. Select: **Sludge/Septage: Characteristics & Disposal**
    - b. Then select: **Create new 52/55 Land Application Form**
    - c. Create form for appropriate year of reporting: ➜ Reporting Year: 2012 ▾ CREATE 52 & 55 FORMS

To access desired form:

Select Form Label: **01/01/2012– 12/31/2012– New** & Then Select: EDIT FORM

> **Wastewater Reporting Forms Page:**
> **Stages to Form Completion**
>
> eForm Listing
> ⊟ Wastewater Reporting Forms
>   ⊞ eDMR (0)
>   ⊟ Sludge/Septage: Characteristics & Disposal (4)
>   ⊟ 49 Characteristics Report (4)
>   ⊟ Active (4)
>   1. 07/01/2012 - 09/30/2012 - New
>   2. 01/01/2012 - 03/31/2012 - In Progress
>   3. 01/01/2012 - 03/31/2012 - Validated
>   4. 01/01/2012 - 12/31/2012 - Submitted
>   5. 10/01/2012 - 12/31/2012 - Certified
>   ⊟ History
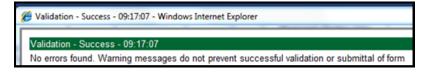>   6. 04/01/2012 - 06/30/2012 - Loaded

2. IN PROGRESS

Properly enter data and Select: SAVE if you plan to leave form without performing validation:

IN PROGRESS: Form has been opened and some data has been entered and saved, or unsuccessful validation occurred.

3. VALIDATION

Pop-up Blocker Must be Turned off!

Select: VALIDATE and validation pop-up will appear:

> 🅔 Validation - Success - 09:17:07 - Windows Internet Explorer
> Validation - Success - 09:17:07
> No errors found. Warning messages do not prevent successful validation or submittal of form

- If errors are present, close validation and make corrections and revalidate until no errors present.
- If only warnings are present, try to resolve warnings, you may still submit with warnings present.

Once Validation-Success achieved Select: CLOSE and proceed to Submittal. ***DO NOT SAVE FOLLOWING VALIDATION***

VALIDATED: The data entered has been successfully validated with no errors present.

4. SUBMITTAL

Select: RETURN & site will be redirected to: **Wastewater Reporting Forms** page.

Select : SUBMIT & site will redirected and you will need to Select: FINALIZE SUBMIT button.

SUBMITTED: The form is submitted, not certified, and can no longer be edited. (CERTIFICATION IS STILL REQUIRED!)

If you still need to edit the form contact David Argall: 608-266-1387 david.argall@wisconsin.gov

5. CERTIFICATION

Following Submittal you will be redirected to Certification page.

- Without leaving THIS page, check E-Mail for the Certification Code. Copy and paste code in blank certification code box.
- You will receive an email from WTeReports@DNR.state.wi.us with a certification code instantly.

Select: CERTIFY & a green Certification complete. message should appear.

CERTIFIED: The form has been certified via email certification, and can no longer be edited or changed. If you believe that the report has errors, contact your DNR representative directly for instructions.

6. LOADED

Certification of form is complete, nothing else required on the Submitters part, the DNR will do the rest!!

Loaded: Form has been loaded by DNR, and the form will be available under History instead of Active for future viewing.

- 3400-049 Form will be loaded the night following certification.
- 3400-055/052 Forms will be loaded following due date (ex. 2012 annual forms will be loaded following Jan. 31st, 2013)