

LAMP 52/55 e-REPORTING INSTRUCTIONS

Reporting is required

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.

Accessing eReporting

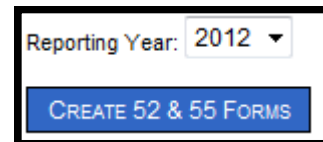
Access the necessary forms for each year of reporting via the Department eReporting Switchboard system at the web address by either going to:

- <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 formfor appropriate year of reporting:



To access desired form:

- Select Form Label: [01/01/2010- 12/31/2010 - New](#) & Then Select: [EDIT FORM](#)

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

1. ANNUAL LAND APPLICATION REPORT (55)

Annual Land Application Report (55)

Did you land apply this period? ▼

DNR #	Fac Site# /Field #	Landowner				Crop Code	Crop Year	Nitrogen Rec (lbs/acre)	Method	Chlorides Applied (lbs/acre)	Site no longer used	Delete
Acres Land Applied	Outfall Number *	Amount of Waste Applied	Units	N Supplied from waste (lbs/acre)	Other Sources of N (lbs/acre)							
	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 Land Apply this Period?

Indicate yes or no as applicable from the drop down:

- If no, ensure that blank rows are deleted or only sites no longer used are included on form.
- If yes, ensure that rows are completed.

In ROW 1 of the 55 Form:

DNR #: Select the yellow DNR # entry box or the grey [...] button. (*Pop-up Blocker must be off*)

- A pick-list of approved sites will appear indicating:
DNR # - Facility Site #/Field #- Land Owner Last, First name
- Click the appropriate site, this information will highlight and click the blue select button.
- The DNR #, Fac Site#/Field#, and the Landowner will be automatically inserted once an appropriate site is selected.
- If an approved site is missing or does not appear in this pick-list please contact your DNR land application contact to have the site added, transferred, or approved.

In Row 2 of the 55 Form:

Acres Land Applied: Enter the number of acres on which sludge was actually applied (not number approved) Round to one decimal point.

Outfall Number: From the drop down menu select the outfall number for the waste which was land applied. If more than one outfall is applied to the same field then enter the information for each outfall on separate lines.

For septage haulers:

- Enter 990 for septic tank waste
- Enter 995 for holding tank waste
- Enter 997 for >25% grease interceptor waste

Amount of Waste Applied: Indicate the total amount of waste/sludge applied on the entire field. Round to nearest integer.

Units: Provide appropriate units. Note: Tons and metric tons must be reported as dry weight.

N Supplied from waste (lbs/acre): Calculate the available nitrogen supplied from sludge/waste. Round to nearest integer.

- If municipal sludge include residual nitrogen from previous year's application.
- This is not required for septage or municipal waste if less than 30% of the total nitrogen needs of the crop are provided.
- Contact your DNR field representative if you need copies of nitrogen related worksheet (3400-056 & 3400-054).

Other Sources of N (lbs./acre): If industrial waste, indicate the amount of available nitrogen supplied from other sources such as manure or chemical fertilizer. Round to nearest integer.

- If the outfall is municipal sludge and more than 30% of the crop nitrogen need is supplied from the sludge, then indicate the amount supplied from other sources.
- This is not necessary if a soil analysis was performed for the referenced crop year which accounted for the other nitrogen sources or if the site is managed under an approved nutrient management plan.
- Septage haulers may disregard this column.

Crop Code: Select the crop code entry box or grey [...] button and a pick-list of crop codes will appear. (*Pop-up Blocker must be off*)

- Select the appropriate crop code and crop from the pick list, this information will highlight and select the blue select button.
- If the crop type used is not listed indicate 59-Miscellaneous and indicate crop type in the comments.

Crop Year: Enter the 4 digit year for the crop which was grown & benefitted from the sludge application (i.e. if Spring applied for crops harvested that year, the crop year would be the same year; if fall applied for crops harvested following year, the crop year would be the next year). If both spring and fall applications are done for different crop years, enter the data on 2 separate lines.

Nitrogen Rec (lbs/acre): Enter the nitrogen recommendations either from the soil analysis or from the recommended nitrogen crop uptake rate that can be determined using the UW Extension Bulletin A2809 (Nutrient Application Guidelines for Field, Vegetable, and Fruit Crops). Round to nearest integer.

Method: Select the method entry box or grey [...] button and a pick-list will appear. Indicate S for Surface Application, INJ for injection, or INC for incorporation and click the blue select button. (*Pop-up Blocker must be off*)

Chlorides Applied (lbs./acre): If chlorides are monitored, indicate the amount applied in pounds per acre to nearest integer.

- Applicable for Industrial wastes only

Site No Longer Used: List sites which you no longer use from the Approved Sites report so field may be transferred if desired. (Yes - indicates site is no longer used)

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:

14.5

3

- This indicates that cell will not accept data entered. Please refer to cell directions and enter data or round as appropriate.

2. COMMENTS SECTION

Comments

Please include any pertinent information in the comments section provided.

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

Totals			
Total Municipal Sludge Generated:	<input type="text" value="32"/>	Units:	<input type="text" value="Cubic yards"/>
Total Municipal Sludge Land Applied:	<input type="text" value="777"/>	Units:	<input type="text" value="Metric tons"/>

Total Municipal Sludge Generated: If your facility generated municipal sludge, indicate the volume generated in the calendar year. Round to nearest integer. Use one of the following units:

- gallons, dry tons, dry metric tons, or dry cubic yards.

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

Total Municipal Sludge Land Applied: Also if you dispose or distributed municipal sludge, please indicate the Total Municipal Sludge Land Applied. Round to nearest integer.

4. PERFORM REPORT VALIDATION, SUBMITTAL, AND CERTIFICATION

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

(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:

- Select: [Sludge/Septage: Characteristics & Disposal](#)
- Then select: [Create new 52/55 Land Application Form](#)
- Create form

for appropriate year of reporting: →

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

Wisconsin Department of Natural Resources

eForm Listing

- Wastewater Reporting Forms
 - eDMR (0)
 - Sludge/Septage: Characteristics & Disposal (4)
 - 49 Characteristics Report (4)
 - Active (4)
 - 07/01/2012 - 09/30/2012 - New
 - 01/01/2012 - 03/31/2012 - In Progress
 - 01/01/2012 - 03/31/2012 - Validated
 - 01/01/2012 - 12/31/2012 - Submitted
 - 10/01/2012 - 12/31/2012 - Certified
 - History
 - 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:

- 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)