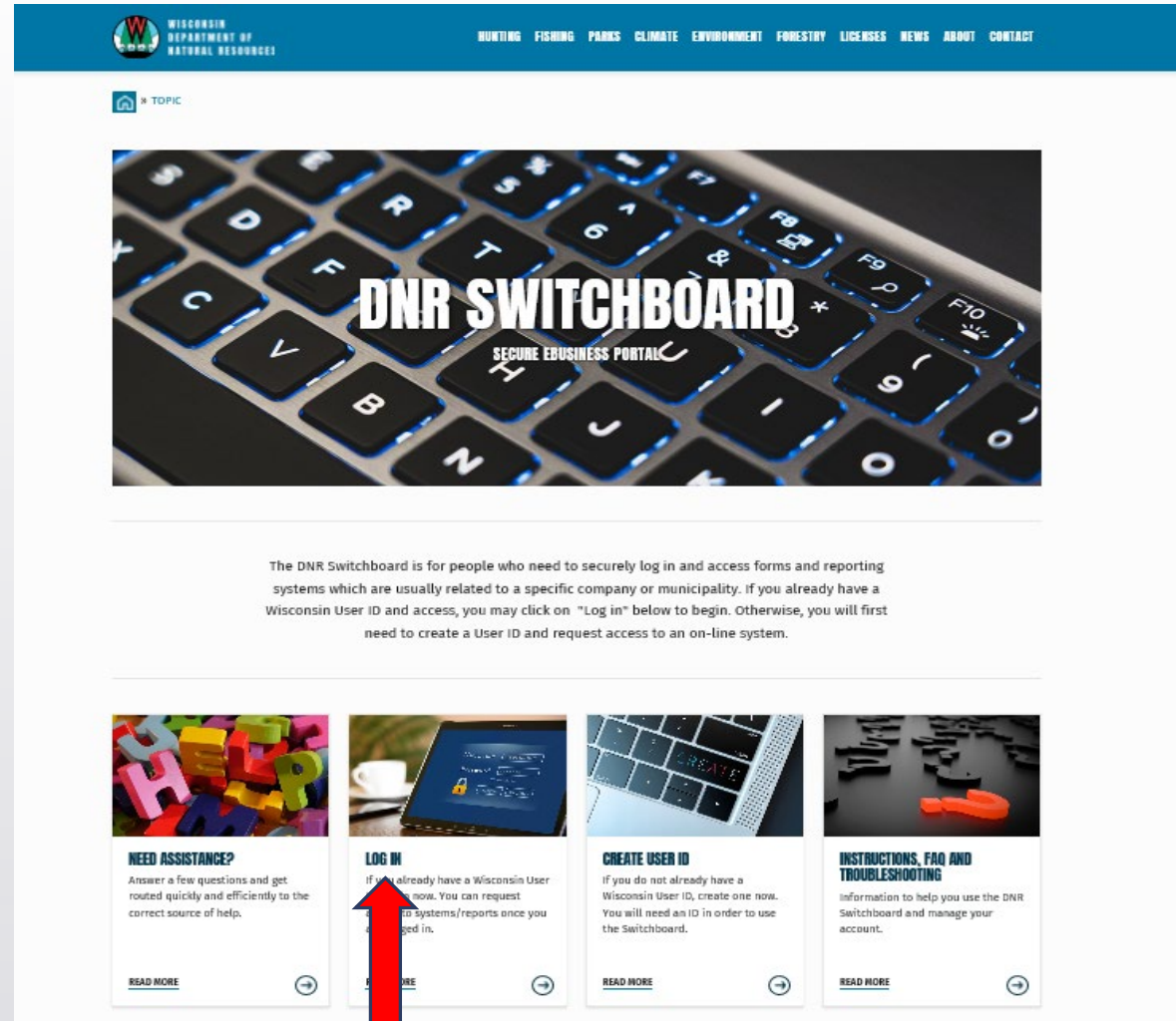


# HOW TO ACCESS eReports via DNR SWITCHBOARD



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



- 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.

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

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MILESTONE MATERIALS CROFT QUARRY

FID# 122000340

Address: 13009 Roger Hollow Rd, Fennimore, WI Identifiers: 998226350, 122066780

Role	Description	Actions
Wastewater/Septage Reporting Forms (Entry Only)	<p>This allows a person to enter, but not submit, the following:</p> <ul style="list-style-type: none"><li>• Discharge Monitoring Reporting Forms</li><li>• Groundwater Forms</li><li>• Pretreatment Forms</li><li>• Waste Characteristics Reporting Forms (3400-49)</li><li>• Annual Land Application (3400-55) and Other Disposal Methods (3400-52) Forms</li></ul> <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>	<a href="#">Wastewater Reporting Forms</a>



- For this example, we have chosen “Milestone Materials Croft Quarry”
- Under the Actions column on the right side of the screen, click “Wastewater Reporting Forms”.



- 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: APPLETON WASTEWATER TREATMENT FACILITY - 0023221

Period: **Active** History Return Logout

Facility	Forms	Overdue	Actions
Wastewater - APPLETON WASTEWATER TREATMENT FACILITY - 0023221		7 Forms overdue	▶
Sludge/Bio - ARCADIA WASTEWATER TREATMENT FACILITY - 0023230		2 Forms overdue	▶
Land Applic - ARCADIA WASTEWATER TREATMENT FACILITY - 0049344		1 Form overdue	▶
Compliance Maintenance Annual Report (CMAR)	1 Form	1 Form overdue	▶
SSO/TFO Event Form	1 Form	No Forms overdue	+ ▶














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

eReport Home Page

Facility: APPLETON WASTEWATER TREATMENT FACILITY - 0023221

Period: Active History

Return Logout

Wastewater Discharge Monitoring Long Report	7 Forms	7 Forms overdue	 
Sludge/Biosolids Characteristics Form (49 form)	3 Forms	2 Forms overdue	 
Land Application Reports (52/55 forms)	1 Form	1 Form overdue	 
Compliance Maintenance Annual Report (CMAR)	1 Form	1 Form overdue	 
SSO/TFO Event Form	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	<b>Edit</b> 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 report, click “Edit”**



- This is an example of the new Start Page for a “Short” DMR. (“Short” reports are used for quarterly, bi-annual or annual reports.
- The Start Page will look similar for other report types, except the name of the Tab will change, i.e. “Long DMR” for monthly reports or “PreTreatment Monitoring Report”.
- Step 1: Sample Point(s) Active?: Select Yes or No to indicate if the sample point was used during the reporting period (i.e. have flow, discharge or sampled).
- Step 2: Follow the instructions in the green line.
- Step 3: If you answered Yes for any sample point(s), click the “Short DMR” or “Long DMR” tab to go to the DMR to enter sample data, LOD, LOQ and Lab ID info.

Wastewater Discharge Monitoring Short Report - TRANE COMPANY - eForms, DNR - 04/01/2022 - 06/30/2022

**START**      **SHORT DMR**

Facility Name **TRANE COMPANY**

Form Status **New**

At any point during reporting period 04/01/2022 - 06/30/2022 was the following sample point(s) active (ie. have flow, discharge or sampled). By selecting no, associated columns will be hidden and you will not be allowed to enter monitoring results.

Note: Changing the answer from Yes to No will delete all data entered for that sample point on the report for the entire reporting period.

Sample Point(s) active?

Yes	004 sample point (NCCW 11-17)
Yes	005 sample point (NCCW 11-7)
Yes	006 sample point (Fridge Condensate 11-13)
Yes	007 sample point (NCCW 7-16)
Yes	008 sample point (NCCW 17-1)

Report Available to fill out. Click 'Short DMR' Tab to fill out report.

**RETURN**

**Click “Return” to go back to the eReporting Home Page**

- If you select “No” for ALL sample points, the report will be marked “Validated” and you can click “Return” to submit and certify the report.
- Any sample points you select “Yes” for will appear on the DMR and you must enter the required data or a comment for each.

- This is an example “Long” DMR where you can enter sample data, LOD, LOQ and Lab ID.
- To save time, click the blue **POPULATE** button per column to enter the LOD, LOQ and Lab ID into the pop-up box and click “Fill”. The Lab Info will now auto-populate for all days of the month.
- To view the LOD/LOQ and Lab IDs per date, click the green ‘+’ sign on the right side of the blue “Click to Show Daily Details” bar
- As you enter data, occasionally click “SAVE” in the upper left corner so your data is not lost.

START
Long DMR

Facility Name    APPLETON WASTEWATER TREATMENT FACILITY  
 Form Status    In Progress MORE...

SAVE
VALIDATE
PRINT
RETURN
HELP
LOGOUT
First
Back
1 of 3 ▾
NEXT
LAST

Sample Point	701	701	701	701	701
Description	Total Influent	Total Influent	Total Influent	Total Influent	Total Influent
Description	Flow Rate	BOD5, Total	CBOD5	Suspended Solids, Total	Cadmium, Total Recoverable
Unit	MGD	mg/L	mg/L	mg/L	ug/L
Sample Type	CONTINUOUS	24 HR FLOW PROP	24 HR FLOW PROP	24 HR FLOW PROP	24 HR FLOW PROP
Frequency	DAILY	2/MONTH	5/WEEK	5/WEEK	MONTHLY
	<span>POPULATE</span>	<span>POPULATE</span>	<span>POPULATE</span>	<span>POPULATE</span>	<span>POPULATE</span>

Click to Show Daily Details (LOD/LOQ and Lab IDs)
+

01 - Result					
02 - Result					
03 - Result					
04 - Result					
05 - Result					
06 - Result					

**Set Result Properties**

Sample Point    701 - Cadmium, Total Recoverable

LOD                 **Required**

LOQ                 **Required**

Lab ID              **Required**

Fill
Replace
Clear
Cancel

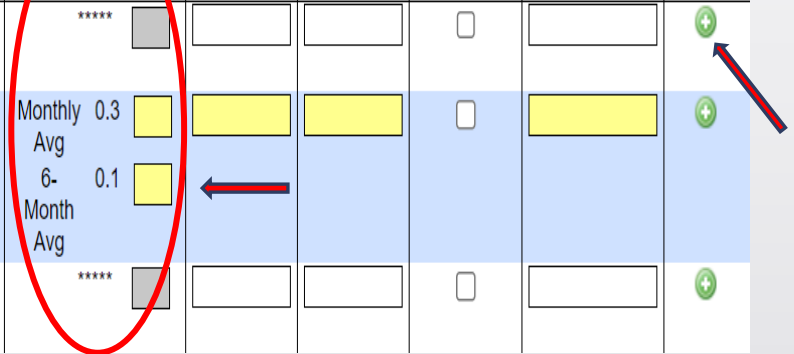
START **SHORT DMR**

Facility Name TRANE COMPANY  
 Form Status New MORE...

SAVE VALIDATE PRINT RETURN HELP LOGOUT

Sample Point Number	Description	Parameter Number	Parameter	Date Sample Taken	Sample Type	Sample Results	Units	Limits	LOD	LOQ	QC Exceedance	Lab Certification Number	Copy
001	NCCW 13-12	211	Flow Rate	<input type="text"/>	ESTIMATED	<input type="text"/>	gpd	***** <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input style="color: green;" type="button" value="+"/>
001	NCCW 13-12	388	Phosphorus, Total	<input type="text"/>	GRAB	<input type="text"/>	mg/L	Monthly Avg 0.3 <input type="checkbox"/> 6-Month Avg 0.1 <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input style="color: green;" type="button" value="+"/>
004	NCCW 11-17	211	Flow Rate	<input type="text"/>	ESTIMATED	<input type="text"/>	gpd	***** <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input style="color: green;" type="button" value="+"/>

- This is an example “Short” DMR where you can enter sample data, LOD, LOQ and Lab ID.
- Note: if you exceed a limit, enter the number of times the limit was exceeded in the yellow box next to the limit.
- If you have more than one sample result per parameter, use the green “+” sign to add another row.
- As you enter data, occasionally click “SAVE” in the upper left corner so your data is not lost.



## **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."
- DO NOT click 'Save' again as doing that will re-set the report back to "In-Progress" (think of "Validate" as the "Final Save.")
- If any errors are reported pop-up screens will appear so make sure your internet browser's pop-up blocker is deactivated.
- To submit & certify, click "RETURN" to go back to the main page. The submit button & certify button will be highlighted in blue after the report has been validated.





Once a DMR has been submitted and received by the WI DNR, each facility contact will receive a “successful submission” email as shown below:

-----Original Message-----

From: WTeReports@wisconsin.gov <WTeReports@wisconsin.gov>

Sent: Date & Time

To: Facility Contact Email address

Subject: Successful Submission and Loading of (Date) General Permit Long Report for FACILITY NAME - PERMIT NUMBER

Attn: Facility Contact Per the Trading Partner Agreement between FACILITY NAME and WI DNR, this correspondence is notification of your successful submission of the General Permit Long/Short Report for the period of \_\_\_\_\_. This means we received your certification statement, and the file was verified to be the same as it was at the time you submitted the file. A copy of a PDF file generated from your XML file is attached for your records. The file can be opened by right clicking and saving to your hard drive. A copy of the original XML file will be retained on a DNR file service as well as the sample results being stored in the bureau permitting database.