

# 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:

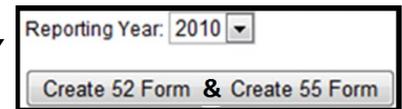
- <http://dnr.wi.gov/topic/Switchboard/>
- DNR Homepage <http://dnr.wi.gov>, selecting the Business tab, and then SWITCHBOARD.



## 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 form for appropriate year:



In the future DNR may combine the generation of the 52 Form and 55 Form to a single button. Thus requiring both forms to be submitted.

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



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

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. Use one of the following units:

- gallons, tons, metric tons, or 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.

### 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 require the facility 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:

To access desired form:

Select Form Label: [01/01/2010– 12/31/2012– New](#) & Then Select:

**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

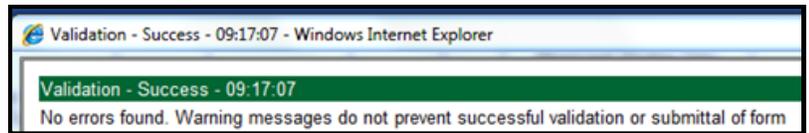
Properly enter data and Select:  if you plan to leave form without performing validation:

**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:  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:  and proceed to Submittal. **DO NOT SAVE FOLLOWING VALIDATION**

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

## 4. SUBMITTAL

Select:  & site will be redirected to: [Wastewater Reporting Forms](#) page.

Select:  & site will redirected and you will need to Select:  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](mailto: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](mailto:WTeReports@DNR.state.wi.us) with a certification code instantly.

Select:  & a green  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)