

DNR Infectious Waste Annual Report

Registration Tutorial

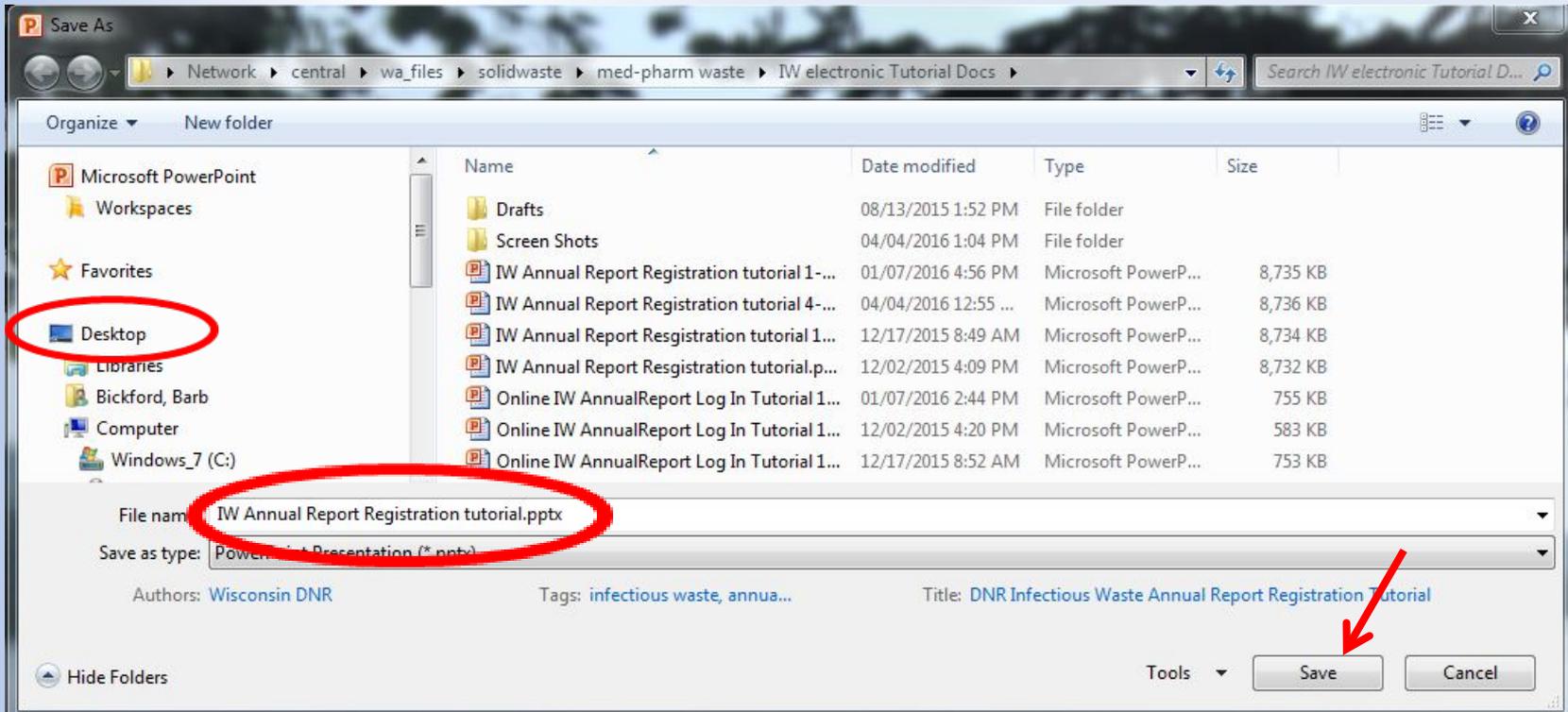
Updated April 4, 2016

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*Questions? Send email to DNRMedicalWaste@wisconsin.gov
and include your facility identification (FID) number*

Save This Presentation



You will be asked later to close all your browser windows

IW Annual Report Web Page

Everything you need to file the annual report is on the infectious waste annual report web page:

- *Prepare to file the report*
- *Access the report and file it*
- *Find out if your facility is exempt*
- *Update your facility and contact information*
- *Troubleshoot problems with your WAMS ID or report*

<http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

STEP 1

Obtain a WAMS ID

Obtain a WAMS ID

Every person who intends to prepare, view or sign* your facility's annual report MUST have a unique and personal "WAMS ID" (also known as a "Wisconsin User ID").

*The signer is known as the "Director." The Director is the top administrator who actually works in your building. He or she is not a corporate officer who works elsewhere, and is not a designee.

More about WAMS IDs

WAMS IDs are **personal** and linked to YOU, not to a facility or to a position within a facility

A WAMS ID is like a driver's license.

- You may have one and only one personal driver's license (WAMS ID).
- With it you can drive any vehicle (file reports on behalf of any facility or do personal business with any state agency).
- When you leave your position, you take your driver's license (WAMS ID) with you; you do not leave it for your successor to use because whatever they do would show up on your personal driving record.
- Several employees cannot not share a driver's license (WAMS ID) and corporations do not have driver's licenses (WAMS IDs).

Using someone else's WAMS ID is considered fraud

Guard your WAMS ID

In addition to allowing you to report on behalf of your employer, your WAMS ID allows you to do personal business with any state agency online such as obtaining personal credentials and licenses and possibly filing personal taxes.

Choose your User ID carefully and do not share it or your password with anyone. Guard it like you would your social security number.

Already have a personal WAMS ID? Skip to slide 18.

Close all browser windows

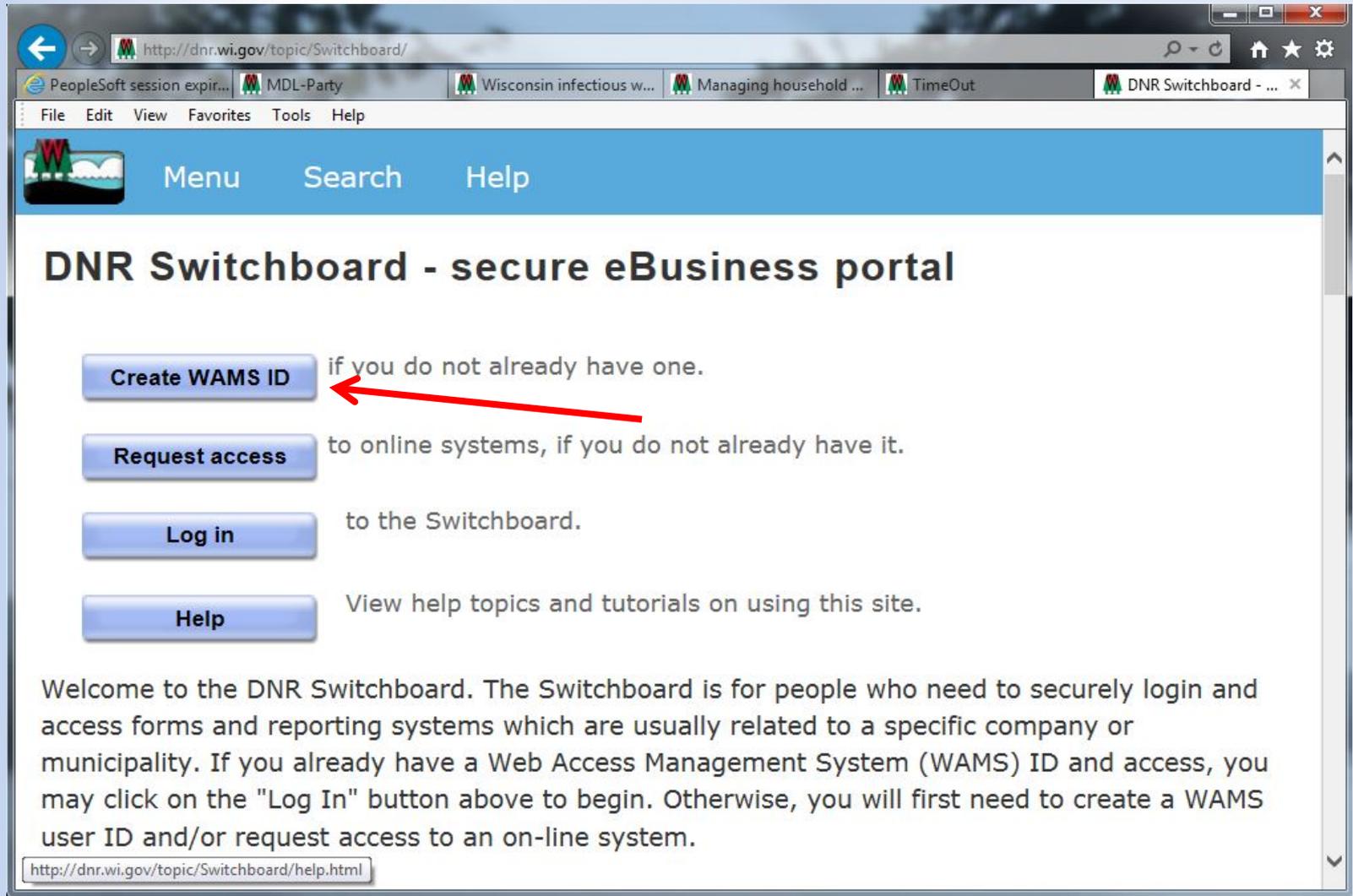


Then open your browser again. Opening a fresh browser prevents problems.

Go to dnr.wi.gov, Locate Switchboard

The screenshot shows the Wisconsin Department of Natural Resources (DNR) website. The browser's address bar is circled in red, displaying the URL <http://dnr.wi.gov/>. The website header features the DNR logo and the text "Conserving Wisconsin's natural heritage" and "The year in review". The navigation menu includes "Business", "Licenses & Regulations", "Recreation", "Education", "Contact", and "Join DNR". The "Business" menu is open, showing a list of "Business resources". The "Switchboard" link is circled in red. Other resources listed include "Small business rules review", "Business recycling", "Industrial sand mining", "CAFDs (Concentrated Animal Feeding Operations)", and "Brownfield redevelopment tools". A "GREEN TIER" logo is also visible. The page footer contains links for "Features", "Weekly News", "News releases", "Outdoor Report", and "All news".

Click “Create WAMS ID”



The screenshot shows a web browser window with the URL <http://dnr.wi.gov/topic/Switchboard/>. The browser's address bar and tabs are visible at the top. The website's header includes a logo and navigation links for "Menu", "Search", and "Help". The main heading reads "DNR Switchboard - secure eBusiness portal". Below this, there are four buttons with corresponding text:

- Create WAMS ID** if you do not already have one. (A red arrow points to this button.)
- Request access** to online systems, if you do not already have it.
- Log in** to the Switchboard.
- Help** View help topics and tutorials on using this site.

At the bottom of the page, there is a welcome message: "Welcome to the DNR Switchboard. The Switchboard is for people who need to securely login and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log In" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system." A small text box at the bottom left contains the URL <http://dnr.wi.gov/topic/Switchboard/help.html>.

Click Accept

Wisconsin Web Access Management System User Acceptance Agreement

Introduction

Many State agencies provide information and services by the Internet. Much of the information and many of the services do not include personal or confidential information, and are available to anyone accessing the State's Portal or agency Web sites. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services, while restricting access by unauthorized individuals.

If you choose to accept the conditions of this user acceptance agreement, you will be prompted to provide the basic information that is required to issue a Wisconsin User ID and password. The information you provide will be stored in your user profile and will be managed according to the State's policy, as described below.

To create your account, you will be asked for your name, e-mail address, telephone number (optional), your desired account name and password. A secret question and answer will also be required for account recovery purposes. Some State Internet services may require additional information. For example, some applications may require a postal address and others may require additional forms of identification. If the necessary information is not already stored, you will be given the opportunity to add that information to your user profile. If you have provided the information previously, there will be no need to re-enter it. You will always have the choice to opt out and not provide the requested information. However, if you do so, you may not be able to complete your transaction over the Internet. You will also have the ability to review, delete or update the information stored in your user profile.

An account not accessed within the past 26 months will be deleted without warning. If you need an account after the original is deleted, you will need to register for a new account and request required access authorization.

In time, we anticipate that every State agency will recognize your Wisconsin User ID and password. There will be no need to have a separate Wisconsin User ID for each agency. Once you have logged on to the Wisconsin Web Access Management System, your identification information, contact information and the other data you choose to provide, will be made available to appropriate State applications. Because we store this information, you do not have to provide it each time you use a service with privacy or confidentiality restrictions. Please note that only certain types of information will be stored in your user profile, as described below in the Customer Information Collected and How it is Used section. Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations, or prison records.

Protecting your account

Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It will be secured and unavailable to anyone, including State security officers and administrators. It is your obligation to protect it by keeping it confidential and known only to you.

Information systems, and the data that is stored and managed by the State of Wisconsin, are governed by State and Federal laws, rules and regulations. Violators may be subject to prosecution, fines or other sanctions.

Customer Information collected and how it is used

Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

Fill Out Required Fields and Submit

The screenshot shows a web browser window with the URL <https://en.wisconsin.gov/WAMS/SelfRegController>. The page title is "Self-Registration" and it includes a legend: "Indicates Required Field".

Profile Information

Fields with red arrows pointing to them: First Name, Last Name, E-Mail, and Phone #.

Home Residence Address

Fields: Street, Unit Number, City, State (dropdown), Zip Code.

Home Mailing Address

Mailing Address is the same as Residence Address.

Fields: Address(1), Address(2), City, State (dropdown), Zip Code.

Account Information

Instructions: Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

Fields with red arrows pointing to them: User ID, Password, and Re-enter Password.

Account Recovery

Instructions: Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Fields with red arrows pointing to them: Secret Question and Answer to Secret Question.

Submit button at the bottom.

You must use a personal email account to *create* your WAMS ID so you can access it after leaving your job.

Later in this tutorial, we show how to change you email address to a business email address. You will do this in DNR Switchboard.

Choose a User ID personal to you. Do not use your facility's name.

Receive Confirmation, Close Browser



 WISCONSIN.GOV

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

J K

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

Follow the Web link in the e-mail to activate your Wisconsin Login Account.

Important! We highly recommend that you continue with Part Two at this time. You **must** complete Part Two within four (4) days.

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

For assistance send an e-mail to [Help Wisconsin Support](#)

If not activated in 4 days, DNR can help recover your account.
Email DNRMedicalWaste@wisconsin.gov with your WAMS ID.

Open Email from WAMS@wisconsin.gov, Click Link

From: WAMS@wisconsin.gov
To: Kahl, Jeremy K - DNR
Cc:
Subject: State of Wisconsin Self-Registration.

Sent: Wed 12/17/2014 11:16

J K

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.

<http://on.wisconsin.gov/WAMS/AA?RSAction=AA&AAID=zMGnGzGQGGVGI EG>

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

- * Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your Internet browser's address line. Make sure that you get the entire web-link. If the web-link is split into two lines and the second line is not underlined like the first line, copy both lines into the Internet browser's address line.
- * If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-link into the Internet browser's address line.
- * Many Internet browsers have the ability to remember passwords for you. This feature may cause problems if the password it remembers does not match your current password. If you are having password problems, and the password is filled out on the login page when it loads, try clearing the password field and re-entering your password. We recommend that you turn off the password memory feature of your Internet browser.

This e-mail is automatically generated. Please do not reply to this e-mail. If you need assistance please click on the web-link below:

<http://on.wisconsin.gov/WAMS/FormattedEmail>

To access the Wisconsin User ID Profile Management applications, add the following web-link to your Favorites, Bookmarks list:

<http://on.wisconsin.gov/WAMS/home>

Log In Immediately



Account Activation - Final Step Please log In

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:
Password:



You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[WAMS Home](#) [Wisconsin Portal Home](#)

Receive Confirmation



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

JK

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account.

[Profile Management](#)

For assistance send an e-mail to [Help Wisconsin Support](#)

Either click on "Return to previous application" (if there) or close your browser. Open or go to your email account. If you don't receive a confirmation email within 2 hours, email DNRMedicalWaste@wisconsin.gov.

STEP 2

Register ID on DNR Switchboard

Register on DNR Switchboard

Every person who intends to prepare or sign an annual report must register his/her WAMS ID on DNR Switchboard, choose a reporting role for the facility (or facilities) and mail his/her signature to DNR.

Once registered, you may associate your WAMS ID with a different email address for future interactions with DNR Switchboard.

Find Your FID Number(s)

State of Wisconsin Department of Natural Resources		Infectious Waste Annual Report Form 4400-177 (R1/2006)	
NOTICE: This form is authorized by s.NR526.15, Wis. Adm. Code. Completion of this form is mandatory unless the facility is exempt under both ss.NR 526.14(2) and 526.16(2), Wis Adm. Code. Failure to submit a completed report to the Department of Natural Resources is punishable by a forfeiture of not less than \$10 nor more than \$5000 [s.299.97, Wis. Stats.]. Personally identifiable information on this form will be used for administering the Infectious Waste Program and is not intended to be used for any other purpose. DO NOT SEND THE \$55 FILING FEE NOW. You will be billed later.			
Part I - Facility Information			
Name of Infectious Waste Generator	Facility Identification No. (FID)	Report Year	
CEDAR CREST NURSING HOME	154123420	2013	
Generator Location DO EXEMPTION STATUS BOX FIRST	Exemption Status Read instructions carefully		
Street Address of Generator	<input type="checkbox"/> Check if exempt from Part II. You may be required to report under Part III.		
1700 S RIVER RD	<input type="checkbox"/> Check if exempt from Part III. You may be required to report under Part II.		
City	State	Zip Code	

- Look at previous infectious waste annual report forms OR
- Search in the DNR “SHWIMS on the web” database
<http://dnr.wi.gov/sotw/Welcome.do> OR
- Email the facility name and complete address to
DNRMedicalWaste@wisconsin.gov

If your facility is new or has moved, ask for a new FID number by emailing DNRMedicalWaste@wisconsin.gov

Go to dnr.wi.gov, Locate Switchboard

The screenshot shows the website for the Wisconsin Department of Natural Resources (DNR). The browser's address bar shows the URL <http://dnr.wi.gov>, which is circled in red. The main header features a large image of a swan and the text "WISCONSIN DNR Department of Natural Resources" and "Conserving Wisconsin's natural heritage The year in review". Below the header is a navigation menu with the following items: Business, Licenses & Regulations, Recreation, Education, Contact, and Join DNR. The "Business" menu item is highlighted, and a dropdown menu is visible. The dropdown menu is titled "Business resources" and contains the following items: Switchboard (circled in red), Sector support, Air permits, Water permits, Green Tier, Small Business Environmental Assistance Program, Small business rules review, Business recycling, Industrial sand mining, CAFOs (Concentrated Animal Feeding Operations), and Brownfield redevelopment tools. Below the dropdown menu is a link for "More business resources". To the right of the dropdown menu is a "GREEN TIER" logo. Below the logo is a video player showing a person in an orange safety vest in a field. The video player has a progress bar at 0:00 / 0:37. Below the video player is a caption: "The rules have changed, but the tradition remains! Are you ready for deer season? #wihunt". At the bottom of the page is a footer with the following links: Features | Weekly News | News releases | Outdoor Report | All news.

Click "Request Access"

Create WAMS ID if you do not already have one.

Request access to online systems, if you do not already have it.

Log in to the Switchboard.

Help View help topics and tutorials on using this site.

Welcome to the DNR Switchboard. The Switchboard is for people who need to securely login and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log In" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system.

<http://dnr.wi.gov/topic/Switchboard/help.html>

Optional: Change Email Address

https://dnr.wisconsin.gov/saccess/dashboard.aspx

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Home Log Out

Notice: Complete the information indicated below to gain access to the DNR electronic business tools. Use of this system is voluntary. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Click on the "Add New Role" button to save your information and continue to the next step.

Name: JEREMY KAHL

Work Mail Address: PO BOX 7921

City: MADISON State: WI Zip: 53707

Other Country

WAMS ID: KAHLJK

E-Mail: jeremy.kahl@wisconsin.gov

Phone: (608)261-4922 Ext:

Optional: Change personal email address to a business email address

Add New Role

Click “Add New Role”

https://dnr.wisconsin.gov/saccess/dashboard.aspx

Dashboard

Convert Select

HP Service Manager Login Epay Invoice Payment Op... My Invoices Suggested Sites Web Slice Gallery Esr - WhereSearch

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Home Log Out

Notice: Complete the information indicated below to gain access to the DNR electronic business tools. Use of this system is voluntary. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Click on the "Add New Role" button to save your information and continue to the next step.

Name: JEREMY KAHL

WAMS ID: KAHLJK

• Work Mail Address: PO BOX 7921

• E-Mail: jeremy.kahl@wisconsin.gov

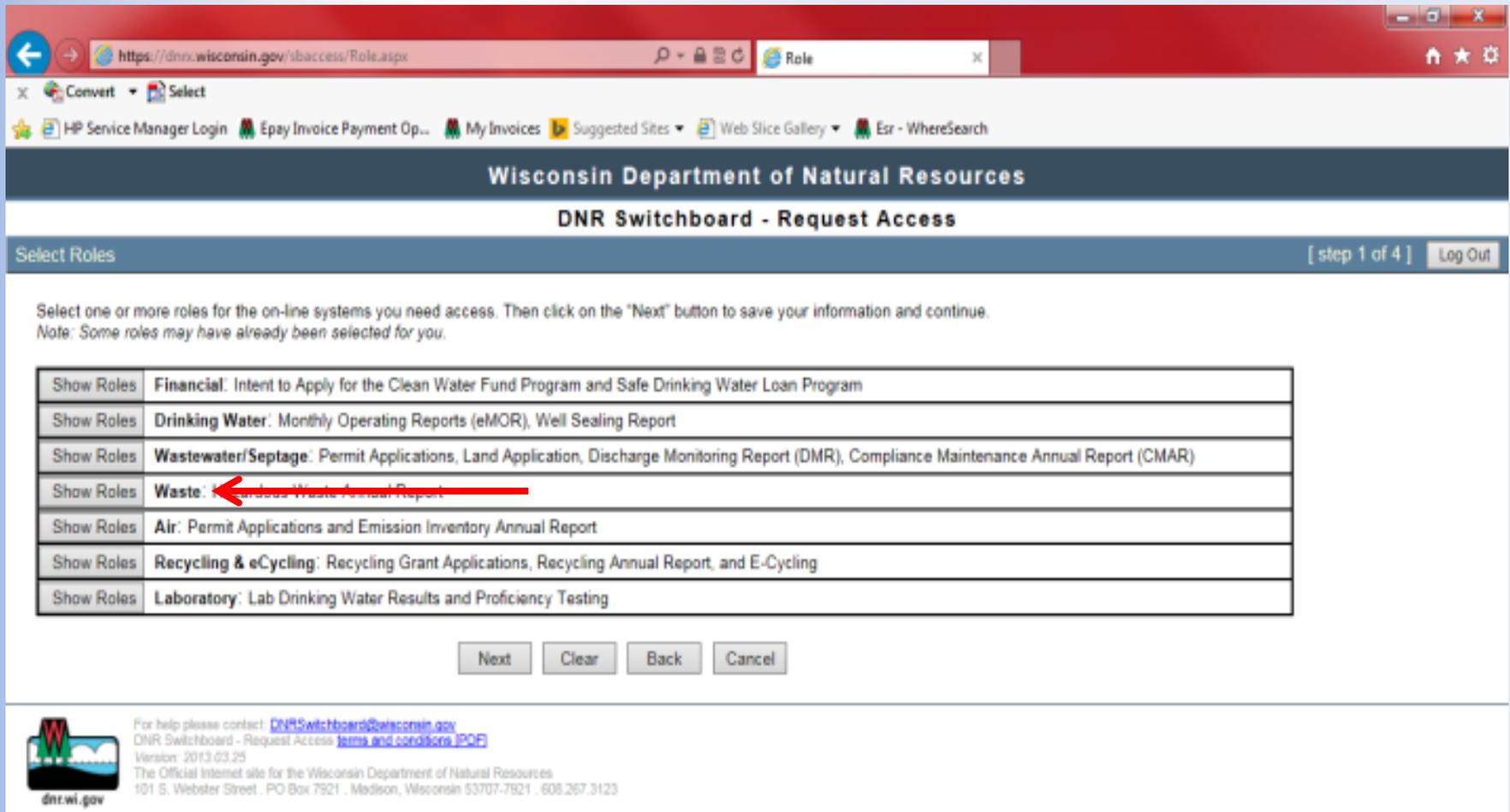
• City: MADISON • State: WI • Zip: 53707

• Phone: (608)261-4922 Ext:

Other Country

Add New Role

Click “Show Roles” for Waste



https://dnr.wisconsin.gov/sbaccess/Role.aspx

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Roles [step 1 of 4] Log Out

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.
Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste:  Hazardous Waste Annual Report
Show Roles	Air: Permit Applications and Emission Inventory Annual Report
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

Next Clear Back Cancel

For help please contact: DNRSwitchboard@dnr.wisconsin.gov
DNR Switchboard - Request Access [terms and conditions PDF](#)
Version: 2013.03.25
The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123



Choose Only One Role

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Select Roles

[step 1 of 4] [Log Out](#)

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.

Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Hide Roles	Waste: Hazardous & Infectious Waste Annual Reports
<input type="checkbox"/>	RCRA Hazardous Waste Report Submittal More Info
<input type="checkbox"/>	Infectious Waste Annual Report - Facility Contact (Entry Only) More Info
<input type="checkbox"/>	Infectious Waste Annual Report - Facility Director (Sign & Submit) More Info
Show Roles	Air: Permit Applications and Emission Inventory Annual Report
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

ONLY SELECT ONE INFECTIOUS WASTE OPTION

[Next](#) [Clear](#) [Back](#) [Cancel](#)



For help please contact: DNRSwitchboard@wisconsin.gov
DNR Switchboard - Request Access [terms and conditions \(PDF\)](#)
Version: 2013.03.25
The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

Note: The Director role can also enter data

Enter Your FID number, Click Search

https://dnr.wisconsin.gov/ibaccess/Facility.aspx

Facility

Convert Select

HP Service Manager Login Epay Invoice Payment Op... My Invoices Suggested Sites Web Slice Gallery Esr - WhereSearch

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Select Facility / Company Locations [step 2 of 4] Log Out

Find your facility / company

Click on the 'Next' button after selecting one or more from the list below. If you do not see the correct location, then:

Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.

Do not enter WAMS id

Search

Next Clear Back Cancel

If you do not know your FID number, look for it on infectious waste annual reports or contact DNRMedicalWaste@wisconsin.gov.

Check Select Box

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Facility / Company Locations [step 2 of 4] Log Out

Find your facility / company

Click on the 'Next' button after selecting one or more from the list below. If you do not see the correct location, then:

Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.

Do not enter WAMS id

Search

Next Clear Back Cancel

Select	Facility / Company Location
<input type="checkbox"/>	DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 555555550

Do not select Submit yet!

Repeat for any additional facilities

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Facility / Company Locations [step 2 of 4] Log Out

Find your facility / company

Click on the 'Next' button after selecting one or more from the list below. If you do not see the correct location, then:

Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.

Do not enter WAMS id

Search

Next Clear Back Cancel

Select	Facility / Company Location
<input type="checkbox"/>	DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 555555550

Review Information, Check Off Box, Click Submit

Review the information below. Your request will be processed by the DNR after you click on the "Submit" button.

Name: **JEREMY KAHL**

* Work Mailing Address:

* City: * State: * Zip:

Other Country

WAMS ID: **KAHLJK**

* E-Mail: ← Review email address, facilities and roles

* Phone: Ext:

Requested Roles:

Facility	Role
Water Operator Certification #: <input type="text"/>	
DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 555555550 Public Water System Id (99999999+0): <input type="text" value="555555550"/> *	Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only) New <input type="button" value="Remove Role"/>

Comments (optional):

I have read and accept the electronic signature and trading partner agreement [terms and conditions \[PDF\]](#). ←

← Go back to add more facilities, if necessary, BEFORE you click submit

 For help please contact: DNRSwitchboard@wisconsin.gov
DNR Switchboard - Request Access [terms and conditions \[PDF\]](#)
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dnr.wi.gov

STEP 3

Send signature to DNR

Print One Signature Page, Sign it and Send it to DNR

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Confirmation [step 4 of 4] [Log Out](#)

We will begin to process your request, but it may take several days to verify and grant access to on-line systems, applications or reports.



There is one final step to complete your access request. Please click on the Print button above to print your signature page, sign and mail to the address on the form as soon as possible. We need this signed original Electronic Signature and Use Agreement (ESA) to assure your identity and comply with state and federal laws.

You will need the free [Adobe® Reader® software](#) [\[exit DNR\]](#) to view and print the document.

[Home](#)

You must send the original signature page to the DNR. If prompted to print more than one signature page, just sign and send one.

Do not send electronic signatures, stamped signatures, scans or faxes. The DNR needs your signature in ink for legal reasons.

Find Out More

Visit the DNR infectious waste annual report web page

<http://dnr.wi.gov/topic/healthwaste/iwreport.html>

The DNR will update this page as needed.

Email the DNR

DNRMedicalWaste@wisconsin.gov

Include your FID number in the subject line and all relevant details in the email.