

# **Intro to DNR Recycling Annual Reports and Registration Tutorial**

Step-by-step instructions for registering  
to use the online reporting system

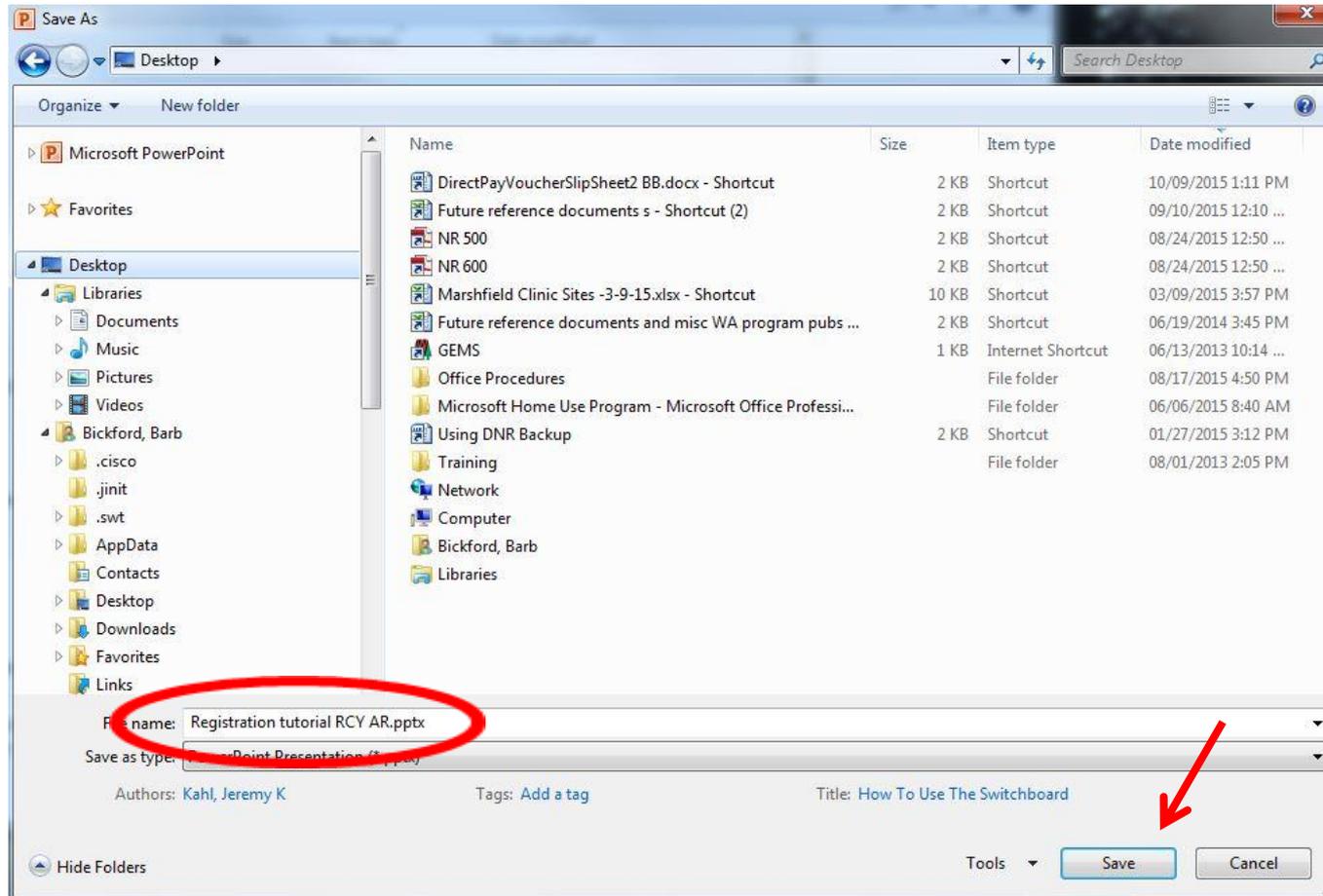
Updated October 19, 2015

# This presentation

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*Questions? Send an email to [DNRRecycling@wisconsin.gov](mailto:DNRRecycling@wisconsin.gov) and include your facility municipality code*

# Save this presentation



You will be asked later to close all your browser windows

# Obtain WAMS ID

Everyone who intends to prepare or sign\* your facility's annual report MUST have a unique "WAMS ID" (also known as a "Wisconsin User ID").

\*The signer is known as the "Authorized Representative." The Authorized Representative is the person or position specified in your authorizing resolution. It is highly recommended that your authorizing resolution specifies a *position* to be the Authorized Representative rather than a person, to avoid having to update your resolution whenever there is a change in personnel.

# More about WAMS IDs

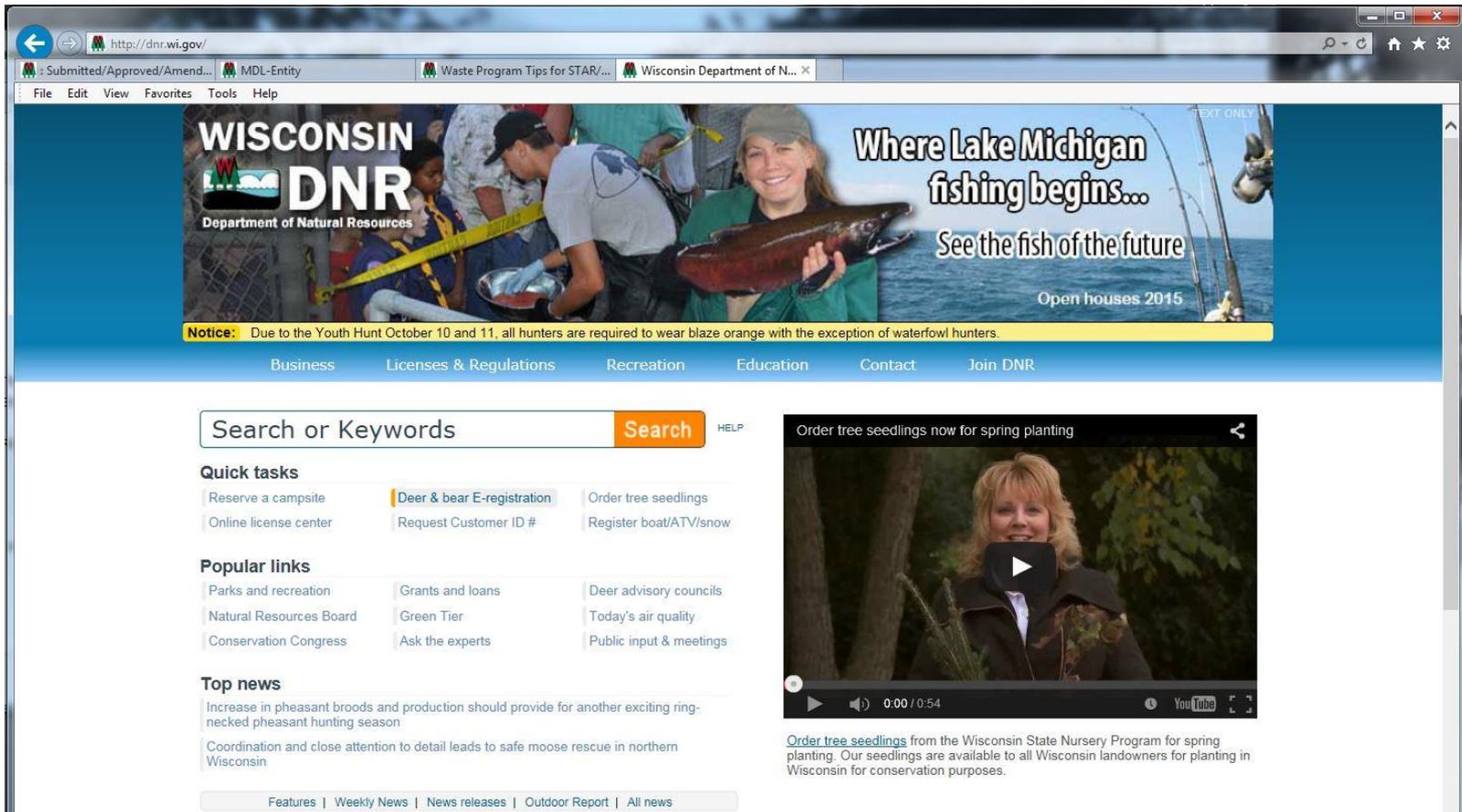
Even though Authorized Representatives usually designated by their *position* in RU authorizing resolutions, WAMS IDs are **personal**, not corporate or positional. Each unique person needs his or her own WAMS ID.

A WAMS ID is like a driver's license. You may have one and only one personal driver's license (WAMS ID) and with it you can drive any vehicle (file reports on behalf of any facility or with any state agency, now or in the future). 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. Several employees cannot not share a driver's license (WAMS ID) and corporations (RU's) do not have driver's licenses (WAMS IDs).

Choose your User ID carefully and do not share it or your password with anyone.

[Already have a personal WAMS ID?](#) Skip to slide 15.

# 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 website <https://dnr.wi.gov/> in a browser window. The address bar is circled in red. The main banner features a swan and the text "Conserving Wisconsin's natural heritage 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" with "Switchboard" circled in red. Other resources listed include "Small business rules review", "Business recycling", "Industrial sand mining", "CAFOs (Concentrated Animal Feeding Operations)", "Brownfield redevelopment tools", "Sector support", "Air permits", "Water permits", "Green Tier", and "Small Business Environmental Assistance Program". A "More business resources" link is also visible. The footer contains links for "Features", "Weekly News", "News releases", "Outdoor Report", and "All news".

WISCONSIN DNR Department of Natural Resources

Conserving Wisconsin's natural heritage  
The year in review

Business Licenses & Regulations Recreation Education Contact Join DNR

Business resources

- Switchboard
- Sector support
- Air permits
- Water permits
- Green Tier
- Small Business Environmental Assistance Program

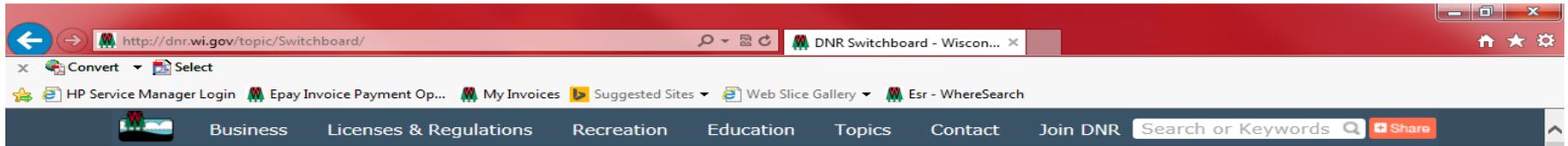
Small business rules review  
Business recycling  
Industrial sand mining  
CAFOs (Concentrated Animal Feeding Operations)  
Brownfield redevelopment tools

More business resources

GREEN TIER

Features | Weekly News | News releases | Outdoor Report | All news

# Click "Create WAMS ID"



## DNR Switchboard - secure eBusiness portal

- [Create WAMS ID](#) if you do not already have one. [Help](#)
- [Request access](#) to online systems, if you do not already have it. [Help](#)
- [Log in](#) to the Switchboard. [Help](#)
- [Reset password](#) Forgot your WAMS ID or password? Try account recovery.

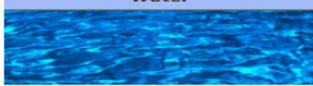
Welcome to the DNR Switchboard. The Switchboard is for people who need to securely login and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log In" button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

**Air**



- [Air emission inventory reporting](#)
- [Air permit actions](#)
- [Asbestos notification](#)

**Water**



- [Wastewater ECOMAR reporting](#)
- [Wastewater permit applications](#)
- [Wastewater and septage reporting forms](#)
- [Annual water use report](#)
- [Well abandonment reporting](#)
- [Lab reporting for public water](#)
- [Lab reporting for private water](#)

**Waste**



- [E-Cycle Wisconsin](#)
- [Recycling RU & MRF reporting](#)
- [Hazardous waste reporting](#)



**Contact information**  
For information on the Switchboard, please contact:  
[DNRSwitchboard@wisconsin.gov](mailto:DNRSwitchboard@wisconsin.gov)  
608-267-3123

# 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 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://on.wisconsin.gov/WAMS/SelfRegController>. The page title is "Self-Registration" and it includes a note: "\* Indicates Required Field".

The form is divided into three main sections:

- Profile Information:** Contains fields for First Name, Middle Initial, Last Name, Suffix (with a dropdown menu), E-Mail (with a placeholder "e.g., username@host.domain"), and Phone #. A red arrow points to the Last Name field.
- Home Residence Address:** Includes fields for Street, Unit Number, City, State (dropdown), and Zip Code. A note states: "If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address."
- Home Mailing Address:** Includes a checkbox "Mailing Address is the same as Residence Address.", and fields for Address(1), Address(2), City, State (dropdown), and Zip Code.

Below these sections are:

- Account Information:** Includes a User ID field and Password/Re-enter Password fields. A red arrow points to the Password field.
- Account Recovery:** Includes a Secret Question and Answer to Secret Question fields. A red arrow points to the Answer to Secret Question field.

A "Submit" button is located at the bottom of the form. A red arrow points to the Submit button from the left side of the page.

# Receive confirmation, close browser



[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.

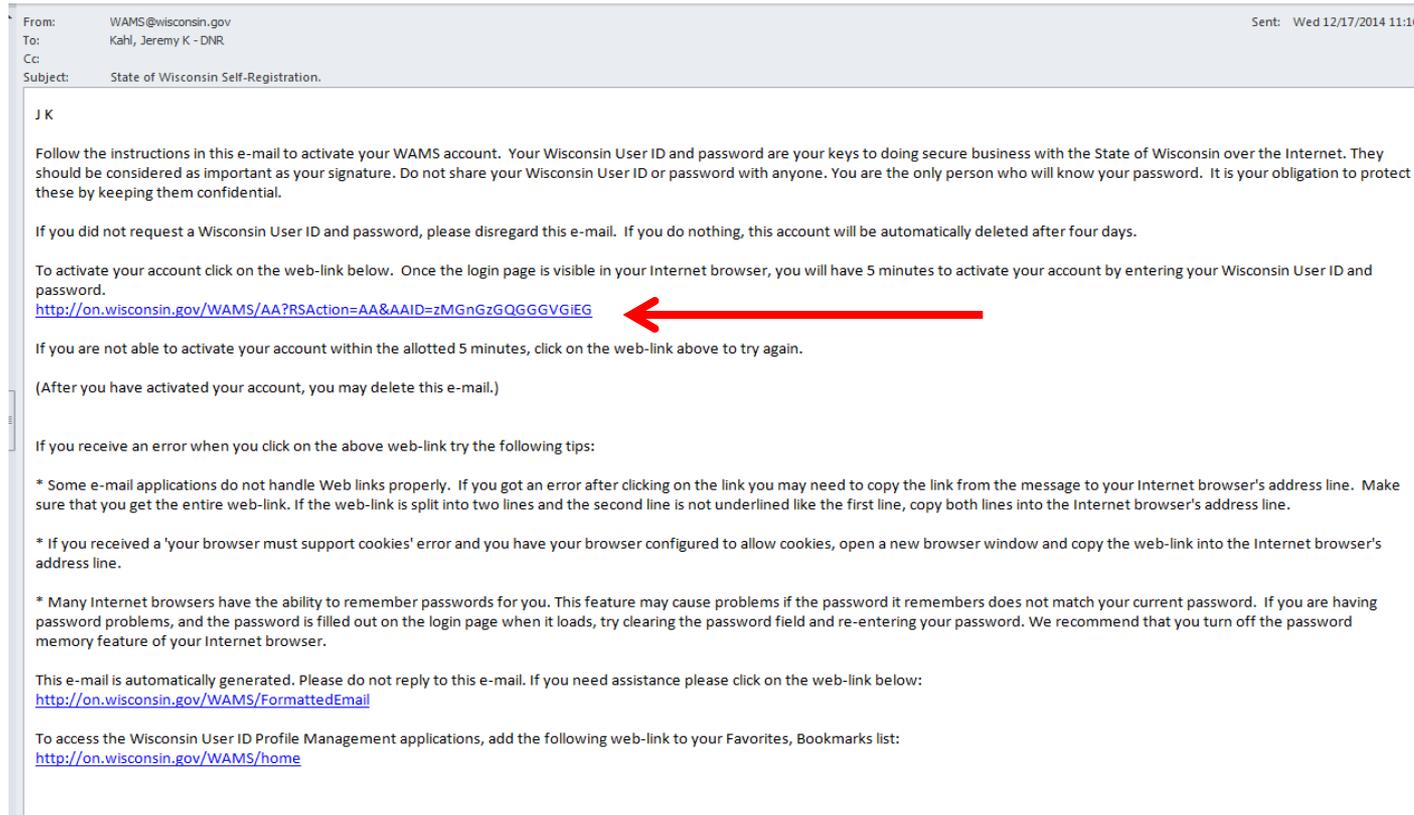
Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

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

If not activated in 4 days, DNR can help recover your account.  
Email [DNRRecycling@wisconsin.gov](mailto:DNRRecycling@wisconsin.gov) with your WAMS ID.

# Open and read activation email from WAMS@wisconsin.gov, click link



If you don't receive the activation email within 2 hours, email  
[DNRRecycling@wisconsin.gov](mailto:DNRRecycling@wisconsin.gov)

# 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, either click on “Return to previous application” (if there) or close the browser.

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[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](#)

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

# Register on DNR Switchboard

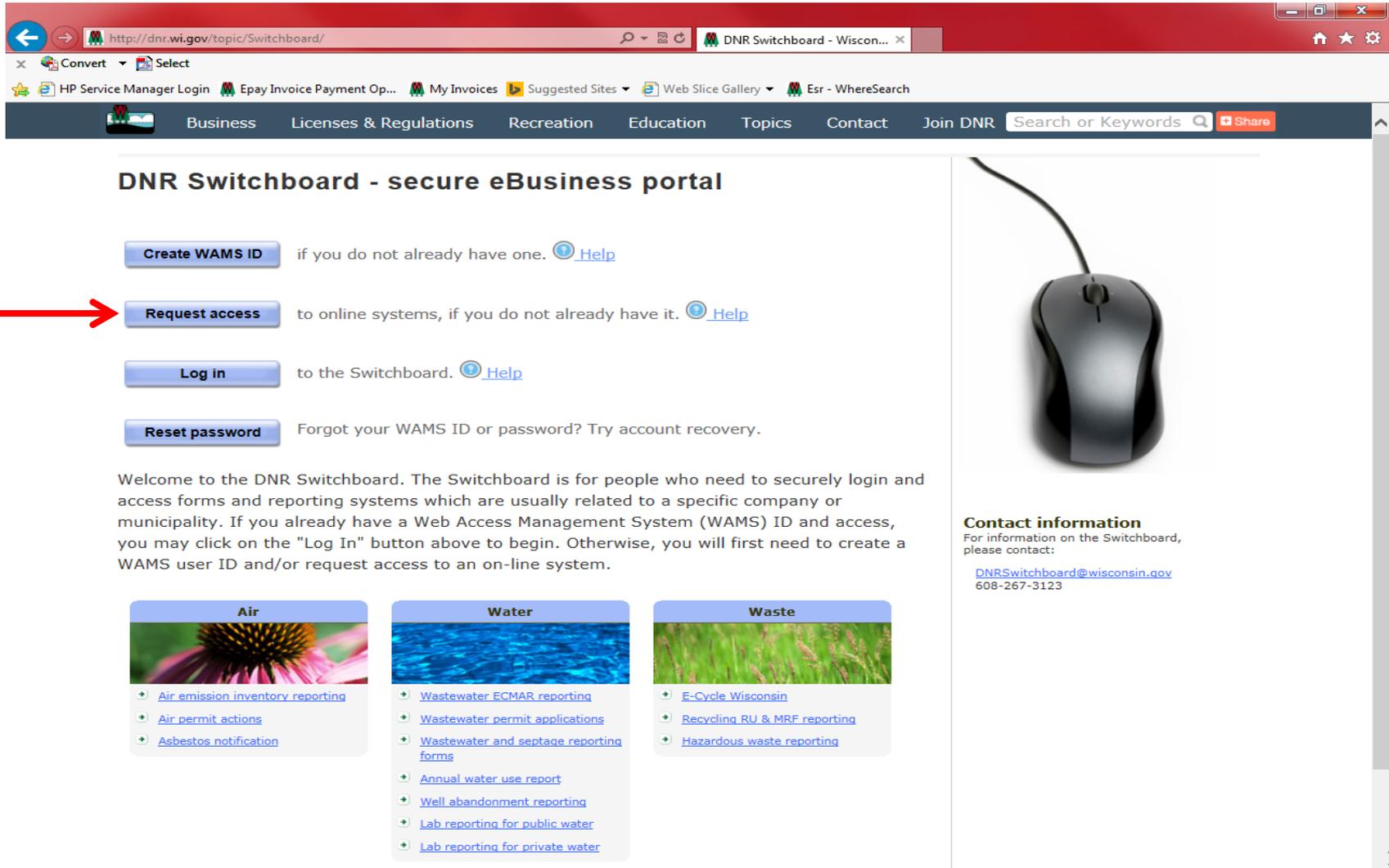
Every person who intends to prepare or sign an annual report must register his/her WAMS ID on DNR Switchboard, choose a reporting role for the facility (or facilities) and mail his/her signature to DNR.

Once registered, you may change to a different email address (not your WAMS ID) for future interactions with DNR Switchboard.

# 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, showing the URL <https://dnr.wi.gov>. The main banner features a swan and the text "Conserving Wisconsin's natural heritage The year in review". The navigation menu includes "Business", "Licenses & Regulations", "Recreation", "Education", "Contact", and "Join DNR". The "Business" menu is open, displaying a list of "Business resources" with "Switchboard" circled in red. Other resources listed include "Small business rules review", "Business recycling", "Industrial sand mining", "CAFOs (Concentrated Animal Feeding Operations)", "Brownfield redevelopment tools", "Sector support", "Air permits", "Water permits", "Green Tier", and "Small Business Environmental Assistance Program". A "More business resources" link is also visible. The "GREEN TIER" logo is present on the right side of the dropdown menu. Below the menu, there is a video player showing two people in orange gear in a field, with a caption: "The rules have changed, but the tradition remains! Are you ready for deer season? #wihunt". The footer contains links for "Features", "Weekly News", "News releases", "Outdoor Report", and "All news".

# Click "Request Access"



The screenshot shows the DNR Switchboard website interface. At the top, there is a navigation bar with links for Business, Licenses & Regulations, Recreation, Education, Topics, Contact, and Join DNR. A search bar and a 'Share' button are also present. Below the navigation bar, the main heading reads "DNR Switchboard - secure eBusiness portal".

Four main action buttons are listed:

- Create WAMS ID** if you do not already have one. [Help](#)
- Request access** to online systems, if you do not already have it. [Help](#)
- Log in** to the Switchboard. [Help](#)
- Reset password** Forgot your WAMS ID or password? Try account recovery.

A red arrow points to the "Request access" button. Below these buttons 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."

Three categories of services are displayed in boxes:

- Air**:
  - [Air emission inventory reporting](#)
  - [Air permit actions](#)
  - [Asbestos notification](#)
- Water**:
  - [Wastewater ECMAR reporting](#)
  - [Wastewater permit applications](#)
  - [Wastewater and septage reporting forms](#)
  - [Annual water use report](#)
  - [Well abandonment reporting](#)
  - [Lab reporting for public water](#)
  - [Lab reporting for private water](#)
- Waste**:
  - [E-Cycle Wisconsin](#)
  - [Recycling RU & MRF reporting](#)
  - [Hazardous waste reporting](#)

On the right side of the page, there is a large image of a computer mouse. Below the mouse, the "Contact information" section provides the following details: "For information on the Switchboard, please contact: [DNRSwitchboard@wisconsin.gov](mailto:DNRSwitchboard@wisconsin.gov) 608-267-3123".

# Optional: change email address

https://dms.wisconsin.gov/dbaaccess/dashboard.aspx

Dashboard

Convert Select

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

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:

Add New Role

# Click “Add New Role”

https://dms.wisconsin.gov/dbaaccess/dashboard.aspx

Dashboard

Convert Select

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

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Home Log Out

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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

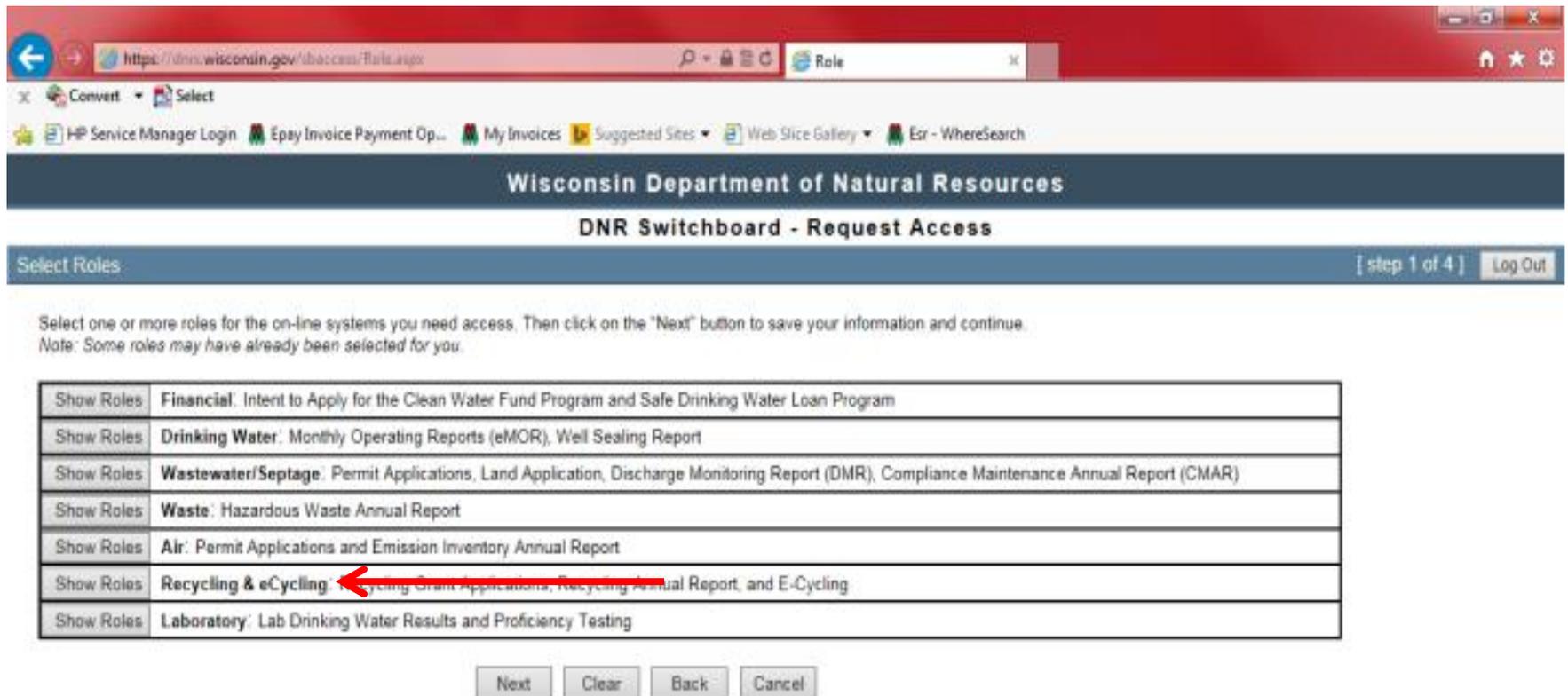
• City: MADISON • State: WI • Zip: 53707

• Phone: (608)261-4922 Ext:

Other Country

Add New Role

# Click “Show Roles” for Recycling & eCycling



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

Next Clear Back Cancel



For help please contact: [DNRSwitchboard@wisconsin.gov](mailto:DNRSwitchboard@wisconsin.gov)  
DNR Switchboard - Request Access [Terms and Conditions PDF](#)  
Version: 2013.03.29  
The Official Internet site for the Wisconsin Department of Natural Resources  
101 E. Webster Street, PO Box 7521, Madison, Wisconsin 53707-7521, 608.257.3123

# Choose only appropriate roles

## 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	<b>Financial:</b> Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	<b>Drinking Water:</b> Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	<b>Wastewater/Septage:</b> Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	<b>Waste:</b> Hazardous & Infectious Waste Annual Reports
Show Roles	<b>Air:</b> Air Permit, Compliance and Emission Inventory Reporting
Hide Roles	<b>Recycling &amp; eCycling:</b> Recycling Grant Applications, Recycling Annual Report, and E-Cycling
	<input type="checkbox"/> E-Cycling Collector Preparer (Entry Only) <a href="#">More Info</a>
	<input type="checkbox"/> E-Cycling Collector Primary Contact (Submit and Entry) <a href="#">More Info</a>
	<input type="checkbox"/> E-Cycling Manufacturer Preparer (Entry Only) <a href="#">More Info</a>
	<input type="checkbox"/> E-Cycling Manufacturer Primary Contact (Submit and Entry) <a href="#">More Info</a>
	<input type="checkbox"/> E-Cycling Recycler Preparer (Entry Only) <a href="#">More Info</a>
	<input type="checkbox"/> E-Cycling Recycler Primary Contact (Submit and Entry) <a href="#">More Info</a>
	<input type="checkbox"/> Materials Recovery Facility (MRF) Operator <a href="#">More Info</a>
	<input type="checkbox"/> Materials Recovery Facility (MRF) Owner <a href="#">More Info</a>
	<input type="checkbox"/> Materials Recovery Facility (MRF) Preparer <a href="#">More Info</a>
	<input type="checkbox"/> Materials Recovery Facility (MRF) Primary Contact <a href="#">More Info</a>
	<input type="checkbox"/> Recycling Responsible Unit Authorized Representative <a href="#">More Info</a>
	<input type="checkbox"/> Recycling Responsible Unit Preparer <a href="#">More Info</a>
	<input type="checkbox"/> Recycling Responsible Unit Primary Contact <a href="#">More Info</a>
Show Roles	<b>Laboratory:</b> Lab Drinking Water Results and Proficiency Testing

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

**ONLY SELECT RECYCLING RESPONSIBLE UNIT OPTIONS**



For help please contact: [DNRSwitchboard@wisconsin.gov](mailto: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

# Enter your municipality code, Click “Search”

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

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

# Check box to select, Click "Next"

https://dnrx.wisconsin.gov/sbaccess/Facility.aspx

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



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

# Review information, Check box, Click “Submit”

Send Request [ step 3 of 4 ] Log Out

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: 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:

**Requested Roles:**

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

Comments (optional):

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

For help please contact: [DNRSwitchboard@wisconsin.gov](mailto: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  
dnr.wi.gov

Review email address, facilities and roles.

Go back to add more facilities, if necessary

# Print one signature page, Sign and send 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.

Print

**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

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.

# Prepare Annual Report

- The DNR will send an email to your facility's primary contact when the report is available
- The DNR will also post a tutorial about how to access the report
- You will have until April 30 to fill out the report on-line
- If a report is not submitted by the due date, the DNR will place your facility on probation
- You will answer all questions on-line; you will not need to prepare any attachments

# Sign and Submit Report

- The report must be complete before your facility's Authorized Representative can submit the report to the DNR and print out the signature page.
- The Authorized Representative must sign the signature page and send it to the DNR.

# Find Out More

Visit the DNR recycling annual report web page

<http://dnr.wi.gov/topic/recycling/reports.html>

The DNR will update this page as needed.

Email the DNR

[DNRRecycling@wisconsin.gov](mailto:DNRRecycling@wisconsin.gov)

Include your municipality code in the subject line and all relevant details