

Uploading PT Results for WI via the PT Provider PT Upload Gateway

Using your web browser, navigate to the WDNR Laboratory Certification and Registration Homepage (<http://www.dnr.state.wi.us/org/es/science/lc/>).

The screenshot shows a web browser window with the address <http://www.dnr.state.wi.us/org/es/science/lc/>. The page features a green header with the Wisconsin Department of Natural Resources logo and navigation links: Home, About, A-Z Topics, and Contact. A search bar is located in the top right corner. The main content area is titled "Laboratory Certification & Registration Program" and includes sections for "About Wisconsin's Certification Program", "Recognition of Other Certification Programs", "Contact Us", "Feedback", and "Related Sites". A sidebar on the left contains various navigation links such as "LabCert Program", "Current News Briefs", "Frequently Asked Questions (FAQ)", "Program Information", "Water Testing", "Program Contacts", and "Administrative Rules".

Scroll down and under the Proficiency Testing (PT) links, click on PT Upload Access (PT Providers).

This screenshot shows a vertical sidebar on the left with a green background and white text. The sidebar is titled "Proficiency Testing (PT)" and contains several links: "PT Upload Access (PT Providers)", "Approved PT Providers", "Specific PT Approvals", "WI PT Requirements", "WI PT Grading Rules", and "Blind Standards". A large red arrow points to the "PT Upload Access (PT Providers)" link. To the right of the sidebar, there is a list of "Related Sites" including "National Environmental Methods Index (exit DNR)", "U.S. Environmental Protection Agency (exit DNR)", and "More links...". Below the list, it says "Last Revised: Thursday July 13 2006".

Bookmark this page!

If you have already completed the WAMS ID and Switchboard registration (as of April 3, 2007), you have been granted authority to use the system.

Click on "Link to the PT Upload portal"

Address <http://www.dnr.state.wi.us/org/es/science/lc/PT/PTupload.htm>

Wisconsin Department of Natural Resources

[Close Window](#)

PT Provider PT Upload Gateway

**NOTE: This page is not for laboratory use.
This page is reserved for PT providers to upload PT results into the Lab Certification database.**

This page has been developed to offer PT Providers a gateway through which PT results for Wisconsin certified and registered laboratories can be uploaded to our system. The PT results with laboratories in our system and update the PT records appropriately for these labs.

The DNR Switchboard allows a person with environmental involvement to review and update facility and contact information. It connects authorized users to our electronic system.

Please select an option from the list below:

- [Link to the PT Upload portal](#)
- [Switchboard Registration link](#) (if you have not already obtained a Switchboard Registration ID)
- [View a copy of the required format to upload PT results.](#)

For assistance in completing the Switchboard registration, you may:

- [View a video tutorial](#) which takes you through a step-by-step registration process.
- [Download an instruction sheet](#) (Adobe Acrobat, .pdf).

At this point, you will log into the upload portal using your WAMS ID:

Address [https://dnrx.wisconsin.gov/switchboard/ICSLogin?\"https://dnrx.wisconsin.gov/switchboard/](https://dnrx.wisconsin.gov/switchboard/ICSLogin?\)



State of W I S C O N S I N

Please log In

User ID

Password

[Forgot your password? Is your account locked?](#)

[Request a Wisconsin User ID and 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.

The first page lists your personal information, as provided in the registration process, as well as the information for the PT Provider. Since I must be able to review the files uploaded for each PT Provider, I have roles for all of the PTPs. You will only have access to your company's profile.

The screenshot shows a web browser window with the address <https://dnrx.wisconsin.gov/switchboard/capture.do>. The page title is "The Switchboard - your information at your fingertips!". There are "Help" and "Logout" buttons in the top right.

Your contact information

Official Record

Name	DIANE DRINKMAN
Address	PO BOX 7921 MADISON, WI 53707
Phone	(608) 264-8950 Ext:
Fax	
E-mail	diane.drinkman@wisconsin.gov

You have roles for the following facilities:

Name	Address	City	St	Facility ID
ABSOLUTE STANDARDS	44 ROSSOTTO DR	HAMDEN	CT	399050190
APG	2730 WASHINGTON BLVD	BELPRE	OH	399049860
ERA INC	6000 W 54TH AVE	ARVADA	CO	399049750
GEF II BLDG - WI DNR	101 S WEBSTER ST	MADISON	WI	113329040
HSI SOLUTIONS INC	7517 PRECISION DR SUITE 101	RALEIGH	NC	399050080
RESOURCE TECHNOLOGY CORP	2931 SOLDIER SPRINGS RD	LARAMIE	WY	399049970
WIBBY ENVIRONMENTAL	6390 JOYCE DR SUITE 100	GOLDEN	CO	399050300

For the purposes of navigating the upload process, I clicked on Absolute Standards, which opened the following:

The screenshot shows a web browser window with the address <https://dnrx.wisconsin.gov/switchboard/viewFacility.do?facid=117491961&dispatch=View>. The page title is "The Switchboard - your information at your fingertips!". There are "Help" and "Logout" buttons in the top right.

Wisconsin Department of Natural Resources

Facility Information

Facility ID	399050190
Current Balance	
Last Billed Date	

What You Can Do

- [Lab Certification PT Reporting System](#)

Under "What You Can Do", click on the Lab Certification PT Reporting System link.

Address https://dnrx.wisconsin.gov/labcert-pt/action.do?routing=fromSwitchboard&where_seq_no



Wisconsin DNR Lab Certification - PT Reporting System

User DRINKMAN, DIANE reporting for ABSOLUTE STANDARDS

PT Study Name

PT Study Data

Add the PT Study Name and click "Browse" to find the path of the AAMS text file on your local or networked drive.

If there are no errors in the upload file, your study will show up as "Accepted" in the Uploaded PT files list.



Wisconsin DNR Lab Certification - PT Reporting System

User DRINKMAN, DIANE reporting for ABSOLUTE STANDARDS

PT Study Name

PT Study Data

Errors found in ABSOLUTE WP JANUARY 2007

Uploaded PT files

☉	ABSOLUTE WP JANUARY 2007	ACCEPTED	04/03/2007 16:16	DianeDrinkman
☐	ABSOLUTE WP JANUARY 2007	REJECTED	04/03/2007 16:15	DianeDrinkman

[Switchboard](#)
 [Profile Management](#)
 [Logout](#)

If there are errors in the text file, the first 20 will be listed in the Errors found in [Study Name]. Files with errors are automatically rejected by the system.

Please note, that I intentionally uploaded a file of the wrong format to generate errors in the following screen.

Wisconsin DNR Lab Certification - PT Reporting System

User DRINKMAN, DIANE reporting for ABSOLUTE STANDARDS

PT Study Name

PT Study Data

Errors found in ABSOLUTE WP JANUARY 2007

- In line 1 of the file, the field Low Limit(F) is not a number
- In line 1 of the file, the mandatory field PT Program is missing
- In line 2 of the file, the field Low Limit(P) is not a number
- In line 2 of the file, the mandatory field PT Program is missing

Uploaded PT files

	ABSOLUTE WP JANUARY 2007	REJECTED	04/03/2007 16:15	DianeDrinkman
--	--------------------------	----------	------------------	---------------

[Switchboard](#) [Profile Management](#) [Logout](#)

Produced by: Wisconsin Department of Natural Resources
For questions or to report application problems, please contact [Michael Kvitrud](#)
Version 1.3

Once the file or files have been uploaded, click on "Logout"

Address [https://dnrx.wisconsin.gov/ICHAINLogout/?\"https://dnrx.wisconsin.gov/cmd/ICSLogout\"-X](https://dnrx.wisconsin.gov/ICHAINLogout/?\)

You Are Now Logged Out

Caution: To avoid disclosing potentially private information cached in your browser, please close your browser.

You have successfully uploaded your PT study data into our system.

If you have not completed the Switchboard registration process and attempt to log in to the system, your third screen will be:

DNR Switchboard Facility Linkage Error

Your Switchboard user account is not currently linked to any Facilities. Please contact Tom Aten at (608) 267-7638 or email Thomas.Aten@wisconsin.gov to complete the set-up of your user account. If sending an email, please include your user id. Thank you.

Please contact Rick Mealy (Richard.Mealy@Wisconsin.gov) to verify that you have completed the registration process and have been given authorization to upload PT results.