

DNR Infectious Waste Annual Report

Login Tutorial

Updated September 21, 2016

Before you enter the report

- ✓ **Have you gathered the documents you will need to complete the annual report?**

If not, please see the suggestions under “Prepare to File,” here:
<http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

- ✓ **Do you have your personal WAMS ID and password?**

If you do not have a WAMS ID, please follow the instructions to get a WAMS ID and to register it with the DNR Switchboard as described in “Create WAMS ID,” here:
<http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

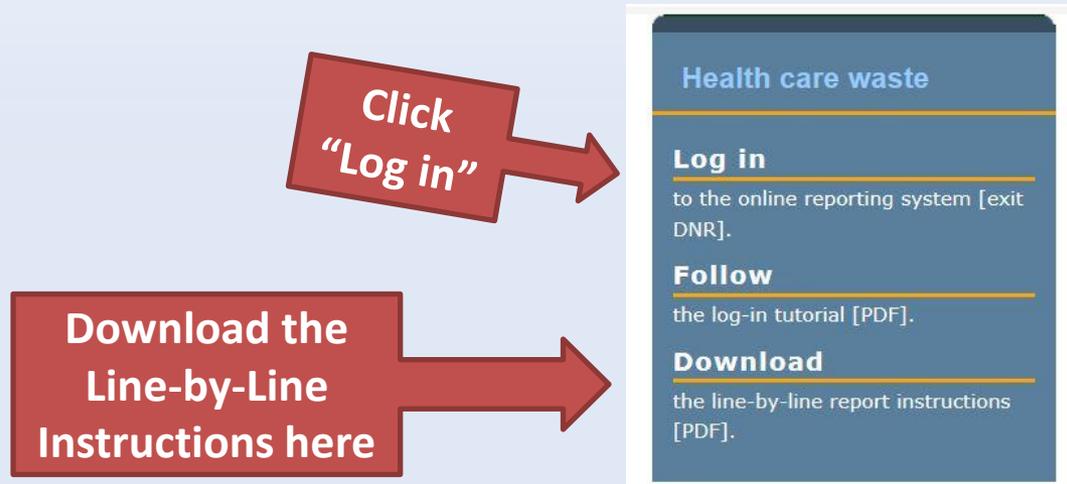
- ✓ **Are you using a compatible browser?** *The annual report does NOT work in Internet Explorer 9 or Windows Vista. It does work in IE 10 and higher, and in Chrome, Safari and Firefox.*

Report Access on DNR website

Go to our website at:

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

In the blue-gray box in the top right corner, click “Log in” to access the online report.



Login Page

Type your WAMS ID and password, then click “Login”

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.

[WAMS Home](#) [Wisconsin Portal Home](#)
Please don't bookmark this page.

If you have problems logging in, go to the [DNR IW Annual Reports Web page](#), click on the “Create WAMS ID” tab and read “Fix problems with your WAMS ID/password.”

My Facility Page

1. Select your **IW Generator** facility, click anywhere in that line.
 - **Wait for the line to turn blue**
2. Once it is blue, click “Next” in the blue bubble. The Facility Details page will load.

Wisconsin Department of Natural Resources

Waste & Materials Management System - My Facility

MyFacility(s)

Welcome to the WI-DNR Waste and Materials Management Program on-line reporting system.

The **facilities** (i.e., organization, company, municipality or county) and **activities** for which you are registered to report are listed below. If you report for more than one facility or for multiple activities at your facility, you must select the correct facility and activity in the list to proceed.

If you **don't see the facility or activity** that you are looking for, check that you have registered yourself for that facility or activity at <http://dnr.wi.gov/topic/switchboard/>. This is the DNR **Switchboard** application where you can verify what you are registered for and can request access if necessary.

To **select** the facility you wish to report for, **click** on the row and then **click** the “Next” button.

Select a Facility

Activity	Facility	Address	County	FID
IW Generator	HSBS ST VINCENT HOSPITAL DIALYSIS CENTER	1920 Libal St Green Bay, WI 54301-2471	Brown	405198310
IW Generator	NORTH CENTRAL HEALTH CARE	1100 Lake View Dr Wausau, WI 54403-6799	Marathon	737109670
IW Generator	ST MARY'S HOSPITAL	1726 Shawano Ave Green Bay, WI 54303-3282	Brown	405047610
IW Generator	ST NICHOLAS HOSPITAL	1601 N Taylor Dr Sheboygan, WI 53081-1999	Sheboygan	460036390
IW Generator	UW HEALTH (1 S PARK)	1 S Park Dr Madison, WI 53715-1375	Dane	113302200

Next

#1 click:
IW
Generator

#2 Click:
Next

Verify your
Facility
Information

*Make sure you choose the
IW Generator Activity

Facility Details Page

No changes can be made on this page.

To change details, contact us at DNRMedicalWaste@wisconsin.gov.

Click once on the “Inf Waste Gen Annual Report” link in the top blue bar. Wait for the Report List page to load.

Wisconsin Department of Natural Resources
Waste & Materials Management System - Facility Details
[MyFacility\(s\)](#) >> Facility Detail

ST MARY'S HOSPITAL
FID: 405047610
Activity: IW Generator

Details: > [Facility](#) [Contact](#) [WDNR Contact](#)
Reports: [Inf Waste Gen Annual Report](#)

For an online report, click on the report name in the **Reports** line of the blue box above.

This is the address information we have on file for your facility. If any of this information needs updating, please **contact us** for the requested updates.

Name: ST MARY'S HOSPITAL
Street: 1726 Shawano Ave
City: Green Bay **State:** WI **Zip:** 54303-3282
County: Brown
DNR Region: Northeast Region

IW Generator Details

Generator Type:
Website:



Report List Page, first time

Before entering your 2015 annual report the first time,
you must verify or update your facility's contacts.

(For the 2014 annual report, "verify contacts" won't work. Instead, go to slide 9, step #2.)

Wisconsin Department of Natural Resources

Waste & Materials Management System - Report List [Logou](#)

[MyFacility\(s\)](#) >> IW Annual Report List

St Marys Hospital

FID: 405047610
Activity:

Details: [Facility](#) [Contact](#) [WDNR Contact](#)

Reports: > **Inf Waste Gen Annual Report**

Verify Contacts and Access Your Report

You may only **access your report** after you have verified each of the following facility contacts:

- Primary Contact
- Signatory Contact (as applicable)
- Billing Contact (as applicable)

To verify contacts, click the Verify Contacts button below. You only need to verify your contacts once, unless they change while you are completing the report.



To select your annual report, click on the current reporting year line in the list and then click the "Next" button.

Year	Submitted	Status	Final Decision	Original PDF
2015		New		
2014	12-15-2015	Submitted		

Verify Contacts Page

Andys IW Hospital
Activity: IW Generator

Details: [Facility](#) [Contact](#) [WDNR Contact](#)
Reports: [Inf Waste Gen](#) [Annual Report](#)

Primary Contact - Is all the information below correct? Yes No
The primary contact is the first point of contact for DNR for facility infectious waste.

Last Name: * Kemp
First Name: * Andy
Title: President01234567890123456789012345678901234567890
Email: * ak@gmail.com
Phone: * 912-111-2222 Ext: 12345
Street Address: * 1234 First Street
City: * Oakland State: * CA Zip: * 11111

Signatory Contact(Director) - Is all the information below correct? Yes No
The Signatory Contact is known as the "Director", which is the highest ranking official that works at the facility.

This contact is the **same as Primary Contact**

Last Name: *
First Name: *
Title: *
Email: *
Phone: * Ext: *
Street Address: *
City: * State: * AL Zip: *

Billing Contact - Is all the information below correct? Yes No
Invoices for payment of annual fees will be emailed to this person and this email address.

This contact is the **same as Primary Contact** This contact is the **same as Signatory Contact(Director)**

Last Name: *
First Name: *
Title: *
Email: *
Phone: * Ext: *
Street Address: *
City: * State: * AL Zip: *

Save Reset Cancel

#1 answer

#2 answer

#3 answer

#4 Click

“Yes”
verifies the
contact
information

“No”
allows you
to update
the fields

Report List Page, second time

To enter your IW Annual Report online form:

1. Ensure you have verified contacts.
2. Click *once* on the line showing the report year. For example: year 2015.
 - **Wait for the line to turn blue.**
3. When the line is blue, click *once* on the “Next” bubble. Wait for the report to load.

St Marys Hospital

FID: 405047610

Activity: IW Generator

Details: [Facility](#) [Contact](#) [WDNR Contact](#)

Reports: > Inf Waste Gen Annual Report

Verify Contacts and Access Your Report

You may only **access your report** after you have verified each of the following facility contacts:

- Primary Contact
- Signatory Contact (as applicable)
- Billing Contact (as applicable)

To verify contacts, click the Verify Contacts button below. You only need to verify contacts once while you are completing the report.

Verify Contacts

You have verified contacts

To select your annual report, click on the current reporting year line in the list and then click the “Next” button.

Year	Submitted	Status	Final Decision	Original PDF
2015		New		
2014	12-15-2015	Submitted		

Next

View Original

#1 Look for this message (2015) (it won't show for 2014)

#2 Click & wait for line to turn blue

#3 Click

You're in the Annual Report!

Remember to
SAVE often!

Do not type while saving
is in progress!

2015 Infectious Waste Annual Report	Report Due 8/26/2016	Save	Validate	Exit Report	Print	Contact Us
St Marys Hospital - 405047610						

2015 INFECTIOUS WASTE ANNUAL REPORT - ST MARYS HOSPITAL - 405047610

State of Wisconsin - Department of Natural Resources

Form 4400-177 (Rev - 07/2016)

Welcome to the Online Infectious Waste Annual Report Form

Here are a few Quick Tips:

- > START AT THE TOP: Answer the questions in order moving down report.
- > MOVE UP AND DOWN: Use the browser scroll bar or the keyboard up/down arrows. Do NOT use the browser back arrow.
- > SAVE YOUR WORK OFTEN: Click the "Save" button on the report title bar.
- > READ THE INSTRUCTIONS: Click on the icon for instructions throughout the form.
- > ASK FOR HELP: If you have questions or problems, click the "Contact Us" button in the report title bar.

NOTICE: Pursuant to s. NR 526.15, Wis. Adm. Code, completion of an Infectious Waste Annual Report 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 complete report to the Department of Natural Resources (DNR) is punishable by a forfeiture of not less than \$10 nor more than \$5,000, s. 299.97, Wis. Stats.). 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.). Unless otherwise noted, all citations refer to Wisconsin Administrative Code.

SECTION A - GENERATOR INFORMATION

- See tips on next slide
- Line-by-line instructions can be found in the report and on our webpage at:

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

Tips

- **Answer the questions in order.** This ensures your report will be complete.
- **Save your work often!** The 2015 report saves more quickly than it did in 2014.
 - The report will “time out” after 20 minutes of inactivity, and unsaved changes will be lost.
 - If the “Save” button is not obvious, you must use another browser. Try Safari, Firefox, Chrome or IE 10.
- **Do not use browser’s back button!** The report form is one long page. Scroll up and down. If you try to go back using your browser’s back button, you will lose all unsaved work.

More Tips

- **Save data before using “Exit Report” button.**
“Exit Report” takes you back to the IW Annual Report List page.
- **For more tips and for troubleshooting advice,** see the “Access your report” tab on the DNR Infectious Waste Annual Report web page
<http://dnr.wi.gov/topic/HealthWaste/IWReport.html>

Submit, Sign & Send Fee

Finishing your report involves three steps:

Step 1: Submit the online form

You must click the "submit" button in the report before the due date and time, or the DNR will charge a \$25 late fee.

Step 2: Sign and send in original signature page

Immediately after you submit the report, the preparer and the director should receive a confirmation email with the signature page. (If not, look in their "spam" folders or contact DNR.) **Send the original signature to the DNR In Madison** as directed on the Signature page. If you send it to Milwaukee, it will be lost.

Step 3: Send in filing fee payment

Immediately after you submit the report, the billing contact should receive an email with a DNR invoice attached. **Send your payment and invoice stub to the DNR in Milwaukee** as directed on the invoice. **You must include the invoice stub with your check for proper processing.**

Questions?

If you encounter any issues with the report or have general questions, contact us!

DNRMedicalWaste@Wisconsin.gov

For a faster response, please **include your FID and facility name in the subject line of all correspondence.**

If you want a call back, include a phone number and a good time to call.