

# RU Annual Report Login and Navigation Quick Reference

## Logging In

On the **Log In** page, enter your Wisconsin User ID and password.

## MyFacility page

In this system, a municipality or county is called a "facility" and may have different roles, including responsible unit and materials recovery facility.

- 1 If more than one facility or role is displayed, click on the role for the facility that you are interested in. Your selection will be highlighted.
- 2 Click the **Next** button to see detailed information and access your annual report.

## Wisconsin Department of Natural Resources

### Waste & Materials Management System

#### MyFacility(s)

The Wisconsin Department of Natural Resources maintains a secure Internet site for online reporting. Access is restricted to individuals authorized to provide data on behalf of a facility to the DNR.

In this reporting system, your organization, company, municipality or county is considered a **facility** and different solid waste and recycling activities you undertake are **roles**.

The **first table** below lists **facilities** for which you are authorized to provide data. In most cases, there will just be one, but **if you do reporting for multiple facilities, select the facility** you wish to access at this time by clicking on the name to highlight it.

The **second table** lists your facility's **roles**. Click the appropriate role to highlight it and then click the 'View Details' button to access further details and forms.

If you **don't see the facility or role** that you are looking for, make sure you have registered yourself for that facility or role. This link will take you to more details on registration: <http://dnr.wi.gov/topic/switchboard/>

#### Select a Facility

Role	Facility	Address	County	Region	Program	Category
Materials Recovery Fac	Advanced Disposal (Medford)	645 Jensen Dr Medford, WI 54451	Taylor	Northern Region	Solid Waste	Processor/Treatment
Materials Recovery Fac	Advanced Disposal Services (Marshfield)	501 S Hume Ave Marshfield, WI 54449	Wood	West Central Region	Solid Waste	Processor/Treatment
Responsible Unit	Town of Bergen		Marathon	West Central Region	Solid Waste	Generator/Collector
Materials Recovery Fac	Town of West Bend	6355 County Road Z West Bend, WI 53095	Washington	Southeast Region	Solid Waste	Processor/Treatment
Responsible Unit	Town of West Bend		Washington	Southeast Region	Solid Waste	Generator/Collector
Responsible Unit	Village of Cambridge		Dane	South Central Region	Solid Waste	Generator/Collector
Responsible Unit	Village of Merrimac		Sauk	South Central Region	Solid Waste	Generator/Collector

Next
←
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## Facility Detail page

- 1 Make sure "Responsible Unit" appears in the drop-down menu in the upper right.
- 2 Review and update your facility's website. Click the **Save** button when finished.
- 3 To access the annual report form, click the Annual Report link in the top menu bar.

**Wisconsin Department of Natural Resources**

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### Waste & Materials Management System

[MyFacility\(s\)](#) >> **Facility Detail**

**Facility Name:** Town of West Bend  
**Municipal Code:** 66026  
**Facility Role:**  ▼ 1

**Profile:** > [Facility](#) [Contact](#) [WDNR Contact](#)

**Submittals:** [Annual Report](#) [Grants](#)

**Facility Details**

Review and update your facility's preferred 3 and mailing address. If you have a website, enter the address and click the 'Test Link' button. A new browser window or tab will show the page. If you enter an invalid address you will get an error message. When you have finished, click the 'Save' button below.

Use the links in the 'Submittals' line of the shaded bar above to access report forms for the role listed in the upper right above the shaded bar. If you do not see the form you need, you can change to the correct role using the dropdown.

**You do not need to edit the information below.** You will be able to update your facility's address information in the report form.

**Name:** Town of West Bend  
**Location:** Municipal Area and its members  
**County:** Washington  
**DNR Region:** Southeast Region

**Responsible Unit Details**

**RU Type:** Single  
**RU Population:** 4,775  
**RU Pop Density:** 334.11  
**Website:**  Test Link

Save 2



## Annual Report List page

- 1 Click on the report year that you wish to enter. Your selection will be highlighted. Clicking on a report with the status of Final will open a PDF version of that report.
- 2 Click the **Go To** button to open your report.

### Wisconsin Department of Natural Resources

#### Waste & Materials Management System

MyFacility(s) >> Annual Report List

Facility Name: Town of West Bend

Municipal Code: 66026

Facility Role: Responsible Unit

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

Submittals: [> Annual Report](#) [Grants](#)

The table below shows a list of all the annual reports your organization has submitted. From this page, you can select a report to complete or print as a PDF.

#### Completing a current report

In the table below, click the current report year to highlight it, then click the 'Go To' button to enter the form. You do not need to complete the entire form in one sitting. You will be able to save your work and return later. Save your work often. If you have not done anything in the form for 20 minutes, your session will time out and unsaved changes will be lost.

#### Viewing and printing submitted reports

Once you have submitted a report, you can highlight it in the table below and click 'Go To' to open a PDF. Be sure to do this for the current year's report so you can print and mail the signature page and get a copy of an invoice for any fees owed.

#### Instructions

The following [quick reference guide](#) provides an overview to navigating the form. You may also view or print more [detailed instructions](#) for completing the report form. You can also access these instructions at any time using the 'Instructions' button in the left-hand menu of the form.

Year	Submitted	Status	Final Decision	Original PDF
2013		New		
2012	03-19-2013	Final	05-15-2013	
2011	03-07-2012	Final	03-08-2012	
2010	03-23-2011	Final	03-28-2011	
2009	04-19-2010	Final	06-14-2010	
2008	04-20-2009	Final	07-08-2009	

[Go To](#) [View Original](#)



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## General Annual Report Form Navigation

**Wisconsin Department of Natural Resources**

### Waste & Materials Management System

[Logout](#) [Contact Us](#)

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

**RU Name:** Town of West Bend **Municipal Code:** 66026  
**RU Category:** Single **Last Grant Year:** 2013 **RU Population:** 4,775

#### SECTION 2: EFFECTIVE PROGRAM INFORMATION

All questions in this section relate to your collection of **s. NR 544 Table 1 recyclables**, listed below. You will be able to report on collection of other materials (such as tires, appliances and yard waste) in section 3C.

- Newspaper
- Corrugated cardboard
- Magazines
- Residential mixed paper
- Aluminum containers
- Steel/Bi-metal (tin) containers
- Plastic containers
- Foam polystyrene packaging
- Glass containers

**Save your work often using the 'Save' button in the left-hand menu. After saving, you can move to other areas of the form or exit the system, then return later to complete this section.**

#### A. Collection of Recyclables for 1-4 Residential Unit Housing

Review and update information on how you program collected recyclables from 1 to 4 unit residential dwellings during the previous calendar year. ⓘ

Do you have curbside collection?  Yes  No

What is your primary curbside collection method?

How often are recyclables picked up?

How is curbside service provided? (Check all that apply)

- RU provides service with municipal service and staff
- RU contracts another municipality to provide services with their equipment and staff
- RU contracts private hauler(s) to provide collection service
- Residents contract private hauler for their recyclable pickup % of population that does this

### 1 Navigating back to list of reports or other forms

- Click on links in this list of “breadcrumbs” to return to screens you were on before entering the report form.

### 2 Navigating among sections of the form

- Click on a section name to go to that section. If you have unsaved changes, you will get a prompt asking if you want to save changes before leaving the current section.
- A check mark next to a section indicates it has been completed and validated. You must complete and validate all four sections before submitting your report. We recommend that you complete the sections in numerical order.

### 3 Report tools

- Use the **Save** button to save your changes at any point during the process. This button will not check for errors or incomplete answers.
- Use the **Save/Validate** button when you are finished with a section. This button will both save your changes and check for errors or incomplete answers. You will receive a prompt listing any problems you need to fix. After fixing them, click the Save/Validate button again. Once you have successfully validated a section, a check mark will appear next to the section name at the top of the menu bar.
- The **Submit** button will only be activated once you have completed and validated all four sections of the report.
- Use the **Print** button to print a copy of your report at any point during the process. It will include any information you have entered and saved.
- Click the **Instructions** button to view a PDF of a more detailed set of instructions for navigating and completing your report, including definitions and other background information.