

Annual Report Home Page

- Screen to go back to for “starting over”
- Header information shows Facility Name, Facility ID number, EPA ID number and DNR hazardous waste regional contact for your facility
- Content on page shows tips for using the Web Reporting System, specifics to the Hazardous Waste Annual Report and instructions/help available
- Use navigation links to go to other screens of the reporting program by clicking on any of the report components listed along left side of screen

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The Annual Report Home Page is the first screen you will see in the Web Reporting System once you have selected Hazardous Waste Annual Report from your facility’s Switchboard list of what you can do. You can return to this screen at any time during the reporting process to reorient yourself. The header information on this screen shows the name, facility identification number and EPA ID number for the facility you are reporting on. It also shows the name and phone number of the DNR hazardous waste reporting contact who can help if you have questions while reporting for this facility. At the top right of the screen, there are several links identified as Back to Switchboard, Sign Out and Help. Use Back to Switchboard if you want to stop working on the facility shown at the top of the screen and choose another facility. Use Sign Out if you want to leave the Web Reporting System and the DNR Switchboard. If you leave the program, the data entry that you completed and saved will be retained. When you return to the system, you can resume reporting where you left off. The Help link directs you to a Web page with reporting information and links to tutorials on specific screens in written format.

Annual Reporting System Home - Windows Internet Explorer
 http://devlroot.dnr.state.wi.us/crs/crsexternal/AL_WM_Home.asp

Wisconsin Department of Natural Resources

Hazardous Waste Reporting

Annual Reporting Home
 Update Facility Info
 Update Contacts
 Reporting Requirements
 Completeness Check
 Submit Data
 Download Forms

Facility - 268162730 : A & A MFG CO INC, EPA ID : WIR000000828
 DNR Contact : Susan Brumberg, (715) 839-3734

ANNUAL REPORTING HOME PAGE
To begin reporting for this facility, click on one of the report components listed along the left side of this screen
Congratulations! You can complete the 2012 Hazardous Waste Reporting for this facility.

Again this year, we are using an Internet program to collect hazardous waste annual reporting data. You will do all of your reporting by entering information through your Web browser, onto screens.

Tips for Using the Web Reporting System

- Each page in which you enter data contains a Save button. You must click on the Save button to save the information you entered.
- If you do not have all of the information available to you during one session, you can return to the program at another time and the data you saved will be presented to you at the new session.
- The program will disconnect from your computer if it detects no key action over a 30 minute period.
- Each screen has a Help link in the upper right corner. Clicking on it will display a Web page with information and instructions for each of the components of the reporting system.

Hazardous Waste Reporting Specifics

- The reporting deadline is Friday, March 01, 2013
- 2012 is a hazardous waste 'short report' year. Answer the Reporting Requirements questions as they are presented to you and this program will only present the forms that you are required to supply information for.
- After you have completed your data entry, passed the completeness check and submitted your data electronically, you must print the Certification Form, have the waste report certifier at your site sign it, and send it to the address listed on the Certification Form.

Instructions and Help for Completing the Report

- The DNR's hazardous waste reporting [Web page](#) has general and specific information on completing the hazardous waste annual report for your facility.
- [View Web page help and download written instructions](#) on each component of the Web reporting system.
- For questions and assistance in completing the hazardous waste annual report, contact your local [Environmental Program Associate](#).

Web App Version: 4.0

Local intranet | Protected Mode: Off

The middle part of the annual report home page screen shows tips for using the Web Reporting System, information specific to the Hazardous Waste Annual Report and training/help available for using the Web Reporting System. The navigation links along the left side of the screen can be used to move from one part of the hazardous waste report to another. Check marks will be displayed in front of each reporting component that has been completed.