APM ePermitting Guidebook

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Chemical Permit Application for Non-Private Sites (3200-004)

Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

**Home Tab**

**Site or Project Name:**
Enter name of the waterbody/wetland site to be treated.

**Activity:**
Select Chemical Control Application.

The permit is now saved under your drafts and the following screen will appear:
**Eligibility:**
Answer questions based on the proposed treatment site. You must answer the questions before proceeding.

Note: If all answers are “no”, the site is considered private and you will be automatically directed to the private pond form. Please see Instructions for Chemical Permit Application Private Sites (3200-155)

**Enter previous years information (Optional)**
To autofill the administrative information from a previous permit, enter previous permit number and your business certification number and click Import Permit.

Click Contacts Tab to proceed.
Contacts Tab

Contact Information

Applicant or Pond Owner Information (Select Applicant Role)
Choose role. If Lake Organization, enter the name.
Fill out contact information as accurately as possible. Fields marked with red * are required.
**Waterbody Address**
Enter waterbody contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields are optional. Provide that information if it differs from the applicant contact information above.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
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<td>Email</td>
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<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Alternative Phone</td>
<td></td>
</tr>
</tbody>
</table>

**Applicator**
Enter applicator contact information. The certification number is for the person(s) applying the herbicide and the business location license # is for the firm. If you do not know the numbers, you can

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Name of Applicator</td>
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<tr>
<td>Email</td>
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<tr>
<td>Phone Number</td>
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</tbody>
</table>
search by last name and by business here: [www.kellysolutions.com/WI/Applicators/index.asp](http://www.kellysolutions.com/WI/Applicators/index.asp) Valid numbers for all people who will be handling (loading unsealed herbicide containers, mixing, or applying) must be supplied and the business also must be currently licensed with DATCP. Enter more than 1 number separated by a comma.

### Adjacent Riparian Property Owners or Other Individuals Sponsoring Removal

If you checked Yes to the previous question “Is there more than one property owner?” you are required to enter their name(s) and address(es). This is also needed if there are riparian property owners within 150’ of the site.

Check the **Uploaded riparian owners to attachment tab** box and upload a list of names and addresses as a separate file in a later tab OR fill in blanks in this section. Use the **Add Contact** button to add more fields as needed.

Click **Continue to Next Tab**
**Site Tab**

**Site Information - Has Missing Items**

**Water Body to Be Treated**

<table>
<thead>
<tr>
<th>Lake Property Owners Association or Lake District Representative:</th>
<th>None</th>
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</thead>
<tbody>
<tr>
<td>Water Body Name:</td>
<td></td>
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<tr>
<td>County:</td>
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</tr>
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<td>Latitude:</td>
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<td>Longitude:</td>
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<td>Range:</td>
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<tr>
<td>Direction:</td>
<td>E W</td>
</tr>
<tr>
<td>Lake Surface Area:</td>
<td>acres</td>
</tr>
<tr>
<td>Estimated Surface Area that is 10' or less:</td>
<td>acres</td>
</tr>
</tbody>
</table>

**Waterbody to Treated**

**Lake Property Owners' Association or Lake District Representative:**
Enter name if applicable. If none, check the **None** box.

**Waterbody Name and County:**
Enter the most accurate name and county corresponding to the site. The name could be waterbody name, property name, wildlife area name, etc.

**Latitude/Longitude:**
Select a point anywhere near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site.

**Township-Range-Section (TRS):**
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc) for TRS and make sure either E (east) or W (west) is selected.

**Lake Surface Area:**
Supply the total area of contiguous lake, wetland, etc. within which you are proposing to do herbicide treatment. There can be isolated pockets of treatment within the total area; it is sometimes appropriate to include several isolated wetlands onto one permit if they are part of the same project, and they are
near the same lake, for example. If in doubt about what can be included in a single permit, check with your APM coordinator.

**Estimated Surface Area that is 10 Feet or Less in Depth:**
Enter best estimate. For wetlands, most will be all shallow water, so the area would be the same as indicated in Lake Surface Area.

![Proposed Treatment Area Table](image)

**Proposed Treatment Area**

Area(s) Proposed for Control:

Determine the entire acreage of the contiguous wet area. You can figure that out using free tools such as Google Earth, WISFIRS, or the surface water data viewer (SWDV) here:

https://dnrmaps.wi.gov/H5/?Viewer=SWDV

Use the area measurement tool to delineate the wet area within which you want to control plants. Sometimes this may include getting a best estimate of scattered treatment areas within a larger wet area. Enabling the Wetland layer can help for certain wetland sites, and high ground does not need to be included since that area would not be wet.

Make a best effort to enter length, width, and depth for each polygon and the form will calculate the acreage and provide a grand total. Use the **Insert Item** button to add more polygons.

In cases where this is not feasible, enter an estimated grand total acreage and leave the other fields blank. Enter 1 for average depth of wetlands.

If the Grand Total is more than 10 acres, or more than 10% of the estimated area 10 feet or less in depth in Section 8, complete and attach Form 3200-004A, Large-Scale Treatment Worksheet.

**Is this area within or adjacent to a sensitive area designated by the Department of Natural Resources?**

Answer yes or no. If uncertain, you can use SWDV to check using the “Critical Habitat Areas” layer feature or contact your local APM Coordinator.

Click **Continue to Next Tab**.
Application Tab

Chemical Aquatic Plant Control Information - Form 3200-004 (9/2/17)

Notice: Use of this form is required by the Department for any application filed pursuant to s. 283.17(2), Wis. Stats., and Chapters NR 107, 200 and 205, Wis. Admin. Code. This permit application is required to request coverage for pollutant discharge into waters of the state. Personally identifiable information on this form may be provided to requesters to the extent required by Wisconsin’s Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Is this permit being requested in accordance with an approved Aquatic Plant Management Plan?

- Yes
- No

Treatment Type:
- Lake
- Pond
- Wetland
- Marina
- Other

Goal of Aquatic Plant Control:
- Maintain navigation channel
- Maintain boat landing and carry in access
- Improve fish habitat
- Maintain swimming area
- Control of invasive exotics
- Other

Nuisance Caused By:
- Algae
- Emergent water plants (majority of leaves & stems growing above water surface, e.g., cattail, bulrushes)
- Floating water plants (majority of leaves floating on water surface, e.g., water lilies, duckweed)
- Submerged water plants (leaves & stems below surface, flowering parts may be exposed: milfoil, coontail)
- Other

List Target Plants

- Algae
- Common/Glory Buckthorn
- Cootail
- Curly-Leaf Pondweed
- Duckweed
- Elodea
- Eurasian Watermilfoil
- Flowering Rush
- Hybrid Cattail
- Hybrid Watermilfoil
- Japanese Knotweed
- Narrow-Leaf Cattail
- Phragmites
- Reed Canary Grass
- Reed Manna Grass
- Starry Stonewort
- Yellow Floating Heart
- Yellow Iris

Other Target Plants:

Note: Different plants require different chemicals for effective treatment. Do not purchase chemical before identifying plants.

Chemical Aquatic Plant Control Information

Most questions are self-explanatory and are required fields. Please ensure answers are as accurate as possible. Make sure you include all species you intend to control using herbicide in a given year on the site. Use the Other Target Plants box to enter additional species.
Chemical Control

Full Trade Name(s) of Proposed Chemical(s):
Select Chemical Name:

- Add Herbicide

Other (not listed above) Other:

Have the proposed chemicals been permitted in a prior year on the proposed site?
- All
- Some
- None

Method of Application: Select pre-defined or type in an other value...

What were the results of the treatment?

NOTE: Chemical fact sheets for aquatic pesticides used in Wisconsin are available from the Department of Natural Resources upon request.

Alternatives to Chemical Control:

If No, Why Not?

1. Mechanical harvesting: Yes No
2. Manual removal: Yes No
3. Sediment screens/covers: Yes No
4. Dredging: Yes No
5. Lake drawdown: Yes No
6. Nutrient controls in watershed: Yes No
7. Other: Yes No

Note: If proposed treatment involves multiple properties, consider feasibility of each alternative for each property owner.

Will surface water outflow and/or overflow be controlled to prevent chemical loss?
- Yes
- No

Is the treatment area greater than 5% of surface area?
- Yes
- No

Chemical Control

Full Trade Name(s) of Proposed Chemicals:

Use the dropdown list to select the proposed chemicals you wish to use and use the Add Herbicide button to enter more than one.

If a chemical is not listed, enter the full trade name under “Other” as long as it is registered for aquatic use in Wisconsin and that its use at the site is consistent with the site type(s) listed on the label. For instance, if a chemical lists canals (and that’s the only wet site listed), the chemical cannot be used in a wetland. Herbicides registered for use in Wisconsin can be searched here, including the labels: www.kellysolutions.com and click on the map of Wisconsin.

Method of Application and past results:

Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation. Describe any past results if the site was permitted in prior years.

Alternatives to Chemical Control:

Answer these appropriately and be sure to enter a reason if that alternative was not considered.

Surface water outflow be controlled?
For wetlands, answer No unless there is a check dam of some kind downstream from the treatment sites that will be used.

Remaining questions: Answer appropriately.

**WPDES Permit Request**

WPDES permits are required to comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to “waters of the state” – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.
WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. If needed, see detailed information here:
https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html

Fill out the appropriate responses and then click **Attachments**.
**Attachments Tab**

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked *Complete* on this tab. If marked *Has Missing Items* as shown here, go back to the tab and enter the required fields.

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### Required Attachments and Supplemental Information

<table>
<thead>
<tr>
<th>Attachments Tab</th>
<th>Contacts</th>
<th>Site</th>
<th>Application</th>
<th>Attachments</th>
<th>Payment</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
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<td>[Edit Form]</td>
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</tr>
<tr>
<td><strong>Completion Status:</strong></td>
<td><em>Has Missing Items</em></td>
<td><em>Has Missing Items</em></td>
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<td></td>
</tr>
</tbody>
</table>

- **Chemical Aquatic Plant Control Application**: [Edit Form]  
  - **Completion Status**: *Complete*

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**Upload Required Attachments** *(15 MB per file limit)*

*Help reduce file size and trouble shoot file uploads*

*indicates completion of this item is required*

**Note**: To add additional attachments using the down arrow icon. To replace an existing file, use the 'Click here to attach file' link. To remove additional items, select the item and press CNTRL Delete.

- **Riparian Owners**: [Click here to attach a file]
- **Public Notice**: [Click here to attach a file]
- **Large Scale Worksheet**: [Click here to attach a file]
- **Site Map**: [Click here to attach a file]

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**Upload Required Attachments**

**Riparian Owners:**

If you checked the box from the *Contacts Tab*, you are required to upload a file containing the owners list.
Public Notice and Large-Scale Worksheet:
Required only if the estimated acreage is greater than 10 OR if the estimated acreage is greater than 10% of the water body area that is 10 feet or less in depth.

Site Map:
Outline the proposed treatment area and ensure that the map includes some landmarks such as roads and access points. Indicate the direction of surface water flow out of the unit if applicable. If there is a river or creek, draw an arrow and label it “flow”. Use the tools used for calculating acreage to generate a map (e.g., https://dnrmaps.wi.gov/H5/?Viewer=SWDV).

Use the Add another map button to add any other documents you wish to submit with the application.

Click the Payment tab at the top of the page.
Payment Tab

The fee is calculated from the acreage information entered on the Site tab. Click **Pay Online** to begin the payment process and follow the instructions. Then click the **Signature** tab.
**Signature Tab**

### Applicant Responsibilities and Certification

1. The applicant has prepared a detailed map which shows the length, width and average depth of each area proposed for the control of rooted vegetation and the surface area in acres or square feet for each proposed algae treatment.

2. The applicant understands that the Department of Natural Resources may require supervision of any aquatic plant management project involving chemicals. Under s. NR 107.07, Wis. Admin. Code, supervision may include inspection of the proposed treatment area, chemicals and application equipment before, during, or after treatment. The applicant is required to notify the regional office 4 working days in advance of each anticipated treatment with the date, time, location and size of treatment unless the Department waives this requirement. Do you request the Department to waive the advance notification requirement?

3. The applicant agrees to comply with all terms or conditions of this permit, if issued, as well as all provisions of Chapter NR 107, Wis. Admin. Code. The required application fee is attached.

4. The applicant will provide a copy of the current application to any affected property owners’ association Inland Lake District and, in the case of chemical applications for rooted aquatic plants, to all owners of property, rental or adjacent to the treatment area. The applicant has also provided a copy of the current chemical fact sheet for the chemicals proposed for use to any affected property owner’s association or Inland Lake District.

5. Conditions related to Invasive species movement. The applicant and operator agree to the following methods required under s. NR 109.06(2), Wis. Admin. Code for controlling, transporting and disposing of aquatic plants and animals, and moving water:
   - Aquatic plants and animals shall be removed and water drained from all equipment as required by s. 30.07, Wis. Stats., and ss. NR 19.955 and 46.07, Wis. Admin. Code.
   - Operator shall comply with the most recent Department approved “Boat, Gear, and Equipment Decontamination and Disinfection Protocol.” Manual Code 95187.5, www.dnr.wi.gov/dnr/cww/95187.5.html

All portions of this permit, map and accompanying cover letter must be in possession of the chemical applicator at the time of treatment. During treatment all provisions of Chapter NR 107.07 and NR 107.08, Wis. Admin. Code, must be complied with, as well as the specific conditions contained in the permit cover letter.

**I hereby certify that the above information is true and correct and that copies of this application have been provided to the appropriate parties as indicated in section II and that the conditions of the permit will be adhered to. All portions of this permit, map and accompanying cover letter must be in possession of the applicant or their agent at time of plant removal. During plant removal activities, all provisions of applicable Wisconsin Administrative Rules must be complied with, as well as the specific conditions contained in the permit cover letter.**

### Steps to Complete the signature process

**IMPORTANT:** All email correspondence will be sent to the address associated with your WAMS ID.

1. Read and Accept the Responsibilities and Certification
2. Press the Initiate Signature Process button
3. Open the confirmation email for a one time confirmation code and instructions to complete the signature process.

You will receive a final acknowledgement email upon completing these steps.

Check if you are agreeing as Agent for Applicant.

[ ] I hereby certify that the above information is true and correct and that copies of this application have been provided to the appropriate parties as indicated in section II and that the conditions of the permit and permit cover letter will be adhered to.

[ ] [Initiate Signature Process]

Review Applicant Responsibilities and Certification items 1 – 5 before starting the signature process. You are agreeing with these statements or signifying you have completed them. Under item 2, you may request that APM staff not supervise the treatment, but the program may require it, in which case you would need to give notice to the regional APM staff of any application at least 4 business days before the treatment. If this is the case, your permit cover letter will specify this.

If there were one or more property owners adjacent to your treatment area, or a lake organization representative listed in section II, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a post-card containing a link to a live website where a copy of the permit application can be read in full.

The signature process has two steps. Please read the instructions carefully. Check the first box ONLY if you are “agent for applicant.” Check the “I hereby certify...” box and click **Initiate Signature Process.** Follow prompts and you will receive an email. You will need to click the link there in order to finalize the signature process.
Chemical Permit Application for Private Sites (3200-155)

Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

![Aquatic Plant Management Screen]

**Home Tab**

**Site or Project Name:**
Enter name of the waterbody/wetland site to be treated. It is best to use the pond owner’s name here.

**Activity:**
Select *Chemical Control Application*.

The permit is now saved under your drafts and the following screen will appear:
Eligibility:
Answer questions based on the proposed treatment site. You must answer the questions before proceeding. These should all be “no” to fit the definition of a private site. If any are “yes”, the site is considered non-private and will be automatically directed to the non-private form. Please see Instructions for Chemical Permit Application Non-Private Sites (3200-004)

Enter previous years information (Optional)
To autofill the administrative information from a previous permit, enter previous permit number and your business certification number and click Import Permit.

Click Contacts Tab at the top to proceed.
Contacts Tab

Contact Information

Applicant or Pond Owner Information (Select Applicant Role)
Role should be Private Individual.
Fill out contact information as accurately as possible. Fields marked with red * are required.

Additional Contact Information
Enter additional contact information if it differs from the applicant contact information above.
Applicator
Enter applicator contact information. The certification number is for the person(s) applying the herbicide and the business location license # is for the firm. If you do not know the numbers, you can search by last name and by business here: www.kellysolutions.com/WI/Applicators/index.asp Valid numbers for all people who will be handling (loading unsealed herbicide containers, mixing, or applying) must be supplied and the business also must be currently licensed with DATCP. Enter more than 1 number separated by a comma.

Click Continue to Next Tab
**Site Tab**

Site Information - Has Missing Items

Water Body to be Treated

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Body Name:</td>
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<tr>
<td>County:</td>
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<td>Latitude:</td>
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<td>Direction:</td>
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<tr>
<td>Lake Surface Area:</td>
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</tr>
<tr>
<td>Estimated Surface area that is 10 ft or less</td>
<td></td>
</tr>
</tbody>
</table>

**Waterbody to Treated**

**Waterbody Name and County:**
Enter the owner’s name and county corresponding to the site.

**Latitude/Longitude:**
Select a point anywhere near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site.

**Township-Range-Section (TRS):**
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc) for TRS and make sure either E (east) or W (west) is selected.

**Lake Surface Area:**
Supply the total area of contiguous pond within which you are proposing to do herbicide treatment.

**Estimated Surface Area that is 10 Feet or Less in Depth:**
Enter best estimate.
Proposed Treatment Area

Area(s) Proposed for Control:
Determine the entire acreage of the contiguous wet area. You can figure that out using free tools such as Google Earth, WISFIRS, or the surface water data viewer (SWDV) here: https://dnrmaps.wi.gov/H5/?Viewer=SWDV

Use the area measurement tool to delineate the pond area and determine an estimated acreage. Use the Insert Item button to add more sites if there is more than one pond. The form with automatically calculate a sum.

Click Continue to Next Tab.
**Application Tab**

### Chemical Aquatic Plant Control Information - Form 3200-155 (8/6/19)

Notice: Use of this form is required by the Department for any application filed pursuant to s. 283.17(2), Wis. Stats., and Chapters NR 107, 120 and 205, Wis. Ann. Code. This permit application is required to request coverage for pollutant discharge into waters of the state. Personally identifiable information on this form may be provided to requesters to the extent required by Wisconsin’s Open Records Law [s. 19.31-19.99, Wis. Stats.].

**Nuissance Caused By:**
- Algae
- Emergent water plants (majority of leaves & stems growing above water surface, e.g., cattail, bulrushes)
- Floating water plants (majority of leaves floating on water surface, e.g., water lilies, duckweed)
- Submerged water plants (leaves & stems below surface, flowering parts may be exposed: milfoil, coontail)
- Other

**List Target Plants**

<table>
<thead>
<tr>
<th>Chemical</th>
<th>Species</th>
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<tr>
<td>Algae</td>
<td>- Flowering Rush</td>
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<tr>
<td></td>
<td>- Purple Loosstrife</td>
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<tr>
<td></td>
<td>- Hybrid Cattail</td>
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<td></td>
<td>- Reed Canary Grass</td>
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<tr>
<td></td>
<td>- Hybrid Watermilfoil</td>
</tr>
<tr>
<td></td>
<td>- Reed Manna Grass</td>
</tr>
<tr>
<td>Curly-Leaf Pondweed</td>
<td>- Japanese Knotweed</td>
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<tr>
<td>Duckweed</td>
<td>- Nalad</td>
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<td>Elosea</td>
<td>- Yellow Floating Heart</td>
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<tr>
<td>Eurasian Watermilfoil</td>
<td>- Narrow-Leaf Cattail</td>
</tr>
<tr>
<td></td>
<td>- Yellow Iris</td>
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<tr>
<td></td>
<td>- Phragmites</td>
</tr>
<tr>
<td></td>
<td>- Pondweed</td>
</tr>
</tbody>
</table>

**Other Target Plants:**

Note: Different plants require different chemicals for effective treatment. Do not purchase chemical before identifying plants.

### Chemical Control

**Full Trade Name(s) of Proposed Chemical(s):**

Use the dropdown list to select the proposed chemicals you wish to use and use the **Add Herbicide** button to enter more than one.

If a chemical is not listed, enter the full trade name under “Other” as long as it is registered for aquatic use in Wisconsin and that its use at the site is consistent with the site type(s) listed on the label. For instance, if a chemical lists canals (and that’s the only wet site listed), the chemical cannot be used in a
wetland. Herbicides registered for use in Wisconsin can be searched here, including the labels: [www.kellysolutions.com](http://www.kellysolutions.com) and click on the map of Wisconsin.

**Method of Application and past results:**
Describe how the herbicides will be applied by choosing from the dropdown or entering a custom explanation. Describe any past results if the site was permitted in prior years.

**WPDES Permit Request**
WPDES permits are required to comply with the Clean Water Act. Therefore, it is separate from the DNR required NR 107 permit. It has been included in this form to minimize paperwork. Chemicals applied to “waters of the state” – which includes any public or private surface water including wet sites with saturated soils – are considered a point source pollution and require permission to discharge.

It is the responsibility of the person who applies for a permit that someone involved in the treatment has WPDES coverage for their business. There is no cost for WPDES permits, and it would be valid for a period of 5 years.
WPDES permits are administered by the Wastewater Bureau. Jennifer Jerich oversees this WPDES permit for the Wisconsin DNR. If needed, see detailed information here: https://dnr.wi.gov/topic/wastewater/aquaticpesticides.html

Fill out the appropriate responses and then click **Attachments**.
Attachments Tab

Check that Contacts, Site, and Chemical Aquatic Plant Control Application are marked Complete on this tab. If marked Has Missing Items as shown here, go back to the tab and enter the required fields.

Upload Required Attachments (15 MB per file limit) - Help reduce file size and troubleshoot file uploads
*indicates completion of this item is required

Note: To add additional attachments using the down arrow icon. To replace an existing file, use the ‘Click here to attach file’ link. To remove additional items, select the item and press CNTRL Delete.

Upload Required Attachments

Site Map:
Outline the proposed treatment area and ensure that the map includes some landmarks such as roads and access points. You can use various map tools listed above (e.g., https://dnrmaps.wi.gov/H5/?Viewer=SWDV).

Use the Add another map button to add any other documents you wish to submit with the application.

Click the Payment tab at the top of the page.
Payment Tab

There is a $20 base application fee. Click **Pay Online** to begin the payment process and follow the instructions. Then click the **Signature** tab.

Signature Tab

Review Applicant Responsibilities and Certification items 1 – 5 before starting the signature process. You are agreeing with these statements or signifying you have completed them. You may request that APM staff not supervise the treatment. The determination will be in your permit cover letter.

If there were any property owners adjacent to your treatment area, signing your permit indicates you have provided a copy of this permit to them. You can mail via postal service, email, or hand-deliver a copy. You can also mail a post-card containing a link to a live website where a copy of the permit application can be read in full.

The signature process has two steps. Please read the instructions carefully. Check the first box ONLY if you are “agent for applicant.” Check the **“I hereby certify…”** box and click **Initiate Signature Process**. Follow prompts and you will receive an email. You will need to click the link there in order to finalize the signature process.
Mechanical/Manual Permit Application (3200-113)

Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

**Home Tab**

**Site or Project Name:**
Enter name of the waterbody/wetland site to be treated.

**Activity:**
Select *Mechanical Control Application*.

The permit is now saved under your drafts and the following screen will appear:
**Enter previous years information (Optional)**
To autofill the administrative information from a previous permit, enter previous permit number and your business certification number and click *Import Permit*.

Click *Contacts* Tab to proceed.
Contacts Tab

Contact Information

Applicant or Pond Owner Information (Select Applicant Role)
Choose role. If Lake Organization, enter the name.
Fill out contact information as accurately as possible. Fields marked with red * are required.
### Waterbody Address
Enter waterbody contact information. Enter the most accurate address you can find for the site. If you cannot find a specific street address, enter the nearest road name/intersection or fire number. The other fields are optional. Provide that information if it differs from the applicant contact information above.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Alternative Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

### Removal Firm Information (if sub contracted)
Enter contact information if applicable.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Firm</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Wisconsin</td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Alternative Phone Number</td>
<td></td>
</tr>
</tbody>
</table>
Adjacent Riparian Property Owner Names or Other Individuals Sponsoring Removal

Enter name(s) of project participants and/or if there are riparian property owners within 150’ of the site. Indicate which are participants and which are not. Use Insert Riparian Owner button to add more names.

If you prefer to upload a list as a separate file, enter “see attached list” and choose No for project participant. Be sure to then upload a list in the Attachments tab containing the necessary information.

Click Continue to Next Tab
Site Tab

Site Information - Has Missing Items

Waterbody to Treated

Lake Property Owners’ Association or Lake District Representative:
Enter name if applicable. If none, check the None box.

Waterbody Name and County:
Enter the most accurate name and county corresponding to the site. The name could be waterbody name, property name, wildlife area name, etc.

Latitude/Longitude:
Select a point anywhere near the center of your project that best represents the lat/long. Ensure enough digits are used for lat/long to specifically locate the site.

Township-Range-Section (TRS):
Select the TRS parcel that best represents the site, such as the one closest to the center. Use 2-digit numbers (01, 02, etc) for TRS and make sure either E (east) or W (west) is selected.

Lake Surface Area:
Supply the total area of contiguous lake, wetland, etc. within which you are proposing to do herbicide treatment. There can be isolated pockets of treatment within the total area; it is sometimes appropriate to include several isolated wetlands onto one permit if they are part of the same project, and they are...
near the same lake, for example. If in doubt about what can be included in a single permit, check with your APM coordinator.

**Estimated Surface Area that is 10 Feet or Less in Depth:**
Enter best estimate. For wetlands, most will be all shallow water, so the area would be the same as indicated in Lake Surface Area.

![Proposed Treatment Area](image)

**Proposed Treatment Area**
Determine the entire acreage of the contiguous treatment area. You can figure that out using free tools such as Google Earth, WISFIRS, or the surface water data viewer (SWDV) here: [https://dnrmaps.wi.gov/H5/?Viewer=SWDV](https://dnrmaps.wi.gov/H5/?Viewer=SWDV)

Use the area measurement tool to delineate the wet area within which you want to control plants. Sometimes this may include getting a best estimate of scattered treatment areas within a larger wet area. Enabling the Wetland layer can help for certain wetland sites, and high ground does not need to be included since that area would not be wet.

Make a best effort to enter length, width, and depth for each polygon and for offshore control sites. The form will calculate the acreage and provide a grand total. Use the Insert Item button to add more fields.

In cases where this is not feasible, enter a total estimated acreage and leave the other fields blank. Enter 1 for average depth of wetlands.

Click **Continue to Next Tab.**
**Application Tab**

**Section II: Location of Aquatic Plant Removal**

Fill out fields as accurately and completely as possible. For “attach additional sheets if necessary”, files can be uploaded in addition to a map in the **Attachments** tab.

**Section IV: Methods**

Fill out fields as accurately and completely as possible. For including an alum plan, files can be uploaded in addition to a map in the **Attachments** tab.
Section VI: Reasons for Aquatic Plant Control
Fill out fields as accurately and completely as possible. Be sure to name any plant species you can identify.

<table>
<thead>
<tr>
<th>Section VII: Integrated Pest Management (Alternatives Considered)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Previously Done?</td>
</tr>
<tr>
<td>1. Chemical</td>
</tr>
<tr>
<td>2. Dredging</td>
</tr>
<tr>
<td>3. Drawdown</td>
</tr>
<tr>
<td>4. Nutrient controls in watershed</td>
</tr>
<tr>
<td>5. Nutrient controls on property</td>
</tr>
<tr>
<td>6. Other</td>
</tr>
</tbody>
</table>

Note: Consider feasibility of alternatives for each control site. This information not only helps the department make a decision on this application but also helps you evaluate your investment in aquatic plant management.

Describe the level of success for alternative methods previously used:

1. Chemical
2. Dredging
3. Drawdown
4. Nutrient controls in watershed
5. Nutrient controls on property
6. Other

Section VII: Integrated Pest Management (Alternatives Considered)
Fill out fields as accurately and completely as possible. Remember that it is important to consider the feasibility of alternative for each control site. It helps the department make a decision on the application and helps you evaluate your investment in aquatic plant management.

Click the **Attachments** tab when complete.
**Attachments Tab**

Check that Contacts, Site, and Mechanical-Manual Plant Control Application are marked Complete on this tab. If marked Has Missing Items as shown here, go back to the tab and enter the required fields.

---

**Upload Required Attachments**

(15 MB per file limit)

Help reduce file size and troubleshoot file uploads

*indicates completion of this item is required

**Note:** To add additional attachments using the down arrow icon. To replace an existing file, use the 'Click here to attach file' link. To remove additional items, select the item and press CNTRL Delete.

**Riparian Owners**

[Click here to attach a file]

**Site Map**

[Click here to attach a file]

Add another map

---

**Upload Required Attachments**

**Riparian Owners:**
If you enter “See attachment” in the riparian owner fields from the **Contacts Tab**, please upload a file containing the owners list and project participant information here.

**Site Map:**
Outline the proposed treatment area and ensure that the map includes some landmarks such as roads and access points. Indicate the direction of surface water flow out of the unit if applicable. If there is a
river or creek, draw an arrow and label it “flow”. Use the tools used for calculating acreage to generate a map (e.g., https://dnrmaps.wi.gov/H5/?Viewer=SWDV).

Use the Add another map button to add any other documents you wish to submit with the application.

Click the Payment tab at the top of the page.
The fee is calculated from the acreage information entered on the Site tab. Click **Pay Online** to begin the payment process and follow the instructions. Then click the **Signature** tab.
Signature Tab

The signature process has two steps. Please read the instructions carefully. Check the first box ONLY if you are “agent for applicant.” Check the “I hereby certify...” box and click *Initiate Signature Process*. Follow prompts and you will receive an email. You will need to click the link there in order to finalize the signature process.
Chemical Treatment Record (3200-111)

Navigate to the ePermitting site and select the Aquatic Plant Management permit category on the left side. The following screen will appear:

Home Tab

Site or Project Name:
Enter name of the waterbody/wetland site that you treated.

Activity:
Select Chemical Treatment Record.

The treatment record is now saved under your drafts and the following screen will appear:
Lookup Treatment Record information
Enter the permit number for the treatment record you are submitting and click **Validate Permit Number**.

**Important Note:** This is case sensitive (use capital letters) and sensitive to extra spaces/characters before or after the number. Please make sure the number is entered exactly as shown on your permit.

Click **Treatment** Tab to proceed.
Treatment Tab

State of Wisconsin
Department of Natural Resources
dnr.wi.gov

Aquatic Plant Management Herbicide
Treatment Record
Form 3200-111 (R 11/16)

Notice: Completion of this form is a condition of the permit and provides records required by WDNR (NR 107) and DATCP (ATCP 29.21 and 29.22). The Department may not issue you future permits unless you complete and submit this form. Personal information collected will be used for administrative purposes and may be provided to requestors to the extent required by Wisconsin’s Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Submit this form: (1) immediately if any unusual circumstances occurred during treatment (2) as soon after treatment as possible, no later than 30 days (3) by October 1 if no treatment occurred

Completion of this form along with the permit satisfies the requirements of WDNR (NR 107) and DATCP (ATCP 29.21 and 29.22).

General Permit Information

Fill out fields as accurately and completely as possible. Red * indicates required fields.

<table>
<thead>
<tr>
<th>General Permit Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Number: NE-2018-05-0879</td>
</tr>
<tr>
<td>Waterbody Name (Including ponds, e.g., Smith Pond)</td>
</tr>
<tr>
<td>Permit Holder Name (Customer Name)</td>
</tr>
<tr>
<td>Permit Holder Address</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Zip Code</td>
</tr>
</tbody>
</table>

Treatment Information

Fill out fields as accurately and completely as possible. Red * indicates required fields. For Treatment Date, please only enter one date. If you treated on a second date, please submit that as a separate treatment record.

<table>
<thead>
<tr>
<th>Treatment Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Date (mm/dd/yyyy) 1/14/2020</td>
</tr>
<tr>
<td>Starting Time (24:00 hour)</td>
</tr>
<tr>
<td>Ending Time (24:00 hour)</td>
</tr>
<tr>
<td>Water Temp</td>
</tr>
<tr>
<td>Ambient Air Temp</td>
</tr>
<tr>
<td>Wind Speed (mph)</td>
</tr>
<tr>
<td>Wind Direction</td>
</tr>
<tr>
<td>Expected Duration of Chemical Residues</td>
</tr>
<tr>
<td>Adverse Conditions Noted (i.e., dead fish, spawning fish, algae bloom, etc.)</td>
</tr>
<tr>
<td>If adverse conditions noted, indicate corrective actions taken</td>
</tr>
<tr>
<td>Comments</td>
</tr>
<tr>
<td>Onsite Supervision Present? Select...</td>
</tr>
<tr>
<td>If Yes, Supervisor Name:</td>
</tr>
<tr>
<td>Mixing and Loading Site Location (i.e., business site or from prepackaged retail container or applied with equipment with a total capacity of not more than 5 gallons liquid or 60 pounds dry)</td>
</tr>
</tbody>
</table>

Herbicide Treatment and Water Use Restrictions Signs Posted In Accordance With NE 107

Applicator shall provide each customer with a free copy of each pesticide label used (if requested)

Treatment Information

Fill out fields as accurately and completely as possible. Red * indicates required fields. For Treatment Date, please only enter one date. If you treated on a second date, please submit that as a separate treatment record.
**Applicator Information**

Fill out fields as accurately and completely as possible. All fields are required. Use the *Add Individual* button to add names and certification numbers for everyone who was part of the treatment.

**Treatment Site and Chemical Information**

Fill out fields as accurately and completely as possible. Fields with red * are required. Use the *Insert Herbicide* and *Insert Site* buttons to add additional information. Use the *Other* box to add chemicals not listed in the dropdown menu. Include an accurate lat/long for each site treated.
Aquatics at Treatment Site

Indicate the plant species found during treatment using the check boxes. For records with more than one treatment site, indicate at which site(s) each species was found. Use the blank box on the lower right to add additional species not included on the list.

Click the *Attachments* tab to proceed.
Attachments Tab

Check that Chemical Treatment Record completion status says “Complete”.

Upload Site Map and/or Treatment Plan if necessary.

Click the Signature Tab to proceed.
The signature process has two steps. Please read the instructions carefully. Check the first box ONLY if you are “agent for applicant.” Check the “I hereby certify...” box and click **Initiate Signature Process**. Follow prompts and you will receive an email. You will need to click the link there in order to finalize the signature process.