Water Division ePermitting System  
Nutrient Management Substantial Revision Applications


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Below are the steps to complete and submit a NMP substantial revision permit using the ePermitting system. More details, including screen shots are included starting on page 2.

<table>
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<th>Need Assistance?</th>
<th>Please use the <strong>ASK FOR HELP</strong> link for user support &amp; someone will contact you.</th>
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<tr>
<td>Website Information</td>
<td>• Go to the <strong>Water Portal web Page</strong>, either type in “Water Permits” in the search bar on the DNR home page, or go to <strong><a href="http://www.dnr.wi.gov/permits/water">www.dnr.wi.gov/permits/water</a></strong>.</td>
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| WAMS ID & Logging in to the ePermitting System | • Choose **Register** for a WAMS ID, unless you already have a WAMS ID.  
• Return to the Water Portal webpage, choose **Begin** to log into the ePermitting system.  
• Login using your WAMS ID and password  
• You will be redirected to the “My Permit Applications” webpage. Here you can either start a new permit or edit an existing application.  
  o Start new application: choose **Livestock Operations** from the list of Permit Categories along the left and move on to the Permit Application Section.  
  o Resume editing an existing application: choose the project name under either **Items Awaiting Completion** or **Completed Items Awaiting Signature Confirmation**. |
| Permit Application | • Select the permit activity **‘Post Application-Nutrient Management Plan Substantial Revision’**  
• Enter a **Project Name** and select the **Facility County** and **Facility Name** from the drop down boxes. The **Facility Number** will automatically populate.  
• Using the **Edit Forms** and **Upload Plan** buttons, navigate through the application process. These buttons appear on the **Forms and Attachments** page. |
| Payment Completion | • No payment is required when submitting a nutrient management substantial revision application. |
| Sign and Submit the Application | • Choose the **Sign and Submit** button.  
• Read the Terms and Conditions and select the check box next to the signature area. This will fill in a digital signature using your WAMS ID information.  
• Choose the **Sign and Submit to DNR** button to submit the permit application to DNR.  
• Receive a second email with a onetime password, copy this password.  
• Choose the **Click to finalize signature** link.  
• Either **Sign Document** or **Cancel Signature**, paste onetime password, and select **Continue** to submit the application to DNR. |
| After Submitting the Application | A confirmation email is sent to the email address provided in the WAMS ID, acknowledging the application has successfully been submitted to the DNR.  
After the Intake review you may track the status of permit applications at:  
**https://permits.dnr.wi.gov/water/SitePages/Permit%20Search.aspx**
Steps with Descriptions and Screen Image Examples

1. Below are links to the Water Portal Page, program webpages and how to start ePermits for the Water Division programs.
   a. To get to the Water Permit Water Portal Page either:
      i. Go to www.dnr.wi.gov and type in “Water Permit” into the search bar
      ii. Go to www.dnr.wi.gov/permits/water/

   At this page you can: REGISTER for a WAMS ID, BEGIN a new or edit an existing application, VIEW public notices of the DNR’s intention to authorize activity relating to water permits, including permits issued to the DNR, TRACK the status of Wisconsin’s water permits, and WATCH instructional training videos.

2. A WAMS ID is required for applying for permits using the ePermitting System, but it is not required to view Public Notices, or Track the status of water permits. The WAMS ID is a secure login for all State of Wisconsin programs. Choose REGISTER to get a WAMS ID. Then navigate back to the Water Portal Page to start a new permit application or work on an existing one.

3. Choose BEGIN to log into the ePermitting system so that you can either start a new permit application or resume editing an existing one.

Towards the bottom of the webpage there are tabs with links for the different permitting programs that can be used to navigate to the program webpages to learn more about the requirements for the various permit programs.
4. Login using your WAMS ID by clicking the **Public Access (WAMS ID Required)** – Apply for WDNR Water Permit Applications and filling in your WAMS ID and password

5. Then you will be redirected to the **My Permit Applications** webpage. Here you can either start a new application or continue editing an existing application.
   a. To **start new application**: choose **Livestock Operations** from the list of Permit Categories along the left and move on to Step 6.
   b. The **existing permit applications** will be listed under 3 categories. These categories are: **Items Awaiting Completion**, **Completed Items Awaiting Signature Confirmation**, and **Items Submitted to the DNR**.
   c. To open an existing permit application and resume editing it, click the link under the Project Name heading under either **Items Awaiting Completion** or **Completed Items Awaiting Signature Confirmation**.
   d. **Items Submitted to the DNR** is where applications that have been submitted to DNR will appear.
6. Select the permit activity ‘Post Application-Nutrient Management Plan Substantial Revision’ and enter a Project Name and select the Facility County and Facility Name from the drop down boxes. The Facility Number will automatically populate.

7. Using the Edit Forms and Upload Plan buttons, you will be able to navigate through the application process. These buttons appear on the Forms and Attachments page as shown below.
8. Once step #7 is complete, choose the **Sign and Submit** button.
9. Read over the **Terms and Conditions** and select the check box next to the signature area. This will fill in an eSignature using your WAMS ID information.

10. Choose the **Sign and Submit to DNR** button
11. You will receive an email with a onetime password needed to finish submitting the application to DNR
   a. Here you will be able to print or save a copy of the finished application if desired.
12. Copy the onetime password that is located in the email and choose **Click to finalize signature** link in the email.
13. This will bring you back to your application where you will select **Sign Document**
   a. If the application was started in error select or you no longer wish to continue with the signature process choose **Cancel Signature**.

![DNR Signature Confirmation Process](image)

14. Paste the onetime password and select **Continue** to finish the signature process and submit the application to the DNR for processing.
   a. This second signature process is related to the Wisconsin Pollutant Discharge Elimination System (WPDES) Pollutant Pollutant permit application portion of the application form.
15. After completing the signature process, you will be rerouted to the **My Permit Applications** page so that you can start a new permit application, resume editing an existing application, or bring the payment and signature process for the next application.
Hints, Tips and Tricks

Using the Assign Role feature, you also have the ability to start a permit application and then share it with someone else. This feature is commonly used by consultants to start a permit application and get the attachments added to the permit application packet and then they will send the application to the landowner to review and then complete the payment and signature areas. Please note that if you use this feature, the permit application may not appear under the appropriate category area as described above.

If you are having issues please refer to the Ask for Help link along the left hand side. Someone will be in contact with you to help with your issue or answer your question.

**View** public notices of the DNR’s intention to authorize activity relating to water, including permits issued to the DNR, **Track** the status of Wisconsin’s water permits, and **Watch** instructional training videos.

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**Water permit applications**

For some of our permits, submit applications and other forms to the DNR online. Get a WAMS ID, complete an application, sign and pay fees in a few steps. Track permits and know exactly where they are in the permitting process. Follow us as we add more permits to our online system. Applications not yet available online are linked below as a PDF.

- Register
- Begin
- View
- Track
- Watch

* Register and password needed to log in.

- General information about the application type
- Paper process
- Online process
- View info

- Storm water
- Agricultural livestock operations
- Wastewater
- Aquatic plant management
- Waterway and wetland

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Updated 10/26/2015
Nutrient Management Plan Substantial Revision Application Checklist

Section I. Enter Crop Consultant/CCA Name (required as of October 28, 2015).

Section II. Select type(s) of Substantial Revision (more than one type can be selected).

Section III. Enter field information (Township, range, direction and section required as of October 28, 2015).

Section IV. Select all applicable land application information.

Section V. Choose Yes or No for each row.

Upload Required Attachments: Nutrient Management Plan

- Section 1 - Not Required

- Section 2 (Required as of October 28, 2015)
  - Upload revised **NMP Narrative** to reflect proposed modification. Revisions to the narrative include updates to the total land application acres available; acres owned, acres rented or acres in agreements, and revisions to the land owner table for new field(s) and/or revisions to the ‘Identification of sites for winter spreading’ section to reflect new winter spreading fields.

- Section 3
  - Upload 1) **Spring, Summer, Fall spreading restriction map(s)**, 2) **Winter spreading restriction map** (if applicable), AND/OR 3) **tile line map** (if applicable). Please note, the current ePermitting system requires 8 maps for section 3 however, many times the required information has been combined into a single map or a few maps. If this is how you create your maps select the box ‘Attached Separately’ located to the right of remainder required maps.

- Section 4
  - Upload 1) **Manure Analysis Records** (may include: **Manure Tracking Report, Average Manure Concentration spreadsheet, recent manure sample results**, OR equivalent report) and 2) **Soil Test Results** (may include: **most recent soil test results** OR **Soil Test Report**). Please note, if a field has not yet been soil sampled OR if the most recent soil test results are older than 4 years the soil test P should be defaulted to 101 ppm.

- Section 5
  - Upload 1) **Field Data and 590 Assessment Report**, 2) **Application Restriction Compliance Check Report**, AND 3) **Spreading and Nutrient Management Sorted by Crop Report** (for current crop year only).

- Section 6 - Not Required

- Section 7
  - Upload **Field Verification Documentation** if the field has been field verified for restrictive features prior to submittal OR sect the box ‘Included in Narrative’ located to the right if the field has not yet been field verified and the attached narrative describes the farm’s procedures for field verification prior to manure applications.

- Section 8 - Not Required