

## NR 538 Beneficial Use of Industrial Byproducts Report Electronic Submittal Quick Reference

### 1. Obtain a WAMS ID and request access to 2019 NR 538 Annual Report (if you have not done so already)

The Wisconsin DNR has updated the annual reporting process for NR 538 Beneficial Use of Industrial Byproducts to provide an online submittal option. To use the online submittal option, you will need to have a WAMS ID and then request access to the NR 538 report for your facility through the DNR Switchboard portal. Detailed instructions on how to do this can be found at <https://dnr.wi.gov/topic/Switchboard/documents/signuphelp.pdf>

### 2. Access the NR 538 Annual Report

After you have completed Step 1, you may log into the DNR Switchboard System and select a link to open the facilities' 2019 NR 538 annual report. <https://dnrx.wisconsin.gov/switchboard/capture.do>

Note: You will submit a single report per facility generating industrial byproducts. The report allows reporting for multiple industrial byproducts.

### 3. General NR 538 Annual Report Navigation

**Save** - Use the Save button to save your changes at any point during the process. This button will not check for errors or incomplete answers. It is recommended you save after each industrial byproduct entry or if you are entering data and need to leave without finishing.

**Validate** - Use the Validate button when you want to check for errors or incomplete answers. You will receive a prompt listing any problems you need to fix. After fixing them, click the validate button again.

**Submit** - Use the Submit button once you have entered all industrial byproducts for the facility and validated all sections of the report. *A PDF copy of your report will be emailed to the individual who completed the report. This copy includes a certification statement for you to sign and mail back to the department in order to complete the certification step.*

**Print** - Use the Print button to print a copy of your report at any time during the process. It will include any information you have entered and saved.

### 4. Past Year Activity Information - Do I need to report?

Generators and storage facilities of industrial byproducts must submit an annual certification which summarizes the estimated volume of the industrial byproduct available and the volume beneficially used in the previous calendar year. [s. NR 538.14 (2) Wis. Adm. Code]

Choose **No** if facility used or stored < 1000 cubic yard of an industrial byproduct waste stream. You will then be asked to validate and submit the report.

Choose **Yes** if the facility used or stored > 1000 cubic yards of any industrial byproduct waste stream. You will then proceed to annual certification.

### 5. Facility Contact or Designee

Review this section and update if necessary.

## 6. Industrial Byproduct Information

- Use the dropdown feature and select a byproduct. If the byproduct is not listed choose “Other”.

Provide the name of the process generating the industrial byproduct. This is the unique name the facility has assigned to the byproduct and should match the name used for the initial certification and recharacterizations. Please mention the byproduct in the process (ex: spent green sand from molding process)

- Select the category of the industrial byproduct.
- Enter the estimated volume of the byproduct made available for beneficial use (cubic yards)
- Enter the volume of the industrial byproduct beneficially used during calendar year 2019 (cubic yards)
- Enter the volume of the industrial byproduct sent to storage during calendar year 2019 (cubic yards)
- Provide a summary of any problems or obstacles encountered in the beneficial use of the industrial byproducts and the action taken in response.

It is recommended that you Save and Validate after entry of each industrial byproduct

## 7. Add a New Byproduct

To report another industrial byproduct, choose “Add a New Byproduct” and continue until all facility byproducts are entered.

It is recommended that you Save and Validate after entry of each industrial byproduct

## 8. Submit

After all industrial byproducts have been entered, saved and validated, choose Submit.

If you need to make any changes to report after submittal, please contact the DNR by sending email to [DNRbeneficialusereporting@wisconsin.gov](mailto:DNRbeneficialusereporting@wisconsin.gov) requesting assistance and a staff member will follow up with you.

## 9. Report Certification - Sign and mail certification statement to department

A confirmation email will be sent to the submitter of the report. A PDF copy of the report will be attached to the confirmation email. The PDF will also include a certification statement at the bottom.

IMPORTANT: In order for the 2019 NR 538 Annual Report to be considered complete, a copy of the signed certification statement must be submitted to the department. **Please mail to:**

Beneficial Use Coordinator – WA/5  
P.O. Box 7921  
Madison, WI 53707-7921

## **10. Digital Signature**

As noted in the DNR's initial email to all generators in December 2019, digital signing of the certification statement of the Beneficial Use Annual Report will not be active for the 2019 reports, but this feature will be added for the 2020 reporting cycle. Mailing a printed signature page (step 5 in the Switchboard registration process above) will automatically enroll you in the Environmental Management Division's Digital Signature Service, which allows you to digitally sign many documents and certifications with the Environmental Management Division of the DNR.

## **11. Recharacterization**

If recharacterization testing was required or performed in the 2019 calendar year for any industrial byproduct waste stream, submit the recharacterization information to: [DNRbeneficialusereporting@wisconsin.gov](mailto:DNRbeneficialusereporting@wisconsin.gov). Include the name of the industrial byproduct, the category of the byproduct and test results from the Wisconsin certified laboratory supporting the category.

Please keep in mind that recharacterization testing of an industrial byproduct must be performed according to a schedule based on industrial byproduct category and volume of material used in the previous year; or if the process generating the industrial byproduct has changed. To determine when recharacterization testing is required, go to NR 538.06 (4). If you have questions, contact Phil Fauble, NR 538 Coordinator at 608-267-3538 or [Philip.Fauble@wisconsin.gov](mailto:Philip.Fauble@wisconsin.gov)