

3400-049 SLUDGE/CHARACTERISTIC eREPORTING INSTRUCTIONS

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1. FORM DETAILS

Form Details

Did you land apply this period?

Lab Reports must be mailed to either the [Basin Engineer](#) or [Form Reviewer](#).

Did you land apply this period?

- Indicate yes or no as to whether sludge/waste was land applied in the reporting period using the drop down response box.

Lab Reports

- Lab reports must be mailed to the facility's DNR sludge representative or basin engineer unless instructed otherwise. Select the blue link above to email. (Electronically mailing preferred)
- Please include facility name, WPDES permit number, and contact information including names and phone.

2. PARAMETERS TO BE SAMPLED

Parameters To Be Sampled

Parameter Number	Parameter	Sample Point Number	Data Sample Taken	Sample Type	Analytical Results	Units	Limit	Municipal Sludge Only		Lab Certification Number
								High Quality Limit	Date Sample Analyzed for Organics	
33	Arsenic Dry Wt	002	01/01/2012	GRAB		mg/kg	75	41		

3400-049 Prepopulated Form

The Form list the following:

- parameter number,
- parameter name,
- sample point (AKA. outfall) number,
- sample type (grab/composite),
- limits (ceiling or other), and
- high quality limits (municipal sludge only)
- units

Data to be entered by the facility representative may include:

- date each sample was taken
- analytical results
- date sample analyzed for organic
- lab certification number

Sample Points (Outfalls)

Some facilities have multiple Sample Points. Please ensure data is entered for the appropriate sample point.

Data Entry Guidelines

- If the lab results units do not match the required units, request the lab to convert units, and report appropriately in the future.
- If the testing results in a "no detect" or "ND" it is imperative that the lab provide the facility with a limit of detection (LOD). The result must be reported

a "<" (less than) the LOD in this column. The eReporting system will not accept "ND" or "LOD". For example: <0.23 could be an appropriate entry if the LOD is 0.23. If the lab cannot assist with this LOD issue contact the facility's WDNR sludge representative.

- If the facility analyzes for Total PCBs (a calculated parameter) a date of analysis is required to be entered into the eReporting form. If all samples are "ND", then report < the largest LOD of all samples.

Additional Analysis

- If additional parameters are tested which do not appear on the form, contact the facility's DNR sludge representative for instructions on how to report the data.
- FORM UPDATE: In the future (2013), a blue "add" button may be included on the form so one can add additional test results for a parameter. If at the time of reporting the blue "add" button is not available, report any additional data when sending lab reports to your basin engineer.*

Resample/Split Samples

If the sample is a resample and/or a split sample where multiple labs are used, where the sample date would be the same; then enter data from both labs by using the add button (if available) and make a note of the circumstances in the comments section of the form.

3. DESCRIPTION OF FACILITY SAMPLING POINT (OUTFALL)

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Description of Facility Sampling Point

Please give a brief description of where the sample was taken for each sample point (outfall).

•Ex. 001- Sample was taken at the outlet pipe from storage tank

4. COMMENTS

Comments

Indicate any additional necessary information in the comment section.

•Ex. This sample was a replicate which was split between two labs to confirm or negate earlier results, etc.

5. SAMPE POINT DESCRIPTIONS

Sample Point Descriptions

Sample Point Number	Sample Point Description
002	ANAEROBIC SLUDGE

Sludge sample points found in the WPDES permit are provided with the sample point description.

—REMAINDER OF THIS DOCUMENT ONLY APPLIES TO MUNICIPAL SLUDGE!!!—

6. MUNICIPAL SLUDGE

Municipal Sludge

- If Non-Municipal Sludge:

A) ensure that Municipal Sludge section rows are deleted or are not included on form.

B) refer to **Validation, Submittal, and Certification Instructions** for form Completion.

7. PATHOGEN CONTROL

CLASS A— Reporting Requirements to Satisfy Requirements Met

Pathogen Control

Sample Point Number	Requirement Met	Class	Process Code	Organism	Density Amount	Unit	Start Date	End Date	
002	Yes	A	Beta Ray Irradiation	Fecal Coliform	ENTER VALUE	MPN/g TS	ENTER DATE	ENTER DATE	Delete
INSERT PROCESS DESCRIPTION									
Add									

SAMPLE POINT NUMBER: Select the appropriate sample point (outfall) number from the drop down menu.

- If land application occurs for multiple sample points (outfalls), then complete additional lines

PROCESS CODE: Select the appropriate process code from the drop down menu.

PROCESS DESCRIPTION: Include:

- The type of treatment process which is used to achieve Class A treatment, and
- A brief description of the process and operating parameters (e.g. heat liquid sludge to a temperature of 190° C for 35 minutes, verified by computer connected continuous temperature monitoring).

BACTERIA/ORGANISM: Indicate the appropriate bacteria or organism from the drop down menu.

AMOUNT/DENSITY: Insert the amount or density as reported by the laboratory in the proper unit.

START/END DATES: Enter the start and end dates from when the samples were taken.

- Regrowth: The fecal coliform requirement or salmonella must be satisfied both at the time of the process and when the sludge is used or distributed.

REQUIREMENT MET: Following the validation of the form, a yes, no, or NA will appear in the "requirement met" column:

- Ensure that column indicates yes that the requirement was met or that it is NA (not applicable).

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CLASS B - Reporting Requirements to Satisfy Requirements Met

CLASS B OPTIONS	Pathogen Control									
	Sample Point Number	Requirement Met	Class	Process Code	Organism	Density Amount	Unit	Start Date	End Date	
	Process Description									
1. Process Use Option	002	Yes	B	Air Drying						Delete
2. Fecal Coliform Testing Option	002	Yes	B		Fecal Coliform	ENTER VALUE	CFU /g	ENTER DATE	ENTER DATE	Delete
3. Fecal Coliform & Process Use Option	002	Yes	B	Aerobic Digestion	Fecal Coliform	ENTER VALUE	CFU /g	ENTER DATE	ENTER DATE	Delete
Add										

DATA ENTRY GUIDELINES

	1. Process Use Option	2. Fecal Coliform Testing Option	3. Fecal Coliform & Process Use Option
Sample Point Number If land application occurs for multiple sample points (outfalls), then complete additional lines for each outfall	Select appropriate sample point (outfall) number from drop down menu.	Select appropriate sample point (outfall) number from drop down menu.	Select appropriate sample point (outfall) number from drop down menu.
Class Indicate Class B	Indicate Class B	Indicate Class B	Indicate Class B
Process Code Note: Do not choose a process option only because you may have that particular process (i.e., aerobic digestion, etc.) Only indicate the option you used to satisfy the pathogen control requirements.	Select the Appropriate process code from the drop down menu.	Leave Blank	Select the Appropriate process code from the drop down menu.
Process Code Description Example. Anaerobic digestion with a MCRT of 35 days at 38° C, as verified by rolling 30 day average solids balance and twice daily temperature readings	Enter a brief description of the process description or operating parameters	Leave Blank	Enter a brief description of the process description or operating parameters
Organism or Bacteria If fecal testing performed indicate fecal coliform from drop down menu	Leave Blank	Indicate fecal coliform (Additional Columns may appear)	Indicate fecal coliform (Additional Columns may appear)
Density Amount If Fecal Coliform Indicate the coliform density as a geometric mean of at least 7 discrete samples	Will not Appear	Insert the fecal amount as reported by the laboratory.	Insert the fecal amount as reported by the laboratory.
Unit Indicate the proper units as appropriate for the analytical method as either MPN or CFU per gram of total solids from the drop down menu.	Will not Appear	Select Units	Select Units
Start & End Dates Enter the start and end dates from when the samples were taken. The range of dates the samples were taken should be less than 3 weeks.	Will not Appear	Enter Dates	Enter Dates
Requirement Met Following Validation, a yes, no, or NA will appear in the "requirement met column"	Following validation ensure "Yes" or "NA" Appears	Following validation ensure "Yes" or "NA" Appears	Following validation ensure "Yes" or "NA" Appears

8. VECTOR ATTRACTION REDUCTION (VAR)

Complete the Vector Attraction Reduction (VAR) section only for Municipal Sludge!

Sample Point Number	Requirement Met	Vector Attraction Reduction	Amount	Date	
002					Delete
					Add

SAMPLE POINT DESIGNATION: Select from the drop down menu the sample point (outfall) number for which reporting is being submitted.

- If land application occurred from multiple sample points (outfalls), then complete a separate line for each outfall.
- If multiple vector attraction reduction methods are used from the same sample point (outfall), then report the additional vector attraction reduction results on an additional line.

ADD BUTTON: If multiple vector attraction methods are used at the facility, “click” the blue ADD button for more data entry lines.

DELETE BUTTON: If an extra data entry line has been added and needs to be removed, “click” the blue DELETE button corresponding with the appropriate line of information

VAR METHOD: Indicate the VAR utilized from the drop down menu.

- Additional fields may appear depending on method.
- ANALYTICAL RESULTS:** Insert the analytical results when appropriate.
- Barrier VAR methods such as injection and incorporation will not have analytical results.

UNITS: Units are included with the option selected. Ensure results reported match units displayed in the option selected.

DATE: Indicate date VAR test was performed.

REQUIREMENT MET: Following the validation of the form, a yes, no, or NA will appear in the “requirement met” column.

- Ensure that column indicates yes that the requirement was met or that it is NA (not applicable).

9. MUNICIPAL SLUDGE SPECIFIC e-REPORTING CASES

Case 1: Municipal Sludge Only-Diff Treatments

If the municipal facility uses different sludge treatment processes which produce different sludge types; then analyze each sample point (outfall) for Lists 1, 2, 3, & 4 as described in the permit.

- List 1: Total Solids and Metals
- List 2: Nutrients
- List 3:Pathogen Control
- List 4: Vector Attraction Reduction

Case 2: Municipal Sludge Only– Liquid and Cake Application

If the facility land applies both liquid and cake sludge, but the only difference in the treatment is the dewatering process then:

- Separate nutrient analyses (List 2) are required for each sample point.
- List refers to lists in the Sludge Section of the WPDES permit.
- It is not necessary to conduct separate analyses for both sample points from Lists 1, 3 & 4.
- Reporting is required for both sample points so enter repeated data as necessary.
- In this case the WPDES permit lists two (2) separate sample points (outfalls) corresponding to the two different forms of the same sludge.
- If this is not the case, then contact the facility’s DNR sludge representative.

- To complete the sludge reporting requirement:
- Select the first sludge sample point (outfall) number and report the laboratory results corresponding to:
 - The sludge treatment for List 1, 3, & 4 that correspond to both forms (liquid & cake) of sludge.
 - List 2 for that particular sludge form or outfall.
 - Select the second sludge sample point (outfall) number and report the laboratory results corresponding to:
 - The sludge treatment for List 1, 3, & 4 that correspond to both forms (liquid & cake) of sludge.
 - List 2 for that particular sludge form or outfall. It is necessary to copy the laboratory report information from List 1, 3, & 4 into both outfalls.
 - Indicate in the comment section which form of sludge was actually tested for the parameters in List 1, 3 & 4.

FORM VALIDATION, SUBMITTAL, & CERTIFICATION INSTRUCTIONS

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(Applicable for 3400-055, 3400-052, & 3400-049 LAMP eReporting)

1. NEW FORM

NEW: Form is new, it has been created by department or generated by the facility. No data has been entered and saved.

- 3400-049 (Characteristic Forms) are Prepopulated by the Department
- 3400-052 & 055 forms will both required for submittal and the facility will need to generate the necessary reports

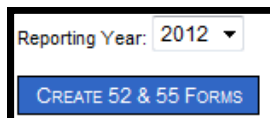
- To generate a 52/55 Form: On the Wastewater Reporting Page:

a. Select: [Sludge/Septage: Characteristics & Disposal](#)

b. Then select: [Create new 52/55 Land Application Form](#)

c. Create form

for appropriate year of reporting: →



To access desired form:

Select Form Label: [01/01/2010- 12/31/2012- New](#) & Then Select: [EDIT FORM](#)

Wastewater Reporting Forms Page: Stages to Form Completion



Wastewater Reporting Forms

- + eDMR (0)
- + Sludge/Septage: Characteristics & Disposal (4)
 - + 49 Characteristics Report (4)
 - + Active (4)
 1. 07/01/2012 - 09/30/2012 - New
 2. 01/01/2012 - 03/31/2012 - In Progress
 3. 01/01/2012 - 03/31/2012 - Validated
 4. 01/01/2012 - 12/31/2012 - Submitted
 5. 10/01/2012 - 12/31/2012 - Certified
 - + History
 6. 04/01/2012 - 06/30/2012 - Loaded

2. IN PROGRESS

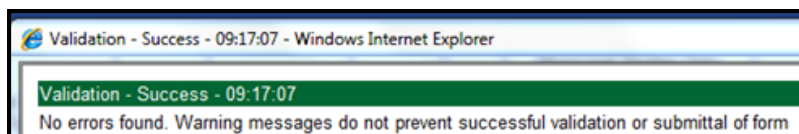
Properly enter data and Select: [SAVE](#) if you plan to leave form without performing validation:

IN PROGRESS: Form has been opened and some data has been entered and saved, or unsuccessful validation occurred.

3. VALIDATION

Pop-up Blocker Must be Turned off!

Select: [VALIDATE](#) and validation pop-up will appear:



- If errors are present, close validation and make corrections and revalidate until no errors present.
- If only warnings are present, try to resolve warnings, you may still submit with warnings present.

Once Validation-Success achieved Select: [CLOSE](#) and proceed to Submittal. **DO NOT SAVE FOLLOWING VALIDATION**

VALIDATED: The data entered has been successfully validated with no errors present.

4. SUBMITTAL

Select: [RETURN](#) & site will be redirected to: [Wastewater Reporting Forms](#) page.

Select: [SUBMIT](#) & site will redirected and you will need to Select: [FINALIZE SUBMIT](#) button.

SUBMITTED: The form is submitted, not certified, and can no longer be edited. **(CERTIFICATION IS STILL REQUIRED!)**

If you still need to edit the form contact David Argall: 608-266-1387 david.argall@wisconsin.gov

5. CERTIFICATION

Following Submittal you will be redirected to Certification page.

- Without leaving THIS page, check E-Mail for the Certification Code. Copy and paste code in blank certification code box.
- You will receive an email from WTeReports@DNR.state.wi.us with a certification code instantly.

Select: [CERTIFY](#) & a green [Certification complete.](#) message should appear.

CERTIFIED: The form has been certified via email certification, and can no longer be edited or changed. If you believe that the report has errors, contact your DNR representative directly for instructions.

6. LOADED

Certification of form is complete, nothing else required on the Submitters part, the DNR will do the rest!!

Loaded: Form has been loaded by DNR, and the form will be available under History instead of Active for future viewing.

- 3400-049 Form will be loaded the night following certification.
- 3400-055/052 Forms will be loaded following due date (ex. 2012 annual forms will be loaded following Jan. 31st, 2013)

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