Wisconsin’s ePermitting System
Electronic Permitting Systems – How Can They Be Helpful
An overview of Wisconsin’s ePermitting system for permitted MS4s and construction NOIs, key features, and challenges.

Suzy Limberg
Storm Water Specialist
Wisconsin DNR
Overview

Water Permit Portal Page
http://dnr.wi.gov/permits/water/

- Microsoft SharePoint
  - Web-based program
  - Internet connect

- Cross Program

- Storm water
  - Construction NOIs
  - MS4 Annual Reports
  - MS4 Permit Other Compliance Documents
Why ePermitting?

• USEPA eReporting
• Customer demand
• Staff demand
  – Greater efficiency and transparency
  – Standardized and improved information

---

Paper Process:

1. Fillable PDF form
2. Submit form via mail
3. Form ends up in mystery office
4. Stored in hard copy folder

Online Process:

1. Online form
2. Immediate notification to staff
3. Electronic workflow
4. Stored in database
WDNR ePermitting System Features

- Prepopulating fields
- Required fields
- Drop down menus
- Secure signature process
- Populates permit database
Construction NOI
Mapping Features

• Populates
  o Locational data
  o Disturbed area
  o Application fee

• Resource screening
  o Waterway/wetlands
  o Archaeological/cultural
  o Endangered resources
Construction NOI
Findings

• Required Construction NOI Sept. 2015
  – 11 paper application requests since 2015!

• Turn around time
  – 33 days to 17 days!

• More complete applications!
MS4 eReporting Features

Submittal of Annual Reports and other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is deleted.

Reporting Information

Submittal Type:  
Project Name:  
County:  
Municipality:  
Facility Number:  
Reporting Year:  Select...

You must complete all fields to begin an application.

Complete all fields and Press to Continue

Annual Report

<table>
<thead>
<tr>
<th>Home</th>
<th>Contacts</th>
<th>Measures</th>
<th>Evaluation</th>
<th>Improvement</th>
<th>Attachments</th>
<th>Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1</td>
<td>Section 2</td>
<td>Section 3</td>
<td>Section 4</td>
<td>Section 5</td>
<td>Section 6</td>
<td>Section 7</td>
</tr>
</tbody>
</table>

Other Permit Compliance Docs

<table>
<thead>
<tr>
<th>Home</th>
<th>Contacts</th>
<th>Attachments</th>
<th>Submit</th>
</tr>
</thead>
</table>
# MS4 eReporting Features

## Minimum Control Measures - Section 1: Has Missing Items

**1. Public Education and Outreach**

<table>
<thead>
<tr>
<th>Mechanism</th>
<th>Quantity (optional)</th>
<th>Est. People Reached (optional)</th>
<th>Regional Effort? (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Topic:** Detection and elimination of illicit discharges

- Add activity

- Select... ✗ ✓ Select... ✗

- Yes ○ No

**Topic:** Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices

- Add activity

- Select... ✗ ✓ Select... ✗

- Yes ○ No
MS4 eReporting
Features


Press the button below to create a PDF. The PDF will be sent to the email address associated with the WAMS ID that is signed in. After the annual report has been approved by the governing body, you will have to come back to the MS4 eReporting system to submit the report to the DNR.

Draft and Share PDF Report with Municipality’s Governing Body
Challenges and Limitations

• Applicant
  – Signature process
  – Attachments
  – Computer illiteracy

• System
  – No data reporting capabilities
  – Technical issues
Questions?

Suzy Limberg  
Storm Water Specialist  
WDNR WT/3, P.O. Box 7921  
Madison, WI  53707-7921  
phone:  (608) 266-9278  
e-mail:  suzan.limberg@wisconsin.gov  

dnr.wi.gov
Signature Process

Steps to Complete the Signature Process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click HERE.

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Madison City MSA Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)
- Authorized municipal contact using WAMS ID
- Delegation of Signature Authority (Form 3500-123) for agent signing on the behalf of the authorized municipal contact
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature)

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read-only version of this application.
Signature Process

To: Current Item: Created By; DNREPERMIT@wisconsin.gov
CC: 
Subject: ACTION REQUIRED: Complete your Wisconsin DNR Electronic Signature

NOTE: If you suspect someone has submitted this item without your consent, please notify the Wisconsin Department of Natural Resources through the Ask for Help link on the Welcome Page.

Your item is **not submitted** until you finalize your signature. Please review your application and finalize your signature **within 72 hours** to submit your application to the DNR.

Your one-time signature code: [%Variable: Hash Code%]

Review your application again: [Printable PDF copy of submittal]

To finalize or cancel the signature process: [Click to finalize signature]

NOTE: Choosing "cancel" in step 3 will terminate the signature and submission process. If you choose "cancel" the process or have an expired signature code, return to the Welcome Page and follow the instructions.

**Signature Confirmation**

This is the last step in the signature process.

You have one attempt (within 72 hours) to complete the signature process.

Your one-time confirmation code:

```
H8elpUt93lDkF1J1FAT8rlyLLh4=
```

Press **Confirm Signature** to complete the signature process. NOTE: Your application will not be sent until you confirm your signature with the button below.