

**TRADING PARTNER AGREEMENT**  
**BETWEEN THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES**  
**AND**  
**FOR ELECTRONIC SUBMISSION OF DISCHARGE MONITORING REPORTS**

**I. PURPOSE**

The purpose of this Trading Partner Agreement (TPA) is to identify the policies and procedures that PARTNER NAME agrees to follow during the period DMRs are submitted electronically. The Electronic Discharge Monitoring Report (EDMR) Project is a voluntary effort that in no way obligates the Wisconsin Department of Natural Resources (DNR) or PARTNER NAME to continue the project should it become undesirable. Submitting DMRs electronically is an alternative to the paper reporting requirements of the Wisconsin Pollutant Discharge Elimination System (WPDES) program pursuant to S. 283.55, Wis. Stats. and chs. NR 205 and NR 214, Wis. Admin. Code.

**II. PARTNERS' ROLES AND RESPONSIBILITIES**

Participation in the EDMR Project requires good-faith effort by each partner to make the information system function as efficiently as possible. Partners and DNR will work together to ensure a secure, efficient, and flexible electronic reporting alternative to historical paper reporting requirements.

For each file submitted and certified, DNR will send an e-mail to the confirmation person to document the accepted status of the file. The e-mail will contain a copy of the submitted file, which must be retained by the facility according to the retention requirements of the permit.

DNR will also store the submitted and certified file in its original state.

DNR and Partners are required to have virus protection protocols in place prior to initiating this agreement. In the case of a virus attack, each party may delete corrupted files and break any communication linkages until the attack stops. Parties will then reinstate the reporting event.

**SECURITY**

PARTNER NAME must identify in section V of this TPA, two or more individuals who will be responsible for: 1) entering data, 2) submitting and certifying the data, and 3) receiving confirmation that the data has been accepted. Each person identified for roles 1 and 2 must request and receive a Web Access Management System (WAMS) user identification and password. A single individual may have data entry responsibility as well as the authority to submit and certify, but a second individual must be identified to receive confirmation that the data has been accepted.

Passwords must not be revealed to anyone, in the same way that your personal banking PIN is not shared. PARTNER NAME is responsible for the security of its User IDs and Passwords. PARTNER NAME and DNR must communicate immediately if the privacy of a User ID/Password is believed to have been compromised.

**DESIGN STANDARDS**

The EDMR Project involves a web-based reporting tool whereby PARTNER NAME will enter required monitoring data into an electronic DMR image. The reporting tool requires a standard web browser that can decode the EDMR image that conforms to the W3C HTML 4.01 standard. The process also requires the ability to communicate using SMTP e-mail.

**III. FINANCIAL ARRANGEMENTS**

It shall be the responsibility of each Partner to secure the resources to meet the requirements of this TPA.

**IV. PERIOD OF AGREEMENT and TERMINATION**

This TPA becomes effective on the date of signatures by both parties and continues until modified by mutual consent or unless terminated with 60 days written notice by any party. PARTNER NAME should submit a revised TPA at such time as any of the persons authorized to participate in this process change. This TPA should be reviewed annually and amended or revised when required. The requirements of this TPA may, eventually, be incorporated into the WPDES permit so that they would be renewed at the time of each discharge permit reissuance.

**V. POINTS OF CONTACT**

The following individuals have been identified as points of contacts for the roles and responsibilities defined:

**Wisconsin DNR**

Primary point of Contact:

Susan Sylvester  
Wisconsin DNR  
PO Box 7921  
Madison, WI 53707-7921  
(608) 266-1099  
Susan.Sylvester@wisconsin.gov

**PARTNER NAME**

Primary point of Contact:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. APPROVALS:**

The following individuals will be authorized to perform the designated roles for the duration of this Trading Partner Agreement.

Authorized to Enter Data:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
User ID: \_\_\_\_\_ Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized to Submit and Certify Data:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
User ID: \_\_\_\_\_ Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized to Receive Confirmation of Receipt:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Trading Partner Agreement Execution:

\_\_\_\_\_  
DNR

\_\_\_\_\_  
PARTNER NAME  
(SIGNATURE REQUIRED)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Note 1: Search/replace PARTNER NAME with name of your facility.**  
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