



Instructions for Accessing and Completing the MMSD Online Amalgam Certification Form

To minimize mercury levels in the sewer system and local waterways, Madison Metropolitan Sewerage District requires local clinics that handle mercury amalgam waste to report annually that they are following required best practices to collect amalgam waste and keep it out of the sewer system. The District is transitioning from paper certification forms to an online reporting form to minimize paper and streamline the process.

The following instructions explain how staff at dental clinics access and complete this form. These instructions don't go into detail about every question in the form, but the general procedure for filling out the form and how to answer certain questions in the form. If you would like more information about the District's dental mercury program and associated requirements, you can watch recorded training presentations linked at www.madsewer.org/Programs-Initiatives/Mercury/DentalPollutionPrevention.

1) Prepare to complete the form.

- **Who should complete the form:** The form should be completed by a staff person who is familiar with amalgam management practices in your clinic, including maintenance of the amalgam separator.
- **Have a picture ready:** The form will also ask for a picture of your amalgam separator or other amalgam capture device in your clinic's plumbing. If you are completing the form on a device with photo capture capabilities, like a smart phone, you can take the picture while in the form. Otherwise, if you're completing the form on a computer, we recommend taking a picture of your amalgam separator or other device and save it to the computer you will use to fill out the form before starting the form.
- **Access information:** The form is hosted on a platform called Survey123. To access the form, the District will send you a link to the form as well as a PIN unique to each clinic location. The District sent this information out by email; if you did not receive this information or have misplaced it, contact Emily Jones at the District, emilyj@madsewer.org, to receive new access information.

2) Access the certification form.

Open the form by clicking the report link in your email. It may take a few moments for the form to load in your browser. You should use a browser other than Internet Explorer to open the link, because the form does not load in Internet Explorer. If you are having issues getting the form to load, try opening the link in a different browser (the District has tested it in Chrome and Firefox, and it works as expected in each of those browsers).



Complete your clinic's 2020 amalgam report

To the staff of MMSD Test Site,

The required annual amalgam certification form is now available online for you to complete. When you click the report link, enter the PIN for your clinic(s) to open the report specific to your clinic.

Report link: <https://arcg.is/1G4LWD>

Clinic PIN: D1610

3) Enter your clinic PIN.

Enter the provided PIN for your clinic in the field on the first page of the form when it loads. This PIN will pull information specific to your clinic into the survey. If you manage multiple clinics, you will receive multiple PINs because each clinic should have a separate report submitted.

Amalgam Certification 2020

Instructions for completing this report

This certification is required annually for dental clinics in Madison Metropolitan Sewerage District's service area. The questions in this form verify that your clinic is following all amalgam management practices required in section 7.1 of the sewerage district's [Sewer Use Ordinance](#) to keep as much mercury as possible out of the sewer.

Enter your clinic's PIN that was provided to you by MMSD. This PIN will pull information we have on file for your clinic into the report, and verify that the report is being collected for the right clinic.*

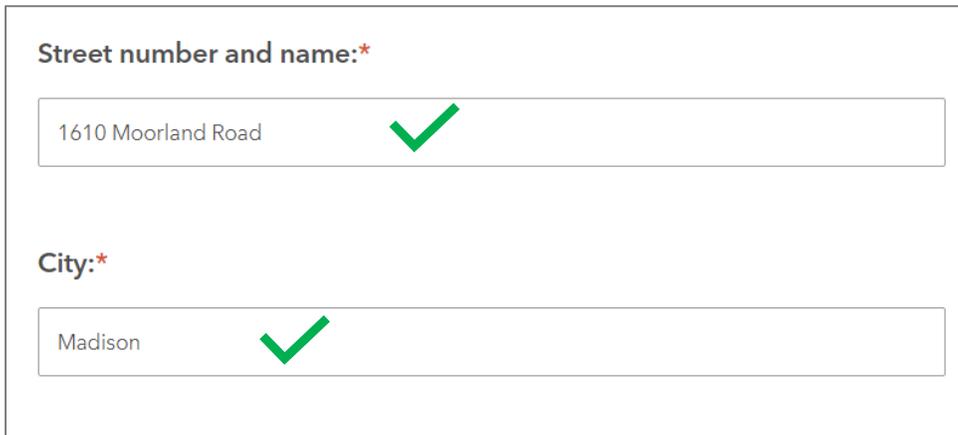
4) Navigate between pages.

Use the “Back” and “Next” buttons in the survey form to move between pages within the survey. **Do not use your browser’s Back button**, because this will navigate you away from the survey and you will have to open it again. The form’s navigation buttons are located at the bottom of each survey page next to a status bar that tells you what page of the survey you’re on.



5) Verify the auto-filled information.

By entering your PIN, some fields in the survey may be automatically filled in if MMSD had that information on file for your clinic. Review this auto-filled information to ensure that it is correct and current. If you need to make a change, you can edit these fields. If not, leave them as-is.

A screenshot of a survey form section. The first field is labeled 'Street number and name:*' and contains the text '1610 Moorland Road' with a green checkmark to its right. The second field is labeled 'City:*' and contains the text 'Madison' with a green checkmark to its right. Both fields are enclosed in rectangular boxes.

6) Fill out required fields.

Fields with an asterisk (*) next to their names are required, meaning you won’t be able to move to the next page or submit the form without entering information in that field. If you try to navigate away from a required field, an error message will appear telling you the field is required.

Email address for clinic*

Enter the email address that communication regarding this report should be sent to. This address will receive the summary report of this certification.

This is a required question

7) Indicate all uses of amalgam in your clinic

In the “Use of amalgam and best management practices for collection” section, select all amalgam use scenarios that apply to your clinic. Your responses to this question will determine the questions that appear later on in the form based on their relevance to these situations.

Note that the last response, “This clinic does not place or remove amalgam fillings, except for in infrequent, unplanned situations,” will not apply to the majority of clinics in our area. This response is applicable only if your clinic does not schedule procedures that involve amalgam, and work with amalgam only occurs on an unscheduled, emergency basis. If that case applies to your clinic, your clinic is exempt from local and federal amalgam requirements. However, if amalgam placements or removals are scheduled at your clinic, even if done infrequently, select one or both of the first two options as relevant.

Select all answers that apply to your clinic.*

This clinic places new amalgam fillings

This clinic removes amalgam fillings

This clinic extracts teeth that contain amalgam fillings

This clinic does not place or remove amalgam fillings, except for in infrequent, unplanned situations.

8) Upload a photo of your amalgam separator or other device.

In this online form, we request a picture of your amalgam separator or other amalgam collection device in your plumbing to verify that you have such a device and that it's being replaced and maintained properly. This photo replaces the need for an in-person inspection, so it's important to follow the directions to get a clear picture of your separator.

If you have a camera on the device that you're completing the certification on and you can bring the device to the separator, you can take a picture directly into the form by clicking the camera icon. Otherwise, you can upload a picture of your separator or other device onto the computer you're completing the certification on, and then add the image file to the survey by clicking the "Press here to choose image file button":

Separator picture*

To get the best image, turn off the vacuum pump to let the separator contents settle, and shine a light through the collection canister. The level of the contents and the canister fill line should be clearly visible in the photo.

Press here to choose image file. (<10MB)



If your picture uploads successfully, an image thumbnail will appear for this question:



If you want to remove the picture to upload a new one, hover your cursor over the image field. An X will appear when you hover over the field. Click the X to remove the image and add a new one.



9) Indicate your use and disposal of pollutants other than mercury

The form will ask about the use of and disposal of some additional pollutants of concern to the wastewater plant other than mercury. These questions are not tied to your compliance with amalgam management requirements. However, we still want to keep silver and pharmaceuticals

out of the drain to the highest extent possible, and so if you indicate that any of these substances are going down the drain at your clinic, you will receive a recommendation to use a different disposal route.

Questions about the disposal of these substances will appear only if you answer that you use these substances in our clinic.

What type of x-rays are completed at your clinic?*

All digital

Some x-rays are developed non-digitally

Is any silver fixer used in developing x-rays disposed of down the drain?*

Yes

No

Example: This question about silver fixer disposal only appears if you indicate that some x-rays are developed non-digitally.

10) Review follow-up actions

Near the end of the form, any required actions or recommended actions will be listed on a separate page. These actions will appear based on your responses earlier in the form. For example, if you indicate that you're using a vacuum line cleaner outside of the range safe to use with amalgam separators, you'll get a required follow-up action to change the line cleaner you're using. For other pollutants, because there are no associated regulatory requirements, you will receive recommended actions in a separate box ("Other actions") if a change in disposal of these substances is recommended.

6) Follow-up actions

The actions below are based on your responses to questions in this report. If actions appear here, you will need to complete those actions promptly to be in full compliance with MMSD amalgam requirements. After you complete these actions, contact Emily Jones at MMSD to verify completion of these actions.

- Change the line cleaner used in vacuum lines to a type with a pH between 6 and 8. Line cleaners with a pH out of this range can make your separator less effective at capturing mercury.

This message appears in the survey form to let you know right away what actions you need to take to be in full compliance with amalgam management requirements. This page will disappear when you submit the survey, but you will receive a follow-up report electronically that details your responses to this form and any required actions as a permanent documentation of your annual report. This summary report will be sent to the email address you enter in the "Clinic information" section of your report.

11) Take any identified follow-up actions.

If any follow-up actions were identified for your clinic, take those actions promptly and email Emily Jones at MMSD, emilyj@madsewer.org, to confirm that you have done so.