



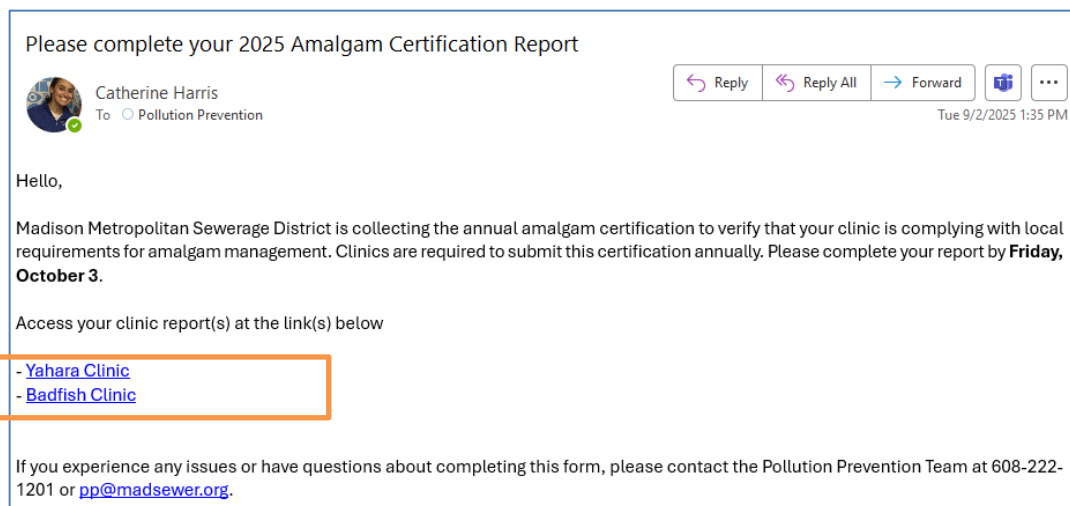
## Instructions for Accessing and Completing the District Online Amalgam Certification Form

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 to a new online certification system to 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 have any questions, please do not hesitate to reach out to your Madison Metropolitan Sewerage District [Pollution Prevention](#) team.

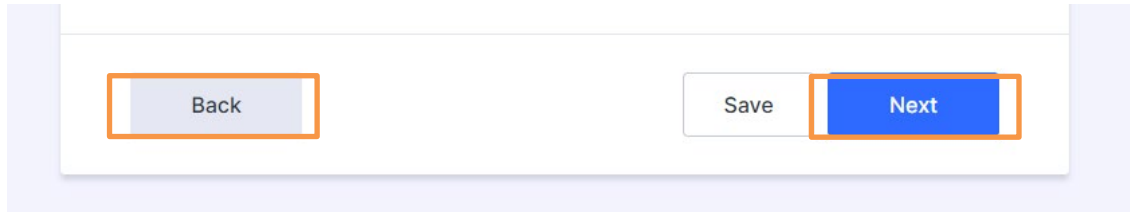
### 1) Access the certification form.

One representative from each clinic (usually clinic office manager, or lead staff on-site), will get an email from district pollution prevention staff, containing links specific to each clinic they are responsible for. The example below shows a screenshot of how that would look for a manager of two clinics.



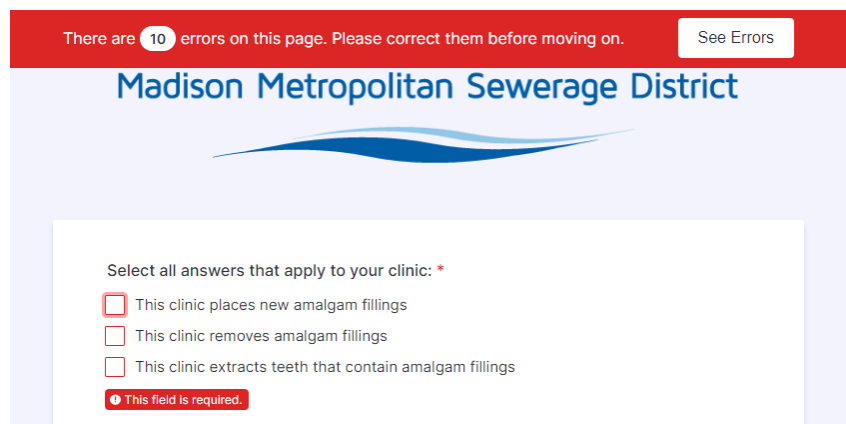
## 2) Navigate between pages.

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. Note: using the “Save” button and creating an account is not necessary. On the final survey page, the “Next” button will change to “Submit”.



## 3) 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.



## 4) Answer questions based on clinic practices

Your selections will determine which questions that appear later on in the form based on their relevance to these situations.

Clinics which do not place or remove amalgam except in emergency situations will be fast forwarded to the final certification, skipping any further questions. response is applicable only if

For clinics that do place or remove amalgam...

**5) 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. You will be required to upload a photo.


What type of device is used to collect amalgam waste from your clinic? \*

- ☒ Amalgam separator
- ☐ Holding tank that collects all amalgam-containing wastewater
- ☐ This clinic does not have an amalgam separator or holding tank

Separator brand: \*

Please Select

Separator photo: \*

  
**Browse Files**  
Drag and drop files here

Upload a current, clear photo of your amalgam separator. If the contents are visible, ensure that the level of the contents and the canister fill line are clearly visible in the photo.

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.

We're specifically looking at photos to make sure:

- ✓ Clinic staff are able to properly identify which device the amalgam separator is
- ✓ Separator is present and corresponds to the reported make/model reported in the form
- ✓ There is no evidence of overflow/leaking out of or around the separator
- ✓ The sediment in the canister (sometimes labeled as "collection container" is BELOW the printed fill line
- ✓ The canister/collection container is LESS THAN a year old

There are various make/models of separators, more than 80% of clinics in our service area have a model that will look like the ones below. A clear photo of this style of separator is one where three things are visible:

- 1) Date (optional): sometimes this is written on the canister, if it is, please try to include.
- 2) Fill Line: most separators have a printed fill line on them.
- 3) Sediment level: this can often be made most visible by shining a light behind the tank.

**Examples of good pictures:**



**Examples of bad pictures (not helpful to assess separator condition):**



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



separator thumbnail.jpg

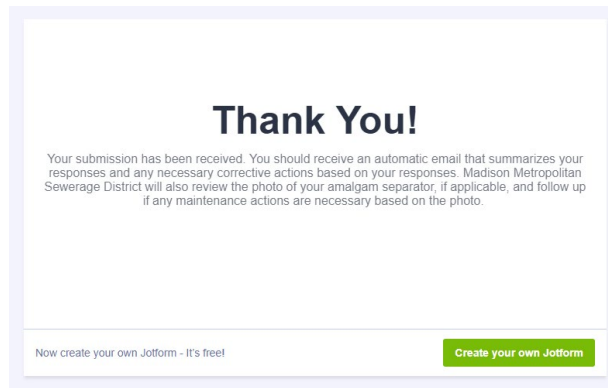
91.0KB



Upload a current, clear photo of your amalgam separator. If the contents are visible, ensure that the level of the contents and the canister fill line are clearly visible in the photo.

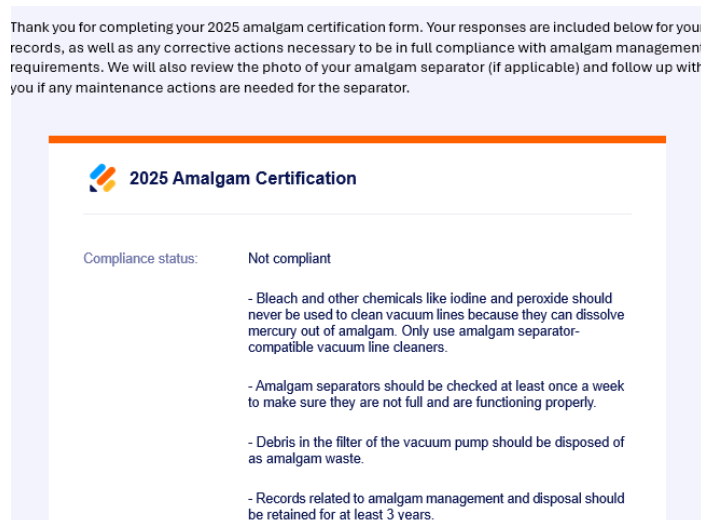
## 6) Review follow-up actions

After completing and submitting the form, you will get an in-browser confirmation:



The email address provided when filling out the form will also receive a copy of submitted answers. Save this confirmation email for your records. This email also includes corrective actions necessary to be in full compliance with amalgam management requirements.

For example, if you indicate that you're using a line cleaner outside of the safe range for use with amalgam separators, you'll get a required follow-up action to change the line cleaner you're using.



If the email indicates compliance, note that it's provisional, contingent upon review of submitted pictures and following up if the separator doesn't clearly appear to comply.

## 7) Take any identified follow-up actions.

If any follow-up actions were identified for your clinic, take those actions promptly and email the Pollution Prevention team at [pp@madsewer.org](mailto:pp@madsewer.org) to confirm you have done so.