Madison Metropolitan Sewerage District
1610 Moorland Road • Madison, WI 53713-3398 • P: (608) 222-1201 • F: (608) 222-2703

Instructions for Accessing and Completing the MMSD Online Amalgam Certification Form

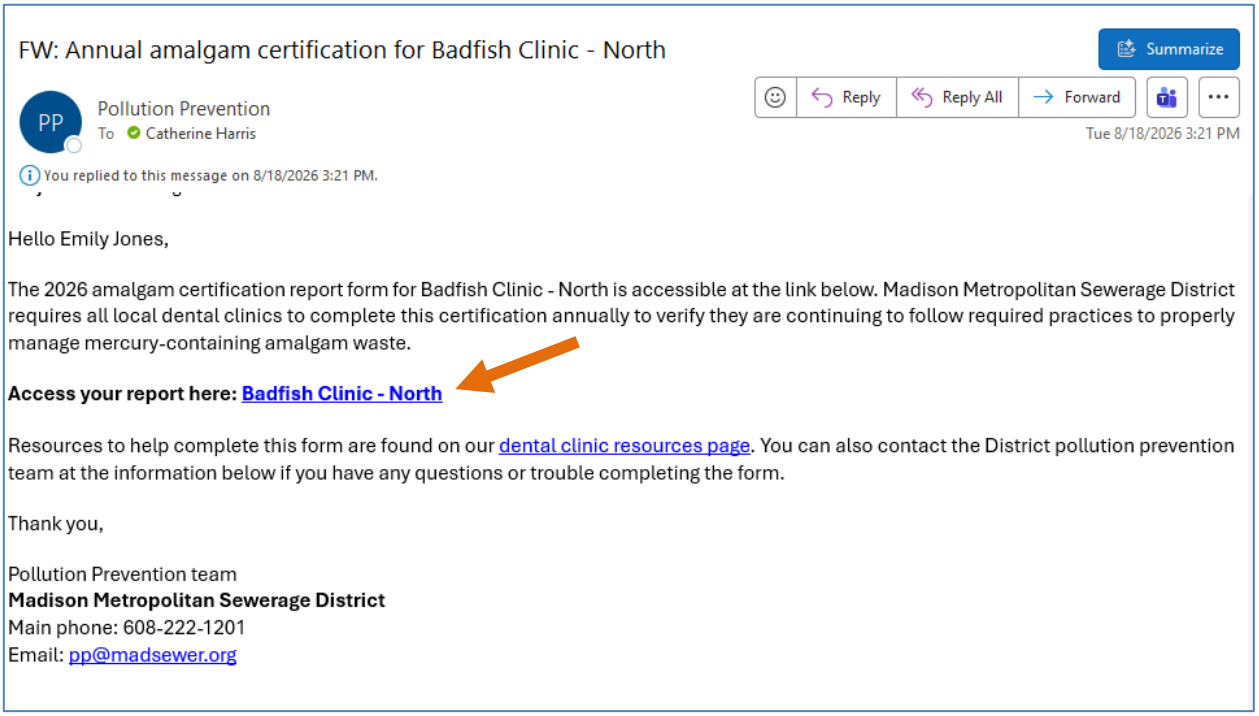
To minimize mercury levels in the sewer system and local waterways, Madison Metropolitan Sewerage District requires local to report on procedures annually.

The following instructions explain general procedure for accessing and completing the annual certification. If you have questions, please 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 a clinic-specific link to an annual certification form. Each clinic that a person is responsible for will come in a separate email, so people that manage multiple clinics will get multiple emails, each with a unique link. Click the clinic name link to access the annual certification form. If you hover over the link it will start with https://form.jotform.com followed by a long string of numbers.

Example for how the email will look:



FW: Annual amalgam certification for Badfish Clinic - North

Summarize

PP Pollution Prevention
To Catherine Harris

Reply | Reply All | Forward

Tue 8/18/2026 3:21 PM

You replied to this message on 8/18/2026 3:21 PM.

Hello Emily Jones,

The 2026 amalgam certification report form for Badfish Clinic - North is accessible at the link below. Madison Metropolitan Sewerage District requires all local dental clinics to complete this certification annually to verify they are continuing to follow required practices to properly manage mercury-containing amalgam waste.

Access your report here: Badfish Clinic - North

Resources to help complete this form are found on our dental clinic resources page. You can also contact the District pollution prevention team at the information below if you have any questions or trouble completing the form.

Thank you,

Pollution Prevention team
Madison Metropolitan Sewerage District
Main phone: 608-222-1201
Email: pp@madsewer.org

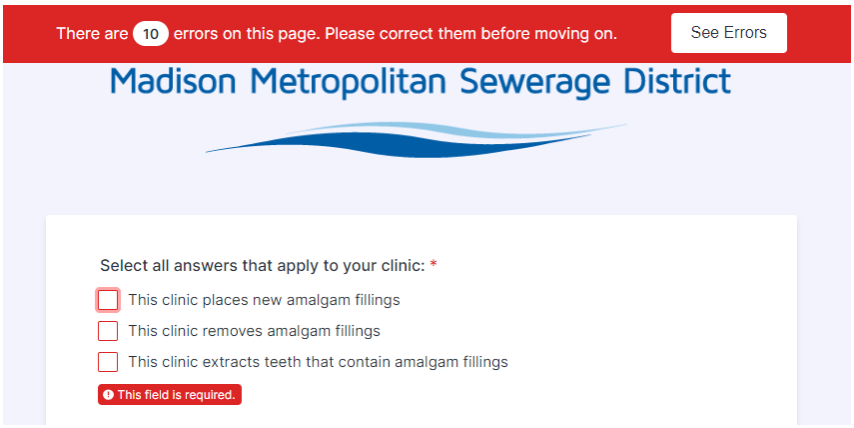
2) Navigate between pages.

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

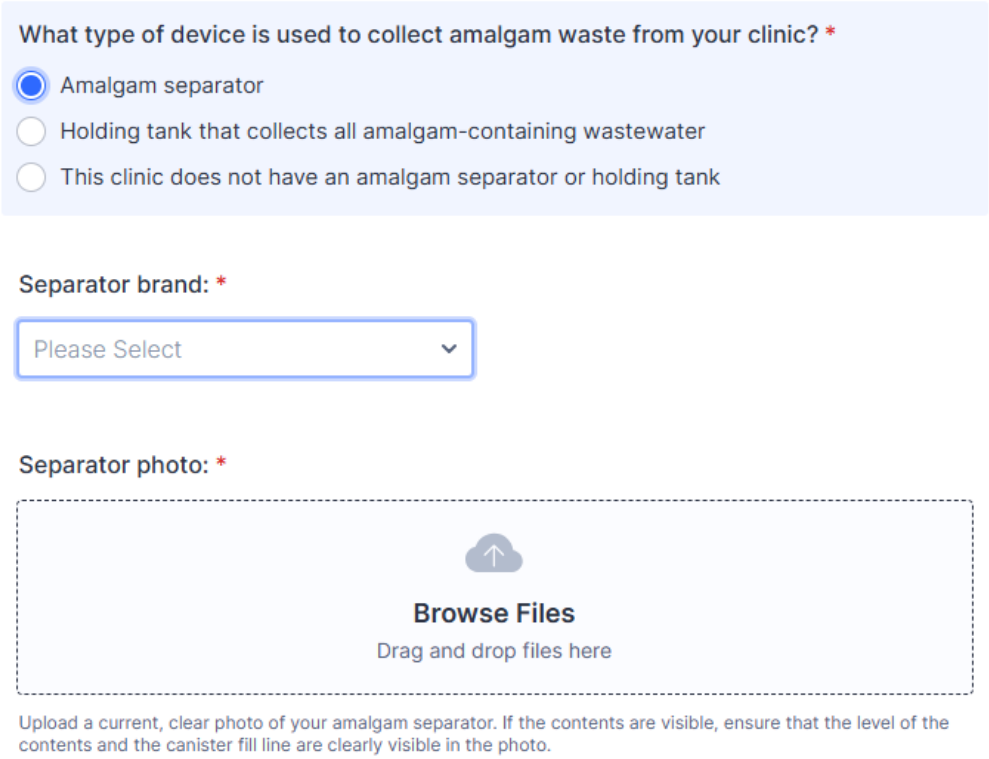
Your selections will determine which questions that appear later on in the form based on their relevance to these situations.

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 pluming 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.



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:





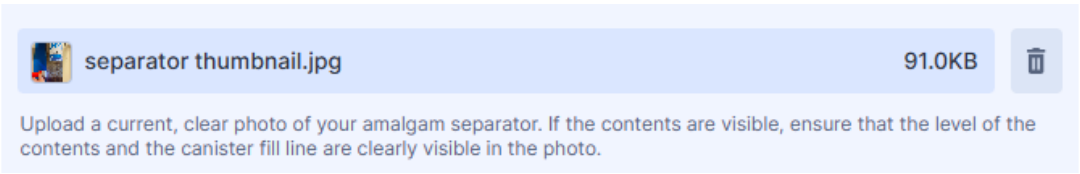

Examples of bad pictures (not helpful to assess separator condition):





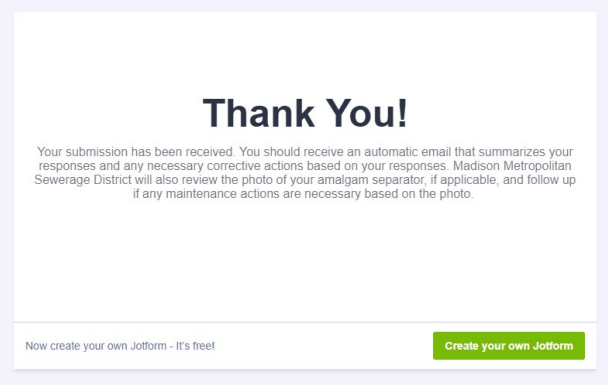


If your picture uploads successfully, an image thumbnail will appear for this question:



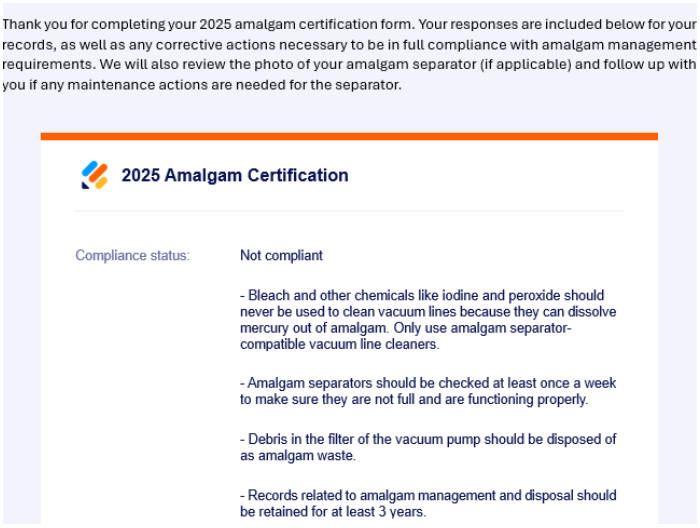
6) Review follow-up actions

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 Catherine Harris, catherineh@madsewer.org to confirm that you have done so.