



Entering a *Notice to Commence* *[Mining]* Operations in eSLA

SPS 308.10



Why a Notice to Commence Operations?

It's a requirement of Chapter SPS 308.10

The postcard form, SBD-6736, is no longer accepted.

On-line submission is faster than mailing a notice to all mining operations, then having those operations fill out and mail back a form.

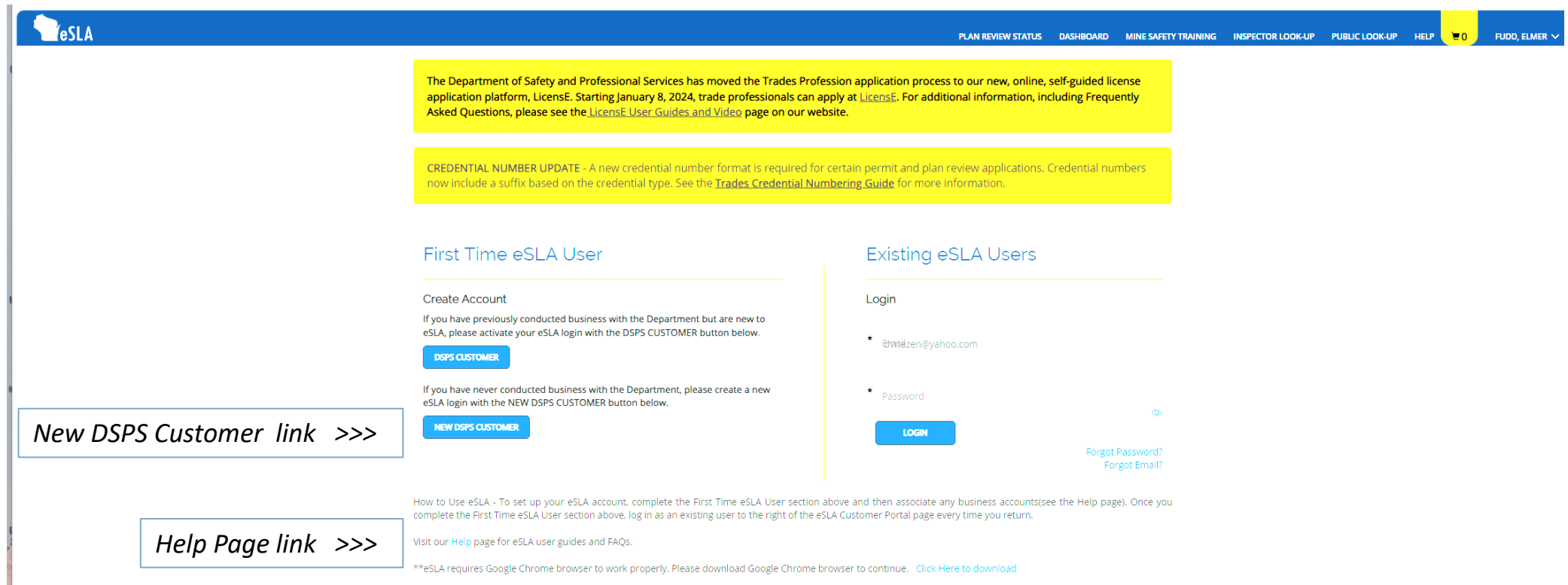
The on-line process also speeds up the required annual Safety Service Fee process outlined in SPS 307.13

Registering in eSLA.

<https://esla.wi.gov/>



This will be the first screen you see.

- We recommend you review the [Help Page](#) before registering.
- After reviewing the Help Page, proceed to [New DSPS Customer](#).



The screenshot shows the eSLA website interface. At the top is a blue navigation bar with the eSLA logo on the left and links for PLAN REVIEW STATUS, DASHBOARD, MINE SAFETY TRAINING, INSPECTOR LOOK-UP, PUBLIC LOOK-UP, HELP, a shopping cart icon with '0', and a user profile dropdown for 'FUDD, ELMER'. Below the navigation bar are two yellow informational banners. The first banner states that the Department of Safety and Professional Services has moved the Trades Profession application process to the new online platform, LicenseE, starting January 8, 2024, and provides links to LicenseE User Guides and Video. The second banner is a 'CREDENTIAL NUMBER UPDATE' stating that a new credential number format is required for certain permit and plan review applications, and provides a link to the Trades Credential Numbering Guide. The main content area is divided into two columns. The left column is titled 'First Time eSLA User' and contains a 'Create Account' section. It instructs users who have previously conducted business with the Department but are new to eSLA to activate their eSLA login with the DSPS CUSTOMER button. It also instructs users who have never conducted business with the Department to create a new eSLA login with the NEW DSPS CUSTOMER button. The right column is titled 'Existing eSLA Users' and contains a 'Login' section. It has input fields for email (example: elwadezen@yahoo.com) and password, a LOGIN button, and links for 'Forgot Password?' and 'Forgot Email?'. At the bottom of the main content area, there is a 'How to Use eSLA' section explaining the setup process and a link to the Help page for user guides and FAQs. A footer note states that eSLA requires Google Chrome browser to work properly and provides a link to download Google Chrome. On the left side of the screenshot, there are two callout boxes: one pointing to the 'NEW DSPS CUSTOMER' button labeled 'New DSPS Customer link >>>' and another pointing to the 'Help Page' link labeled 'Help Page link >>>'.

eSLA

PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP  0 FUDD, ELMER 

The Department of Safety and Professional Services has moved the Trades Profession application process to our new, online, self-guided license application platform, LicenseE. Starting January 8, 2024, trade professionals can apply at [LicenseE](#). For additional information, including Frequently Asked Questions, please see the [LicenseE User Guides and Video](#) page on our website.

CREDENTIAL NUMBER UPDATE - A new credential number format is required for certain permit and plan review applications. Credential numbers now include a suffix based on the credential type. See the [Trades Credential Numbering Guide](#) for more information.

First Time eSLA User

Create Account

If you have previously conducted business with the Department but are new to eSLA, please activate your eSLA login with the DSPS CUSTOMER button below.

[DSPS CUSTOMER](#)

If you have never conducted business with the Department, please create a new eSLA login with the NEW DSPS CUSTOMER button below.

[NEW DSPS CUSTOMER](#)

Existing eSLA Users

Login

*

*

[LOGIN](#)

[Forgot Password?](#)
[Forgot Email?](#)

New DSPS Customer link >>>


Help Page link >>>


How to Use eSLA - To set up your eSLA account, complete the First Time eSLA User section above and then associate any business accounts(see the Help page). Once you complete the First Time eSLA User section above, log in as an existing user to the right of the eSLA Customer Portal page every time you return.

Visit our [Help](#) page for eSLA user guides and FAQs.

**eSLA requires Google Chrome browser to work properly. Please download Google Chrome browser to continue. [Click Here to download](#)

Your eSLA Dashboard

eSLA

PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING INSPECTOR LOOK-UP PUBLIC LOOK-UP HELP  0 FIDD, ELMER ▾

Welcome to your eSLA Dashboard

New Application tab >>>

+ NEW APPLICATION

+ MY ITINERARIES

+ MULTIPLE RENEWAL

MY HISTORY

Please click on the "My History" button to view previously submitted payments, permits, credentials and service requests such as revisions, components and compliance statements.

[Are you trying to add a business or renew a cross connection control assembly? Click here to add a business or renew your assembly.](#)

The application process is very simple. Instructions for each stage of the application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the application will indicate what stage you are currently in for the process. Once you have completed the application and submitted it, your application will be reviewed.

Click the 'New Application' button above to begin the application process. Any existing credentials, permits, products or plan reviews will be displayed below on the dashboard.

Your dashboard will look like this once you have registerd as an eSLA user and successfully signed in.

From here, you will select + New Application.

CONTACT PRIVACY NOTICE WWW.WISCONSIN.GOV

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First Steps



Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

<<< *Select Area. A drop-down menu will appear. Select **Permits***

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

CANCEL

SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Second item



Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Permits

Select Program Area

--None--

Select Permit Type/Plan Review

Select Application Type

<<< **Select Program Area. Select Mines, Explosives, Fireworks**

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

CANCEL

SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Third item.

[PLAN REVIEW STATUS](#)[DASHBOARD](#)[MINE SAFETY TRAINING](#)[INSPECTOR LOOK-UP](#)[PUBLIC LOOK-UP](#)[HELP](#)[0](#)[FUDD, ELMER](#)

Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Permits

Select Program Area

Mines, Explosives, Fireworks

Select Permit Type/Plan Review

--None--

Select Application Type

--None--

<<< **Select Permit Type / Plan Review.** A drop-down menu will appear with several options. Select **Annual Notice to Begin Operations.**

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

CANCEL

SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Fourth item



Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Permits ▾

Select Program Area

Mines, Explosives, Fireworks ▾

Select Permit Type/Plan Review

Annual Notice to Begin Operation ▾

Select Application Type

--None-- ▾

Please select an Account [\(Create new account\)](#)

--None-- ▾

<<< **Select *Application Type***. Since this permit is only associates with one program, only Mines, Explosives, Fireworks will be an option.

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

CANCEL

SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Last Application items

[PLAN REVIEW STATUS](#)[DASHBOARD](#)[MINE SAFETY TRAINING](#)[INSPECTOR LOOK-UP](#)[PUBLIC LOOK-UP](#)[HELP](#)[0](#)[FUDD, ELMER](#)

Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Permits

Select Program Area

Mines, Explosives, Fireworks

Select Permit Type/Plan Review

Annual Notice to Begin Operation

Select Application Type

Mines, Explosives, Fireworks

Please select an Account ([Create new account](#))

--None--

<<< Please select an Account. The only options that should appear are Accounts you are associated with. Select the one related to this permit.

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

SPS - 308.10 Notification to Begin Operation.

(1) Each year before work is commenced in a pit or quarry, the pit operator shall complete a Notice to Begin Operation, for each pit or quarry. The notification shall be returned to the department at least 10 days prior to the beginning of work in each pit or quarry.

Note 1: The notice is required from the operator for all pits and quarries where work is performed, whether or not the operator owns the pit or quarry. Only one initial notice is required for a pit or quarry where work is performed on an intermittent basis during the year.

(2) Each year before work is commenced in a pit or quarry, the pit or quarry operator shall make arrangements for obtaining emergency medical assistance and transportation for injured persons.

"Operator" means the person or firm that operates or is responsible for an excavation in the earth for the purpose of extracting minerals or other materials or for the crushing, screening or washing equipment.

CANCEL

SAVE AND CONTINUE

<<< After you selected Account, click the **Save and Continue** button.

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Application Selection | eSLA

PLAN REVIEW STATUS | DASHBOARD | MINE SAFETY TRAINING | INSPECTOR LOOK-UP | PUBLIC LOOK-UP | HELP | RUDD, ELMER

Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the [Manage Business](#) page.

Select Area

Permits

Select Program Area

Mines, Explosives, Fireworks

Select Permit Type/Plan Review

Annual Notice to Begin Operation

Select Application Type

Mines, Explosives, Fireworks

Please select an Account. [\(Create new account\)](#)

State of Wisconsin DSPS(DSPS)

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

SPS - 308.10 Notification to Begin Operation.

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"Operator" means the person or firm that operates or is responsible for an excavation in the earth for the purpose of extracting minerals or other materials or for the crushing, screening or washing equipment.

CANCEL

SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

CONTACT | PRIVACY NOTICE | WWW.WISCONSIN.GOV

mining Operat... | Saved to this PC

Search

Record | Review | View | Help | BLUEBEAM | Acrobat

Record | Present in Teams | Share

Paragraph | Drawing | Editing | Create PDF and Share link | Create PDF and Share via Outlook | Dictate | Sensitivity | Add-ins | Designer | Create PDF | Change Settings | Batch PDF | Bluebeam

Application items

Application Selection

Select the Area. Next, based on the area, select either the Program Area, Permit/Plan Review, and Application Type or the Application Type, Credential and Credential Type as applicable.

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Select Area

Permits

Select Program Area

Mines, Explosives, Fireworks

Select Permit Type/Plan Review

Annual Notice to Begin Operation

Select Application Type

Mines, Explosives, Fireworks

Please select an Account. [\(Create new account\)](#)

None

Application Instructions

Provide the information necessary for the application. Once finished, click which type of Save option desired.

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"Operator" means the person or firm that operates or is responsible for an excavation in the earth for the purpose of extracting minerals or other materials or for the crushing, screening or washing equipment.

CANCEL

SAVE AND CONTINUE

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

<<< Please select an Account. The only options that should appear are Accounts you are associated with. Select the one related to this permit.

<<< After you selected Account, click the [Save and Continue](#) button.

Notes | Full Screen | Zoom | 98%

Search

12:07 PM 4/17/2025

Business Information: Personal Information

This should all auto-fill from prior pages.



Personal Information

Provide the necessary information in the fields to the right. All fields with (*) are required and must be completed to continue the application process.

First Name

Elmer

Middle Name

Last Name

Fudd

Phone Number

* (555) 555-5555

Email Address

* tester@tester.com

Business Information: Mailing Address

You will need to provide

- The address where mail is delivered. This may be the company's post office box.
- The address where the mining operation is taking place.
- A separate form will be needed for each location you do mining. E.G. if you crush for another mining company, you will need to tell us that location as well (same as MSHA 30 CFR Part 50.10 requirements).

Mailing Address

Select a mailing address by clicking the appropriate checkbox to the right (this is the address used for all postal communications from the Department). To add a new address, click Add Address, complete the required fields, and click Save.

✓ ADDRESS SAVED SUCCESSFULLY

USE DIFFERENT ADDRESS

4822 Madison Yards Way
Madison WI 53705
Dane
United States

Public Address

Select a public address by clicking the appropriate checkbox to the right (this is the address that will be viewable by the public). To add a new address, click Add Address, complete the required fields, and click Save.

✓ ADDRESS SAVED SUCCESSFULLY

USE DIFFERENT ADDRESS

4822 Madison Yards Way
Madison WI 53705
Dane
United States

SAVE & FINISH LATER

SAVE AND CONTINUE

DOWNLOAD APPLICATION

IMPORTANT: Always click Save and Continue. If you use the browser's back button,

Project and Site information.



New Application

Annual Notice to Begin Operation DIS-042516276

This is where you tell us the name of the Operator of the equipment and the Owner of the company.

- This may be the same person, but each person needs to be listed.

This is also where you specify where the mining will take place.



Affiliation Information

An Owner and Operator affiliation are required to complete this application.

ADD INDIVIDUAL

Project and Site

Add the necessary Project and Site information necessary to complete this application.

ADD SITE

SAVE & FINISH LATER

SAVE AND CONTINUE

DOWNLOAD APPLICATION

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Project and Site information. Sample

New Application

Annual Notice to Begin Operation DIS-042516276

For this sample, there are different people listed as Operator and Owner. This does not have to be the case.

- Note: both persons may have the same (e.g. company) e-mail and phone number listed.

Business Information

Project and Site

Questions

Review + Submit

Affiliation Information

An Owner and Operator affiliation are required to complete this application.

Niko Ruud

Status : Active
Type : Operator
Company : WI DSPS
Phone : 608 266 2112
Address : 4822 Madison Yards Way
Madison Wisconsin 53705

Dan Hereth

Status : Active
Type : Owner
Company : WI DSPS
Phone : 608 266 2112
Address : 4822 Madison Yards Way
Madison Wisconsin 53705

ADD INDIVIDUAL

Project and Site

Add the necessary Project and Site information necessary to complete this application.

Holmen Quarry

Site Id : SIT-144073
County : La Crosse
Municipality Type : Village
Municipality : HOLMEN


SAVE & FINISH LATER

SAVE AND CONTINUE


DOWNLOAD APPLICATION

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.

Questions.

eSLA

PLAN REVIEW STATUSDASHBOARD



New Application

Annual Notice to Begin Operation DIS-042516276

Business InformationProject and SiteQuestionsReview + Submit

Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.

Date to Begin Operation

mm/dd/yyyy

Estimated Date to Cease Operation

mm/dd/yyyy

MSHA Mine ID Number To look up go to (www.MSHA.gov)

Estimated Tons to be Produced

SAVE & FINISH LATER

SAVE AND CONTINUE

DOWNLOAD APPLICATION

IMPORTANT: Always click Save and Continue. If you use the browser's back button, your information will not be saved.


<<< Date to begin operations.

<<< Date to cease operations.


<<< MSHA Mine ID number.

<<< Estimated tons to be produced.

Sample answers

eSLA

PLAN REVIEW STATUSDASHBOARDMINE SAFETY TRAININGINSPECTOR LOOK-UPPUBLIC LOOK-UPHELP0FUDD, ELMER



New Application

Annual Notice to Begin Operation DIS-042516276

Business InformationProject and SiteQuestionsReview + Submit

Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue.

Date to Begin Operation

01/01/2025

Estimated Date to Cease Operation

11/01/2025

MSHA Mine ID Number To look up go to (www.MSHA.gov)

4700000

Estimated Tons to be Produced

Less than 50,000
50,000 - 100,000
100,001 - 200,000
200,001 - 300,000
300,001 - 400,000
400,001 - 500,000
Over 500,000

Save and Continue button.

There are seven ranges listed.

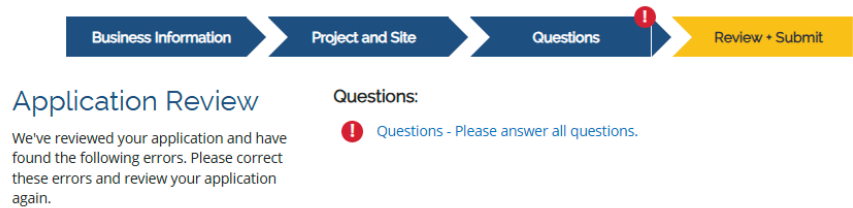
- Reporting after you have ceased operations for the year will use these same numbers for assessing Safety Service Fee.

Errors



New Application

Annual Notice to Begin Operation DIS-042516276



Will look like this: a red dot on the echelon where you need to go.

In this example, there is no estimated tonnage on the last page.

Go to that page, correct / enter the missing info, then re-select **Review + Submit**.

SAVE & FINISH LATER

Finishing the application



PLAN REVIEW STATUS DASHBOARD MINE SAFETY TRAINING



New Application

Annual Notice to Begin Operation DIS-042516276



Application Review

✔ Completed

Attestation

By attesting below, the applicant swears that all information provided on this application is true, accurate, and that the submission requirements are met.

Consent to Electronic Signature

☒ I accept

<<< Click “I accept”

Type your First Name and Last Name as they appear on the application to sign electronically

Your Name Here

(Elmer Fudd)

<<< Type in Your Name

Submit your Application

After clicking the ‘Submit’ button below, you will no longer be able to change this application. **PLEASE DO NOT USE THE BROWSER’S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

SAVE & FINISH LATER

SUBMIT

Select “Submit”.

What your Dashboard will now show

Welcome to your eSLA Dashboard

- + NEW APPLICATION
- + MY ITINERARIES
- MY HISTORY


Please click on the "My History" button to view previously submitted payments, permits, credentials and service requests such as revisions, components and compliance statements.

Are you trying to add a business or renew a cross connection control assembly? [Click here to add a business or renew your assembly.](#)

Your Permit

To renew, edit, or update your Permit, please click on the Options button. Applications for a Permit are also shown on the bottom of the dashboard page.

[View and Search All Permits](#)

| | | | | | |
|---|--|-------------------------------|------------------|------------------------|---------|
| SORT BY - | | | | | |
|  | Annual Notice to Begin Operation MS-042500142-PTOOP | PROJECT NAME Holmen Quarry | STATUS Active | EXP DATE 12/31/2025 | OPTIONS |

New Permit Applications

To edit or withdraw an application, please click on the Options button.

[View and Search all Applications](#)

SORT BY -

The permit application process is very simple. Instructions for each stage of the permit application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the permit application will indicate what stage you are currently in for the process. Once you have completed the permit application and submitted it, the appropriate Department will review your permit application.

Click the '+' icon of the Add a Permit box to the right to begin the application process. To see your existing permit, scroll down to the next section.

Summary Notes.

1. Your company details, Operator and Owner specifics will be saved for the next submission.
2. Once all sites where you mine are loaded, they will pre-populate once you start typing the address for your next permit
3. Safety Service Fee reporting specified in Chapter SPS 308.13 is required no later than the calendar year following production.
 - Most operators do the safety service fee reporting at the same time they submit the Notice to Commence Operations.
 - Safety service fees may be paid with a credit card or using your check routing number.
4. Notices to Commence Operations are to be completed 10 days before mining starts.

In case of questions, contact Dave Vriezen, State Mining Inspector, at 414 416 3196 or David.Vriezen@Wisconsin.gov