

**Notice:** The Wisconsin Department of Natural Resources (department) has the authority to inspect service, disposal and other pertinent records associated with businesses or persons engaged in the business of servicing septic tanks, holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, seepage trenches, distribution cells, privies, or portable restrooms as applicable in s. NR 113.02, Wis. Adm. Code. Vehicle requirements are found in s. NR 113.06(2), Wis. Adm. Code. The responsibility of using this form remains the responsibility of the businesses or persons engaged in the business of septage servicing. Any person who violates chs. NR 113 and/or NR 114, Wis. Adm. Code, is subject to forfeitures of not less than \$10 or more than \$5000 for each violation (s. 281.98, Wis. Stats.) and may be subject to citations pursuant to s. NR 113.14, Wis. Adm. Code. Each day of continued violation is a separate offense.

Business Information				
Name of Licensed Business	DBA (if applicable)	Septage License No. ____	Phone Number ( )	
Mailing Address	City	State	Zip Code	
Physical Location of Vehicle (if different)	City	State	Zip Code	
Operator-in-Charge Name	Business Email Address	OIC Email Address (if different)		

Vehicle Information		
Vehicle Identification Number (VIN)	License Plate Number	License plate applied for? <input type="checkbox"/> If checked, see "Instructions" 2b.
Vehicle Year and Make	Tank Capacity (Gallons)	
Is this vehicle used by a different business? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide business and license number: _____		
Is this vehicle replacing an existing licensed vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide the vehicle license plate number: _____ No fee is required for a replacement vehicle within the two year licensing period.		
Is this vehicle replacing a vehicle that was registered at the beginning of the most recent licensing period? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, check the appropriate box: <input type="checkbox"/> Resident business (requires \$50 fee) <input type="checkbox"/> Non-resident business (requires \$100 fee)		
Is this vehicle used solely for servicing portable restrooms? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, see "Instructions" (2h) for additional details regarding vehicle inspection.	
Is this a trailer-mounted servicing unit (par NR 113.06(2)(e) and (g))? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, see "Instructions" (2i) for additional details regarding trailer inspection.	
Is this alternative equipment used to service septage on islands (par NR 113.06(2)(f)? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, see "Instructions" (2j) for servicing details.	

Vehicle Photographs	
Prior to submitting the "Wisconsin Septage Servicing Licensee Vehicle Inspection Report," ensure that the following photographs are included: <input type="checkbox"/> Front of vehicle (with grill visible). Note: If vehicle is licensed, then photograph should include a clean and legible license plate. <input type="checkbox"/> Side #1 of vehicle (with decal lettering legible). <input type="checkbox"/> Side #2 of vehicle (with or without decals). <input type="checkbox"/> Back of vehicle (entire rear of vehicle visible). Note: If vehicle is licensed, then photograph should include a clean and legible license plate.	
For land application vehicles, ensure that the following photographs are included: <input type="checkbox"/> Vehicle cab controlled discharge valve (include pictures of both in-cab controls and rear-mounted discharge valve). <input type="checkbox"/> Splash plate or other department approved device. See "Instructions" for more details.	

Operator-in-Charge (OIC) or Business Certification	
<b>Compliance with Vehicle Inspection and Servicing Requirements:</b> Signing below indicates that the OIC is submitting a complete package and to the best of their knowledge this vehicle request is compliant with ch. NR 113, Wis. Adm. Code.	
OIC or Business Owner Name (Printed)	OIC Certification Number (if applicable)
OIC or Business Owner Signature	Date

Submittal	
Submit the completed report to ATTN: Wisconsin DNR, Septage Certification Program EAS/7, PO Pox 7921, Madison, WI 53707-7921. <b>IMPORTANT:</b> Once a vehicle is approved, the department issues a sticker with an expiration date that expires on June 30th of the next odd year consistent with the State of Wisconsin biennium. This sticker must be prominently displayed on the rear of the vehicle servicing tank per subd. NR 113.06(2)(m)1., Wis. Adm. Code. If the servicing vehicle is used solely for servicing and transporting portable restrooms and the placement of the sticker on the rear of the vehicle servicing tank prevents the sticker from being visible when transporting portable restrooms, the sticker may be applied to an alternative location on the vehicle approved by the department.	

## Vehicle Inspection

Inspector Name	Certified Septage Operator Number	Inspection Date
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### Tank (par. NR113.06(2)(g), Wis. Adm. Code)

- |   |                                       |   |   |
|---|---------------------------------------|---|---|
| 1. Leak proof (no runs or drips).   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 2. Contain inertia baffles.   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Not Applicable |
| 3. Tightly closed to prevent spillage or escape of odors while in transit or storage. | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 4. Constructed of suitable metal or materials approved by the department.             | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 5. Mounted permanently on the vehicle chassis (except trailer-mounted units).         | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Not Applicable |

Comments:

### Lettering (subd. NR113.06(2)(m)2. and 3., Wis. Adm. Code)

- |   |                                       |   |   |
|---|---------------------------------------|---|---|
| 6. At least <u>one</u> side of the vehicle displays the words "Wisconsin Sanitary Licensee" and immediately under these words "License No. " with the number of its license in the space provided with letters and numbers at least 2 inches high and all lettering and numbering with distinct color contrast to its background. | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 7. Capacity (in gallons) of septage on rear of tank in lettering and numbers at least 2 inches high in a color distinct from the background and readily visible.  | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Not Applicable |

Comments:

### Pumps/Blowers, Hoses, and Piping (par. NR113.06(2)(h) and (k), Wis. Adm. Code)

- |   |                                       |   |   |
|---|---------------------------------------|---|---|
| 8. Pumps/blowers adequate for required service.                                   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 9. Installed to prevent backflow or leakage.                                      | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 10. Connections provided with caps or seals.                                      | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 11. Hoses and piping stored to prevent leakage or dripping of septage in transit. | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 12. Watertight.   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |
| 13. Capped when not in use.   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory | <input type="checkbox"/> Not Applicable |
| 14. Constructed and located so as to permit unobstructed discharge.               | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |   |

Comments:

### Vehicle/Equipment Washing and Storage (par. NR113.06(2)(c) and (L), Wis. Adm. Code)

- |   |                                       |   |  |
|---|---------------------------------------|---|--|
| 15. Vehicle and equipment stored in nuisance free manner.                                 | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |
| 16. Equipment washing facility(ies) available and located to prevent nuisance conditions. | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |

Comments:

### In-Cab Documents and Supplies (par. NR113.06(3)(c), Wis. Adm. Code)

- |   |                                       |   |  |
|---|---------------------------------------|---|--|
| 17. A written procedure for spill and accident cleanup. | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |
| 18. Supplies and tools for rendering spills harmless.   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |
| 19. Current copy of ch. NR 113, Wis. Adm. Code.         | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |

Comments:

Is this vehicle used for the land application of septage? ☐ Yes ☐ No If Yes, complete items 20 through 22, below.

### Land Application (if Applicable) (par. NR113.06(2)(j), NR113.06(2)(n), and NR 113.06(3)(g), Wis. Adm. Code)

- |  |                                       |   |  |
|--|---------------------------------------|---|--|
| 20. Splash plate (or department approved method or device) if surface spreading.   | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |
| 21. Cab controlled discharge valve.  | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |
| 22. Land application site information (site request and related submittal information), copy of site approval issued by the department, copy of site map approved by department. | <input type="checkbox"/> Satisfactory | <input type="checkbox"/> Unsatisfactory |  |

Comments:

## Instructions

### Introduction.

1. Use this form to add or replace existing licensed vehicles to a septage business license.
2. This form is designed to collect and provide necessary information to the department for efficiently and consistently registering septage vehicles per ch. NR 113, Wis. Adm. Code.
3. Vehicles may not be registered before an inspection is complete and the business license number is lettered on at least one side of the vehicle. A business may letter both sides of the vehicle to "balance" the visual of the vehicle.
4. Complete this form in its entirety and submit it to ATTN: Wisconsin DNR Septage Certification Coordinator, Program EA/7, PO Box 7921, Madison, WI 53707-7921).
5. Incomplete applications may be rejected or returned.
6. Applications submitted on modified or altered 3400-019 forms will not be processed.
7. Once a vehicle is approved, the department issues a sticker that is valid until June 30th of odd years consistent with Wisconsin's Biennial budget. The sticker must be prominently displayed on the vehicle per subd. NR 113.06(2)(m)1., Wis. Adm. Code prior to placing the vehicle into service.

### 1) Business Information

- a) When completing the form, the septage business name entered onto the form shall be identical to the information on the septage business license. If the information on the septage business license is incorrect or requires an update, please correct with the appropriate DNR representative prior to submitting the vehicle inspection report.
- b) If the septage business is doing business as ("DBA") another entity, then include the full DBA name. Otherwise, leave this section blank.
- c) Include the septage business license number.
- d) Include the telephone number of the contact person responsible for addressing any questions regarding the vehicle inspection report.
- e) Provide the complete mailing address (street, city, state, zip code).

- f) If vehicle is housed at an alternative location then the mailing address, provide the full mailing address of this location (street, state, zip code). Otherwise, leave this section blank.
- g) Provide the first and last name of the operator-in-charge (or OIC).
- h) Provide the business email address and the OIC email address (if different).

### 2) Vehicle Information

- a) Provide the Vehicle Identification Number ("VIN").
- b) Provide the vehicle's license plate number. If the Department of Transportation (DOT) and/or Department of Motor Vehicles (DMV) vehicle registration is still pending, then check the "License plate applied for?" box. The WDNR Septage Certification Program can still register a vehicle pending DOT (DMV) registration. Once the DOT (DMV) issues the plate, notify the department of the plate number.
- c) Include the vehicle year and make (example: 2020 Freightliner).
- d) Provide the tank capacity. Note: If the vehicle carries clear water and septage, then only the septage capacity is included on this form.
- e) Identify if this vehicle is currently used by a multiple septage business. A vehicle used by multiple businesses, under a single owner, or separate owners, shall be registered under each business license, and each business license number shall be displayed on the vehicle per subd. NR 113.06(2)(m)2. and 2m., Wis. Adm. Code.
- f) Identify if this vehicle will be replacing an existing licensed vehicle. If yes, then provide the current vehicle's license plate number. If no, then proceed to the next question. Important: No fee is required for a replacement vehicle in the same two year licensing period.
- g) Check the "Yes" box for original or added vehicles under the septage business license.
  1. Wisconsin businesses pay a \$50 registration fee per vehicle.
  2. Non-resident businesses pay a \$100 registration fee per vehicle.

- h) Identify if the vehicle is solely used for servicing portable restrooms. The following may apply to these vehicles.
1. If the placement of the sticker on the rear of the vehicle servicing tank prevents the sticker from being visible when transporting portable restrooms, the sticker may be applied to an alternative location on the vehicle approved by the department (per subd. NR 113.06(2)(m)1., Wis. Adm. Code).
  2. The capacity letter requirement (rear of vehicle) does not apply if the capacity of the vehicle's tank is 1,000 gallons or less (per subd. NR 113.06(2)(m)3., Wis. Adm. Code).
- i) Identify if the requested unit is a trailer-mounted servicing unit. Department approval of any trailer-mounted servicing equipment shall be on an individual basis for specific uses only (per par. NR 113.06(2)(e), Wis. Adm. Code). The department requests that the business include standard operating procedures (SOPs) to address required items for standard vehicles.
- j) Identify if the requested unit will be used to service septage on islands. Alternative equipment proposed for the use to service septage on islands shall be evaluated by the department on a case-by-case-basis. The department requests that the business include SOPs detailing equipment and procedures to ensure public health and the environment are protected.
- 3) Vehicle Photographs**
- a) The department recommends that photographs clearly depict all noted items (examples: license plate, decal lettering, and cab-controlled discharge valves). Lettering in photographs should be easily readable.
  - b) All vehicles must include all the following photographs as listed:
    1. Front of vehicle with grill visible. Note: If the vehicle is currently licensed, then the photograph should include the license plate.
    2. Side #1 of vehicle with decal lettering visible (per subd. NR 113.06(2)(m)2., Wis. Adm. Code).
    3. Side #2 of vehicle. Note: Lettering is not required on second side of vehicle.
    4. Entire rear of vehicle. Notes: If the vehicle is currently licensed, then the photograph should include the license plate. Each licensee shall display on each vehicle the capacity of the tank in gallons on the rear of the vehicle (per subd. NR 113.06(2)(m)3., Wis. Adm. Code). This display requirement does not apply if the capacity of the vehicle is 1,000 gallons or less and the servicing vehicle is used only for servicing and transporting of portable restrooms.
- c) All vehicles used for land application of septage must include all of the following photographs:
1. Two photographs of vehicle cab-controlled discharge valve. First photograph identifies the in-cab controls for the discharge valve. Second photograph provides a close-up of the rear-mounted discharge valve.
  2. Splash plate attached to rear mounted discharge valve. The applicant must include photographs of any alternative spreading equipment, including but not limited to injectors and fabricated alternative surface spreading devices. Important: The department may request that the septage business verify hydraulic loading rate (gallons/acre).
- 4) Operator-in-Charge (OIC) or Business Certification**
- a) The OIC acknowledges submittal of a complete package, and to the best of their knowledge the vehicle is compliant with ch. NR 113, Wis. Adm. Code.
  - b) Print the first and last name of the OIC or septage business owner.
  - c) OIC or owner signs and dates (Day/Month/Year) the form.
- 5) Submittal**
- a) Mail the complete inspection report (including fees and photographs) to: ATTN: Wisconsin DNR, Septage Certification Program EAS/7, PO Box 7921, Madison, WI 53707-7921.
  - b) Incomplete applications may be rejected or returned.
  - c) Once a vehicle is approved, the business sticker must be prominently displayed on the rear of the vehicle servicing tank per subd. NR 113.06(2)(m)1., Wis. Adm. Code.

**3) Vehicle Inspection**

- a) Print the full name (first and last) of the vehicle inspector. Important Note: To efficiently process the application and to prevent unnecessary wait times, the department suggests that a certified master operator complete the vehicle inspection to ensure the application is complete.
- b) Provide the inspector's certified septage operator number.
- c) Include the date of inspection (Day/Month/Year).
- d) The certified master operator then completes each section of the report, including:
  - 1. Tank (Items 1 through 6),
  - 2. Lettering (Items 6 and 7),
  - 3. Pumps/Blowers, Hoses, and Piping (items 8 through 14),
  - 4. Vehicle/Equipment Washing and Storage (Items 15 and 16),
  - 5. In-Cab Documents and Supplies (Items 17 through 19), and
  - 6. Land Application (if applicable Items 20 through 22).
- e) The inspector must check satisfactory, unsatisfactory, or not applicable for each question. If the inspector checks unsatisfactory, then the inspector must either provide additional comments regarding the identified issue(s) or correct the issue prior to application submittal. The department may require that these issues be addressed prior to issuance of a business license sticker.