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State of Wisconsin, DNR
Septage Certification EA/7
PO Box 7921
Madison, WI 53707-7921
dnr.wi.gov

Septage: Operator-in-Training (OIT) Registration Application

Form 3400-174 (R 07/23)

Notice: Pursuant to sub. NR 114.16 (2), Wis. Adm. Code, this form is required to be completed and submitted to the Department of Natural Resources (DNR) before an operator-in-training (OIT) engages in septage servicing. Pursuant to s. NR 114.245, Wis. Adm. Code, and s. 281.48(3)(e) and (5s), Wis. Stats, the department may follow the procedures for the issuance of a citation under ss 23.50 to 23.99, Wis. Stats. to collect a forfeiture for a violation of ss. NR 114.16 to NR 114.23, Wis. Adm. Code. Personal information collected will be used for administrative and enforcement purposes and may be provided to requester's to the extent required by Wisconsin Public Records laws (ss. 19.31-19.39, Wis. Stats.).

Department Use Only -- Operator Number

Septage Business Information

Business Name	Phone Number (include area code)		
Address	City	State	ZIP Code
OIC Name	OIC Certification No.		
Septage Business License No.	Email		

Operator-in-Training Applicant Information

Last Name	First	Middle Initial	
Address	City	State	ZIP Code
Phone Number (include area code)	Email		

Was applicant been previously registered as an OIT (sub. NR 114.16(2))? Yes No If yes, provide operator number: _____

- Include \$25 application processing fee
- Include photocopy of applicant's driver license

Operator-in-Training Acknowledgement

I understand that this certification is valid for twelve months. As an operator-in-training, I must obtain my septage operator certification by passing the appropriate exam within this twelve month period. I understand that I must hold a valid driver's license. The information contain herein is true to the best of my knowledge.

OIT Signature	Date
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Operator-in-Charge Acknowledgement

I understand that as the operator-in-charge (OIC), I shall submit the 3400-174 request, and receive written confirmation from the department that the OIT meets registration requirements before this applicant begins servicing septic tanks, holding tanks, dosing chambers, seepage beds, seepage pits, seepage trenches, distribution cells, sanitary grease interceptors, or any other part of a private onsite wastewater treatment system (pursuant to par. NR 114.16(2)(c), Wis. Adm. Code). I understand that the OIT certification is valid for twelve months following department approval. I understand that this applicant will be servicing under my septage certification, and I assume responsibility for the actions of this OIT. The applicant may service portable restrooms as a portable restroom servicing assistant as defined under par. NR 114.153(8), Wis. Adm. Code. The information contained herein is true to the best of my knowledge.

OIC Signature	Date
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JIT Social Security Number **Important:** Pursuant to ss. 299.07 and 299.08, Wis. Stats., a social security number (SSN) is required when applying for a WDNR certification. The SSN may not be disclosed to anyone except the Wisconsin Department of Children and Families or the Wisconsin Department of Revenue for child support and tax purposes, respectively. The SSN will not be retained in the paper records.

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Instructions

Introduction.

- 1) This form is designed to collect and provide necessary information to the department to efficiently and consistently evaluate operator-in-training (OIT) registration pursuant to ch. NR 114, Wis. Adm. Code.
- 2) Along with this form, the applicant must submit a check for \$25 made payable to the Wisconsin Department of Natural Resources.
- 3) Applications must be mailed to: Wisconsin Department of Natural Resources; ATTN: DNR Septage Operator Certification EA/7; PO Box 7921; Madison, WI 53707-7921.
- 4) Incomplete applications (including lack of payment) may be rejected or returned.
- 5) Applications submitted on modified or altered 3400-174 forms will not be processed.

Septage Business Information.

- 1) Licensed Septage Business, Phone Number, Mailing Address, City, State, ZIP Code, and Email Address.
 - a) Complete the information as shown on page 1.
 - b) The information provided 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 OIT request.
 - c) Include the telephone number and email address of the contact person (example: operator-in-charge) responsible for the OIT.
- 2) Include the full name of the operator-in-charge ("OIC").
- 3) Include the operator certification number of OIC.

Operator-in-Training Applicant Information.

- 1) Identify the full name of the OIT, and provide the OIT's contact information including mailing address, phone number, and email address.
- 2) Identify if the applicant has been previously registered as an OIT. If applicant was previously registered as an OIT, provide their operator number. **Note:** *After 5 years from the end of the last O/T 12-month term, a person that was registered with the department as an O/T may be re-registered with the department as an O/T and engage in septage servicing for up to 12 months without being certified pursuant to sub. NR 114.16(2), Wis. Adm. Code.*
- 3) Check the box and provide the \$25 application processing fee (pursuant to par. NR 113.20(1)(d), Wis. Adm. Code).
- 4) Provide a photocopy of the applicant's current driver's license in the space provided on page 1. A photocopy of the applicant's driver's license may be provided on an additional piece of paper.

Operator-in-Training Acknowledgement Statement.

- 1) The OIT indicates their agreement in this section.
- 2) The OIT prints their name in the spaces provided, signs, and dates the application.
- 3) Failure to provide OIT signature may result in delay or denial of the registration application.

Operator-in-Charge Acknowledgement Statement.

- 1) The OIC indicates their agreement in this section.
- 2) The OIC prints their name in the space provided, signs, and dates the application.
- 3) Failure to provide signature will result in denial of the OIT registration application.

Operator-in-Training Social Security Number.

- 1) Provide the applicant's social security number (SSN). Failure to provide the SSN will result in denial of the OIT application. **Note:** *The SSN will be removed from the application during processing, and not retain as part of the DNR operator certification program's records.*