

Business Name/License #: _____

[illegible]

6 Date and Time (AM/PM)	7 WPDES Permitted Facility or Licensed Business	8 WPDES Permit # or License #	9 Estimated Gallons	10 Initials

Operator Certification Signature: _____ Date: _____

Instructions

Each person who services a private onsite wastewater treatment system (POWTS) shall keep daily log book and invoice records system and make these records available to Wisconsin Department of Natural Resources (department) staff upon request (per par. NR 113.11(3)(c), Wis. Adm. Code). Daily log books and invoice records systems shall be kept in the vehicle for a minimum of two days after servicing a system. Code requirements exempt daily log books and invoice records systems from being kept inside the vehicle if all the following conditions are met: 1. the vehicle is solely used for servicing portable restrooms, 2. the records are available at the business location, and 3. the records are made available to department representatives upon request (per subd. par. NR 113.11(3)(c)2. a. and b., Wis. Adm. Code). All records shall be kept on file and available for inspection for a period of 5 years (per subd. NR 113.11(3)(c)6., Wis. Adm. Code).

While not required to use this form, businesses may use this optional form to maintain daily log book and invoice record systems. This form shall not be used for recording servicing events that involve anything but portable restrooms and shall not be used for the land application of septage as not all record keeping requirements are met. Failure to complete and maintain all information as required by ch. NR 113, Wis. Adm. Code, may result in enforcement and/or penalties.

PORTABLE RESTROOM SERVICING LOG

Servicing Records

1. Record the date (MM/DD/YYYY) and time (include AM/PM) of servicing for each service location.
2. Record the name and a description of the servicing location from which the septage was collected.
(Examples: home, cabin, garage, site, etc.).
3. Record the physical address of servicing. Include the physical location along with the City/Town/State. If an address does not exist, alternative identifying information to record the location shall be provided.
4. Record the number of portable restrooms units serviced at that location.
5. Record the estimated gallons of septage collected at each service location.

Disposal Records

6. Record the date (MM/DD/YYYY) and time (include AM/PM) of disposal.
7. Record the name of the WPDES permitted facility receiving portable restroom waste, or the name of the licensed septage business.
8. Record the WPDES permit number or the septage business license number of disposal facility.
9. Record the estimated gallons of portable restroom waste disposed of at the facility.
10. Portable restroom assistant or operator initializes upon completion (optional).

Written Certification (Not Required by Department)

For businesses that do not land apply, a written certification is not required (per subd. par. NR 113.11(3)(c)7.b., Wis. Adm. Code). However, some operators-in-charge (OICs) desire to continue the standard operating practice of signing and dating a certification statement. Therefore, an alternative statement is provided that requires operators to provide truthful statements relating to servicing and disposing.