State of Wisconsin Department of Natural Resources dnr.wi.gov

Septage: Portable
Restroom Servicing Log
Form 3400-226 (11/22) Page 1 of 2

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. While the use of this department-provided form is <u>optional</u>, businesses or persons are required to collect and maintain the necessary records pursuant to ch. NR 113, Wis. Adm. Code. This form is provided to assist businesses or persons in those record collections. 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 Name/License #:					
Servicing Record					
Date and Time (AM/PM)	Name and Description of Servicing Location		Location Address /Town/State	# of Units	Estimated Gallons
Disposal Record	s 7		8	9	10
Date and Time (AM/PM)	WPDES Permitted Facility or Licensed Business		WPDES Permit # or License #	S Permit # Estimated	
"I certify, under penalty of	Required by Department) of law, that the information recorded has b				
	er and evaluate this information. Further, th suant to ch. NR 113, Wis. Adm. Code. I am				
Operator in Charge Certification Signature:				_ Date:	
Operator Certification Signature:				_ Date:	

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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 to 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.).
- 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.
- 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.