

**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 trenches, seepage pits, 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 optional, businesses or persons are required to collect and maintain the necessary records pursuant to ch. NR 113, Wis. Adm. Code, and 40 CFR 503, Code of Federal Regulations. 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 and/or persons engaged in the business of septage servicing. Records shall be certified pursuant to subd. par. NR 113.11(3)(c)3.g., Wis. Adm. Code or pursuant to 40 CFR 503, Code of Federal Regulations. Any person who violates sub. 281.17(3), s. 281.98, Wis. Stats, 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/or is subject to citations pursuant to ch. NR 113, Wis. Adm. Code. Each day of continued violation is a separate offense.

**Business Name/License #:** \_\_\_\_\_

Service Records				Records for Vector Attraction Reduction						Disposal Records			
1 Date & Time (AM/PM)	2 Owner Name Description	3 Physical Address City/Town/State	4 Gallons & Waste Type (S,H,G,P)*	5 VAR**	Initial pH		≥ 30 Min. pH		10 INJ/INC Time(AM/PM) Date Who	11 Date & Time (AM/PM)	12 Site/Field (Name & DNR #) or WWTF Name (WPDES Permit or License #)	13 Gallons	14 Initials
					6 Time Temp	7 pH Corr. Adj. pH	8 Time Temp	9 pH Corr. Adj. pH					
			____ Gal <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> G <input type="checkbox"/> P <input type="checkbox"/> _____	<input type="checkbox"/> INJ <input type="checkbox"/> INC <input type="checkbox"/> pH	:		:						
			____ Gal <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> G <input type="checkbox"/> P <input type="checkbox"/> _____	<input type="checkbox"/> INJ <input type="checkbox"/> INC <input type="checkbox"/> pH	:		:						
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			____ Gal <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> G <input type="checkbox"/> P <input type="checkbox"/> _____	<input type="checkbox"/> INJ <input type="checkbox"/> INC <input type="checkbox"/> pH	:		:						
			____ Gal <input type="checkbox"/> S <input type="checkbox"/> H <input type="checkbox"/> G <input type="checkbox"/> P <input type="checkbox"/> _____	<input type="checkbox"/> INJ <input type="checkbox"/> INC <input type="checkbox"/> pH	:		:						

\*S = Septic tank (990); H = Holding tank (995); G = Grease Interceptor (997); P = Portable restroom waste (998), Other (Specify) \*\*Vector Attraction Reduction: INJ = Injection; INC = Incorporation; pH = Alkali Addition

**Certification**

I certify, under penalty of law, that the information that will be used to determine compliance with the pathogen requirements in subd. par. NR 113.07(3)(d)1.a. and/or NR 113.07(3)(d)1.b. and the vector attraction reduction requirements in subd. NR 113.07(3)(e)1., NR 113.07(3)(e)2., and/or NR 113.07(3)(e)3. has been prepared under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate this information. I am aware that there are significant penalties for false certification.

Operator in Charge Certification Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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).

A signed certification statement is required if land application is used as a disposal option. Records shall also include a description for standard operating procedure (SOPs) and methods used to meet pathogen reduction and vector attraction reduction requirements per subd. par. NR 113.11(3)(c)3.h. and i., Wis. Adm. Code.

While not required to use this form, businesses may use this optional form to maintain daily log book and invoice records systems. Failure to complete and maintain all information as required by ch. NR 113, Wis. Adm. Code. may result in enforcement and/or penalties.

Note: The department provides an alternative form for those businesses and vehicles that solely service portable restrooms: DNR form 3400-226 ("Septage: Portable Restroom Service Log"). The department provides an alternative form for those businesses and vehicles that do not land apply: DNR form 3400-228 ("Septage: Servicing and Facility Disposal Log").

## SERVICING AND LAND APPLICATION LOG

### Service Records

1. Record the servicing date (MM/DD/YYYY) and time (include AM/PM) of servicing for each location.
2. Record the owner's name and describe the service location to identify from where septage was serviced. (Examples: home, cabin, garage).
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 estimated gallons of septage collected from service location and denote the type of septage (S = septic tank, H = holding tank, G = grease interceptor, or P = portable restroom). Use the blank line to log any other type of waste not listed. Refer to sub NR 113.06(2) and (3), Wis. Adm. Code if the vehicle is being used for a purpose other than hauling or servicing of septage, grease interceptors, municipal wastewater treatment sludges, or manure. An additional SOP may be necessary for flushing or cleaning the tank.

### Records for Vector Attraction Reduction when Land Applying

5. Denote vector attraction reduction method being used to meet the requirements (INJ = injection, INC = incorporation, pH = alkali addition).

If using alkali addition (pH adjustment by adding hydrated lime), upon mixing the septage in the vehicle with the lime and reaching an initial pH of 12.0 or greater, then record the following:

6. Time/Temperature (initial measurement of pH 12.0 or greater)

- a. Record the time of the initial septage/lime mixture pH measurement reached 12.0 or greater. pH shall be measured to 3 significant digits (per s. NR 113.07(3)(d)1.b., Wis. Adm. Code)
  - b. If using a non-temperature correcting pH meter, record the temperature of the septage/lime mixture.
7. Measured pH/Correction factor/Adjusted pH (initial measurement)
  - a. Record the measured pH. pH shall be measured to 3 significant digits (per s. NR 113.07(3)(d)1.b., Wis. Adm. Code)
  - b. If using a non-temperature correcting pH meter, record the pH correction factor and calculate the adjusted pH.
8. Time/Temperature (minimum 30 minutes after the initial pH measurement was 12.0 or greater)
  - a. Record the time of the final septage/lime mixture pH measurement 12.0 or greater. If second measurement did not meet pH 12.0 or greater after 30 minutes, additional lime is to be added and return to step 6 for initial pH measurement and recording.
  - b. If using a non-temperature correcting pH meter, record the temperature of the septage/lime mixture.
9. Measured pH/Correction factor/Adjusted pH (after 30 minutes)
  - a. Record the measured pH. pH shall be measured to 3 significant digits (per s. NR 113.07(3)(d)1.b., Wis. Adm. Code)
  - b. If using a non-temperature correcting pH meter, record the pH correction factor and calculate the adjusted pH.

Note: It is not necessary to record septage/lime mixture temperature, pH correction factor, or calculate the adjusted pH if using narrow range pH paper or a temperature correcting pH meter. SOP is required to include method of pH measurement and meter calibration practices.

If injecting or incorporating septage:

10. Record the date (MM/DD/YYYY), time (AM/PM) of injection or incorporation. Incorporation is required within 6 hours after application per subd. NR 113.07(3)(e)2., Wis. Adm. Code. The minimum depth of injection or incorporation is 4 inches per sub. NR 113.03(28) and (30), Wis. Adm. Code. Record who completed this activity (optional). Note: The time of land application must be noted under column 11 (date/time of disposal).

### **Disposal**

11. Record the date (MM/DD/YYYY) and time (AM/PM) of disposal.
12. Record the disposal location. If septage is landspread, record the site/field name and DNR approval number. If disposal to a wastewater treatment facility (WWTF), list the name and the WPDES permit number. If disposal to a septage storage facility, list the facility name and WPDES permit number (if permitted) associated with that storage facility. Note: This column must be completed even if discharge occurs into a storage tank owned and operated by the septage business.
13. Record the estimated gallons of waste of at the land application site or facility.
14. Operator records their initials upon completion (optional).

### **Written Certification**

A written certification is required to state the information recorded on the form is accurate and true. Complete the written certification section at the bottom of the form or as required pursuant to subd. par. NR 113.11(3)(c)3.g. and 7.a., Wis. Adm. Code.