

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 optional, 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. 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 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 ch. NR 113, Wis. Adm. Code. Each day of continued violation is a separate offense.

Business Name/License #: _____

Service Records				Disposal Records				
1 Date & Time (AM/PM)	2 Name Description	3 Address City/Town/State	4 Gallons (Gal) Waste (S,H,G,P)* <div> <div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div> </div>	5 WPDES Permitted Entity or Septage Business License #	6 WPDES Permit # or License #	7 Gallons	8 Date & Time (AM/PM)	9 Initials
.....			<div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div>					
.....			<div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div>					
.....			<div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div>					
.....			<div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div>					
.....			<div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div>					
.....			<div>_____ Gal</div> <div> <input type="checkbox"/>S <input type="checkbox"/>H <input type="checkbox"/>G <input type="checkbox"/>P </div> <div><input type="checkbox"/>_____</div>					

*S = Septic Tank (990); H = Holding Tank (995); G = Grease Interceptor (997); P = Portable Restroom (998); Other (Specify)

Certification (Not Required by Department)

"I certify, under penalty of law, that the information recorded has been prepared under my direction and supervision to ensure that qualified personnel properly gather and evaluate this information. Further, the information recorded is true and accurately portrays servicing and disposal activities as required pursuant to ch. NR 113, Wis. Adm. Code. 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).

While not required to use this form, businesses may use this optional form to maintain these daily log book and invoice records system. This form is not to be used for land application of septage. Failure to complete 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. See DNR form Number 3400-226 ("Septage: Portable Restroom Service Log"). The department provides an alternative form for those businesses and vehicles that land apply. See DNR form Number 3400-227 ("Septage: Servicing and Land Application Log").

SERVICING AND FACILITY DISPOSAL LOG RECORDS

Servicing Records

1. Record the 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 waste collected from service location and denote the type of waste (S =septic tank , H = holding tank, G = grease inceptor, or P = portable restroom). Use the blank line to log any other type of waste. 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 sludge, or manure. An additional SOP may be necessary for flushing or cleaning the tank.

Disposal Records

- 5-6. Record the disposal location. 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.
- 7. Record the estimated gallons disposed of at the facility.
- 8. Record the date (MM/DD/YYYY) and time (include AM/PM) of disposal.
- 9. Operator records their initials 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.