Management Plan Outline
Discharge of Nondomestic Wastewater to a Subsurface Soil Absorption System
WPDES Permit No. WI-0055611-6

Chapter NR 214, Wis. Adm. Code requires that operators of subsurface soil absorption systems handling industrial, commercial or agricultural wastewater develop a management plan. The code requires that each subsurface soil absorption system owner or operator submit a management plan for optimizing system performance and demonstrating compliance with the requirements of the chapter. Following approval by the Department, the system must be operated in conformance with the management plan. If the facility wishes to operate differently than specified in the approved plan, a written request must be submitted to the Department to amend the management plan. The plan must specify information on: wastewater volumes and characteristics, treatment processes prior to soil absorption, system operation and maintenance the, size and location of the system, and monitoring procedures.

Since wastewater can be generated by a very wide and diverse range of industrial, commercial, and agricultural activities, a comprehensive outline for a suggested management plan has been developed. Each item on the outline shall be adequately discussed in the plan. If an item is omitted, the owner/operator shall have an explanation as to why the requested information is not relevant. The management plan shall include as much of the following as available:

A. **General Site Plan**

   1. Provide a sketch or drawing showing the location of the subsurface soil absorption system field and the wastewater pretreatment system.
   2. State the distance of the system from community water supply wells, other potable water supply wells (private wells), nearest inhabited dwelling, and the property boundary.
   3. Specify the design capacity of the system (gallons of wastewater per day).

B. **Wastewater Source and Pretreatment System**

   1. Include a description of the industrial, commercial, or agricultural processes that generate the wastewater. List the raw materials used and the product produced.
   2. Describe the type of pretreatment system.
   3. Show the size, shape, depth, and materials of construction of the system. If the system is a buried septic tank describe or provide a sketch of the location of tank baffles, tank vent, and tank manhole.
   4. Describe all wastewater volumes to be treated daily, weekly, monthly and yearly. Describe where wastewater samples can be collected and where wastewater volume can be measured. Wastewater shall be sampled at the discharge from the pretreatment system to measure the loading on the subsurface soil absorption field.
   5. Describe frequency and volume of sludge removed from the pretreatment system and where sludge will be stored. For septic tanks this would be a record of when it has been pumped by a licensed pumper.

C. **Subsurface Soil Absorption System**

   1. Describe the type of subsurface system: conventional, subsurface pressure, mound system, etc.
2. Specify the type of soils under the absorption trenches, depth to bedrock, and depth to groundwater.
3. State or sketch the total size of the absorption field, including the width and length of each trench.
4. Describe the pressure distribution system if one is used.

D. Soil Absorption System Operation and Monitoring

1. Describe procedures and list contacts for critical system failures, upsets and spills.
2. Describe operational procedures for: routine operation, minimum and maximum operating conditions, critical controls, startup and shutdown, safety procedures and routine maintenance.
3. Describe the procedure for wastewater flow monitoring and reporting, and system maintenance.
4. Describe in a table the monitoring parameters testing frequency, applicable substance test method and reporting procedures. In a table describe parameters to not be tested with supporting rational.
5. Describe the frequency and volume of sludge removed from the pretreatment system. For septic tanks this would be a record of when it has been pumped by a licensed pumper.
6. Describe any sludge sampling and testing and reporting that may be applicable.
7. Describe procedure and/or include contracts for routine maintenance of the septic tanks, other pretreatment system and the soil absorption system.