



**BUREAU OF WATER QUALITY
PROGRAM GUIDANCE**

WASTEWATER POLICY MANAGEMENT TEAM

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**Wisconsin DNR
Wastewater Program Septage
Work Team**

Septage Audit Inspection Procedures

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This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

APPROVED:

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Date

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1.0 Definitions

1. **Grease interceptor** (aka grease trap): a watertight receptacle designed to intercept and retain grease or fatty substances contained in kitchen and other food wastes (referenced from s. NR 113.03(21), Wis. Adm. Code). This term should not to be confused with a receptacle for grease collected from fryers (and similar cooking processes) and retained in onsite containers for removal/reuse.

a. **Industrial/process grease interceptor** (aka food processing grease): a watertight receptacle designed to intercept and retain grease connected through process piping (not sanitary plumbing).

Septage Coordinator Note: Industrial (process) grease is generated from large-scale food production. Numerous meat and poultry processors generate industrial/process grease. Grease generated by the industrial food production process enters a grease interceptor installed in or connected to process pipes, not sanitary plumbing pipes. Non-domestic septage (including process grease) is regulated pursuant to ch. NR 214, Wis. Adm. Code. In addition, process piping is not regulated by the plumbing code; therefore, this waste is exempt from ch. NR 113, Wis. Adm. Code requirements. This waste is regulated as an industrial sludge pursuant to s. NR 214.18, Wis. Adm. Code.

b. **Sanitary grease interceptor**: a watertight receptacle connected to sanitary plumbing and designed to intercept and retain grease from, such as but not limited to, kitchens and restaurants. Sanitary grease contains human pathogens. See ch. NR 113, Wis. Adm. Code.

2. **Holding tank**: an approved watertight receptacle for the collection and holding of sewage).

a. **Domestic holding tank**: a watertight receptacle for the collection and holding of domestic wastewater [See definition of wastewater-domestic below]. Typically regulated under the authority of ch. 145, Wis. Stats (referenced from s. NR 113.03(26), Wis. Adm. Code.

b. **Nondomestic or mixed (domestic + nondomestic) holding tank**: a watertight receptacle for the collection and holding of nondomestic wastewaters or a mix of domestic/nondomestic wastewaters [See definition of wastewater-nondomestic below]. Typically regulated under the authority of chs. 281 and 283, Wis. Stats.

3. **Portable restroom**: fixtures, incorporating holding tank facilities, designed to directly receive human excrement. Portable restrooms are self-contained units, may be designed for one or more person's use at a given time and are readily transportable (referenced in s. NR 113.03(41), Wis. Adm. Code).

4. **Privy**: a cavity in the ground or a portable above ground device constructed for toilet uses which receive human excrement either to be partially absorbed directly by the surrounding soil or stored for decomposition and periodic removal (referenced in s. NR 113.03(43), Wis. Adm. Code). For the purposes of this document, privies include both vault and pit types.

Septage Coordinator Note: Wis. Stats. s. 281.48(2)(c) defines "privy" as an enclosed nonportable toilet into which human wastes not carried by water are deposited to a subsurface storage chamber that may or may not be watertight.

5. Reauthorization: re-evaluation of the landspreading site/field approval. Generally, reauthorization includes submittal of an updated land application site request package. The department reviews the request for compliance with ch. NR 113, Wis. Adm. Code.
6. Septage: wastewater or contents of septic or holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, seepage trenches, privies, or portable restrooms (referenced from s. NR 113.03(55), Wis. Adm. Code).

Septage Coordinator Note: This does not include non-domestic wastewater/septage (non-domestic examples include, but are not limited to process grease, car wash waste, catch basin waste, etc.).

7. Servicing: act of removing the scum, liquid, sludge, or other wastes from a private onsite waste treatment system such as septic or holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, seepage trenches, privies, or portable restrooms and properly disposing or recycling of the contents as provide in this chapter (referenced from s. NR 113.03(57), Wis. Adm. Code).
8. Standard Operating Procedure (SOP): established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations (example SOP: description of how pathogen reduction methods are met per s. NR 113.11(3)(c)(3)h, Wis. Adm. Code)
9. Wastewater-Domestic: wastewater originating solely from human and domestic activities such as sanitary, bath, laundry, dishwashing, garbage disposal, and the cleaning of domestic areas or utensils. Wastewater from restaurants is synonymous with domestic wastewater. [clarified pursuant to DSPPS (DComm) and DNR Memo of Understanding dated December 16, 1999].
10. Wastewater-Non-Domestic: includes, but is not limited to, wastes collected from non-residential garages used for storage, maintenance, or washing of motor vehicles, commercial food processing, commercial laundromats, animal shelters or kennels, animal rendering, metal fabricating, electronic component manufacturing, chemical manufacturing, milk houses, and other industrial and commercial process water. [clarified pursuant to DSPPS (Dept. Commerce) and DNR Memo of Understanding dated December 16, 1999].

Septage Coordinator Note: Nondomestic wastewater may include a mix of nondomestic and domestic wastes.

2.0 Acronyms

1. DNR: Wisconsin Department of Natural Resources
2. DOT: Wisconsin Department of Transportation
3. DSPS: Wisconsin Department of Safety and Professional Services (formerly a part of the Department of Commerce)
4. ELC: Environmental Licensing and Certification Database
5. GPS: Global Positioning System
6. OIC: Operator-in-Charge
7. OIT: Operator-in-Training
8. POTW: Publicly Owned Treatment Works
9. NON: Notice of Noncompliance
10. NOV: Notice of Violation
11. SOP: Standard Operating Procedure
12. SU: Standard Units
13. VAR: Vector Attraction Reduction
14. WPDES: Wisconsin Pollutant Discharge Elimination System
15. WWTF: Wastewater Treatment Facility

3.0 Background

All septage businesses in the State of Wisconsin that service and/or dispose of septage (septic tanks, holding tanks, sanitary grease interceptors, portable restrooms, privies) shall be licensed pursuant to ch. NR 113, Wis. Adm. Code. Each septage business must designate an operator-in-charge (OIC). All individuals servicing septage wastes, with the exception of portable restroom assistants, shall be properly certified under the following designations: operator-in-training, certified septage vehicle operator, and/or master operator pursuant to ch. NR 114, Wis. Adm. Code. Each vehicle and/or trailer used for servicing of septage wastes shall be inspected and properly certified pursuant to ch. NR 113, Wis. Adm. Code.

The Wisconsin Department of Natural Resources (DNR or “department”) inspects septage businesses as part of chs. NR 113 and NR 114, Wis. Adm. Code. These inspections are termed “septage audits.” Historically, septage businesses were audited approximately once every ten years, or conducted as the result of investigation. More recently the department has been conducting county-wide audits on a more frequent basis.

Audits are a comprehensive review of the septage business. During each audit, septage coordinators will inspect septage vehicle(s), review service records and annual reports, and verify proper operator certification. Identified compliance issues are discussed onsite with the OIC and/or owner of the septage business. An audit summary letter will be provided to the OIC. This letter outlines all potential compliance issues encountered during an audit as well as requested response to correct these issues.

Septage Coordinator Note: Septage businesses with significant compliance issues may be addressed through the department’s stepped enforcement process. If the septage coordinator decides that a Notice of Violation (NOV) is warranted, then the coordinator drafts an Environmental Enforcement request (form 4100-189). The septage coordinator may use the language from these procedural instructions to draft the Environmental Enforcement request.

The DNR Septage Team reviewed its audit program in 2017, and identified two areas needing improvement:

1. Limited time is allocated to septage business audits given staffing and hours assigned to the septage program. Statewide, audit cycles for septage businesses are greater than once every 10 years. This frequency results in poor compliance in many instances.
2. Inconsistencies in the inspection process and criteria for conducting septage audits statewide, including department response actions.

Septage Coordinator Note: In January 2020, DNR representatives reformatted this document to meet the department’s guidance recertification procedures and to comply with 2017 ACT 369 requirements.

The goal of this guidance document is to create an efficient and consistent standard for auditing septage businesses. This document includes standardized checklists for preparing and inspecting septage businesses. It also includes template language that can be used to populate an audit summary letter, summarize potential compliance issues identified while investigating septage landspreading complaints, or draft an Environmental Enforcement request (Notice of Violation, or NOV).

Legal Note: This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

4.0 Applicability

These procedural instructions apply only to septage businesses and were developed to assess each business' compliance with chapters NR 113 and NR 114, Wis. Adm. Codes. Septage coordinators may use these instructions to prepare, inspect, and summarize septage audits, landspreading investigation reports, and Environmental Enforcement Requests (form 4100-189).

These procedural instructions are not intended to be used for WPDES permitted facilities, including WPDES permitted septage storage facilities ($\geq 25,000$ gallons total capacity per s. NR 113.12, Wis. Adm. Code). Department staff must use the "DNR Inspection Report" software to document WPDES permit inspections.

5.0 Audit Preparation

When preparing for a septage audit the septage coordinator must plan and prepare several documents for each septage business. It is recommended that the septage coordinator obtain the following information for each septage business:

1. Septage business name and license number;
2. Map and directions to septage business office and/or service garage;
3. List of approved landspreading site/fields (Grade L operators);
4. Environmental Licensing and Certification (ELC) database information:
 - a. Operator-in-charge (OIC);
 - b. Operators (certified and/or expired);
 - c. Operators-in-training (OIT);
 - d. Licensed service vehicles and equipment (including year, model, license plate number, and capacity); and
 - e. DNR Operator Certification Office "comments" to better understand any ownership and/or operator issues of the septage business.
5. Annual reports from the last three calendar years:
 - a. Other Methods of Disposal or Distribution Reports (form 3400-052); and
 - b. Annual Land Application Reports (form 3400-055).
6. Previous compliance issues (documented in SWAMP, Environmental Enforcement share drive, paper files, etc.); and
7. List of potential topics to discuss (examples include, but are not limited to, pending expiration of certified operators, recent landspreading complaints)

Septage Coordinator Note: It is recommended that department staff review Wisconsin Circuit Court Access information for each certified operator of the business. When potential issues are identified, regional septage coordinators are encouraged to discuss audit strategy with their supervisor and area wardens.

Appendix A contains a "Septage Pre-Audit Checklist" for department staff to track progress prepping for each septage business audit.

6.0 Septage Audit Checklists

Two standard checklists are used for septage business audits.

1. Septage Vehicle Audit Checklist (Appendix B)

An individual checklist is completed for each septage vehicle and/or trailer. Using this checklist, the septage coordinator must verify the following:

- a. Identification and lettering of the vehicle/trailer;
- b. In-cab required documents (current copy of ch. NR 113, Wis. Adm. Code, spill response plan, Standard Operating Procedures (SOP), and service records);
- c. Land application equipment (adequate splash plate, injection equipment, etc.); and application practices (calibration of application equipment, pH testing, etc.)
- d. Pathogen control/vector attraction reduction requirements (for Grade L operators);
- e. Disposal options (WWTF, WPDES permitted entity, landspreading field, etc.); and
- f. Miscellaneous vehicle requirements (including, but not limited to spill clean-up supplies, hose cleanout procedures, tank integrity, etc.).

2. Septage Office Audit Checklist (Appendix C)

This checklist is completed when reviewing the septage business' service records and annual reports. Using this checklist, the septage coordinator must verify the following:

- a. Retention of service records (5 years);
- b. Completeness of service records;
- c. Landspreading method(s);
- d. Annual Land Application Report review (form 3400-055);
- e. Other Methods of Disposal or Distribution Report review (form 3400-052);
- f. Alkaline treatment information (pH meter, pH meter calibration logs, type pH testing strips, type of lime); and
- g. Lime receipts.

Septage Coordinator Note: Both checklists are used by septage coordinators to thoroughly document each septage audit. These checklists are considered notes, and should not be used in lieu of a septage audit letter. Once the audit inspection letter has been completed, the septage coordinator is encouraged to discard these notes.

7.0 AUDIT INSPECTION AND CLOSE-OUT LETTER FORMAT

A standardized audit summary letter is required for septage business audits. Generally, this letter outlines all compliance issues identified during the audit. This letter contains requested response(s) for each compliance issue listed in the letter. Lastly, this letter may include recommendations for the septage business. See Appendix D for the template audit inspection letter.

The template septage audit inspection letter utilizes a standardized format, including the below general guidelines.

1. Brackets contain information to be filled in by the regional septage coordinator (Example: *[ENTER BUSINESS NAME]*).
2. All “Septage Coordinator Notes” are italicized (Example: *Septage Coordinator Note: Both checklists are used by septage coordinators to thoroughly document each septage audit.*). “Septage Coordinator Notes” must be removed from final inspection reports/NONs.
3. All capitalized “NOTES” must be included in the final inspection report/NON (Example: NOTE: Table 4 lists the maximum hydraulic rate of 39,000 gallons/acre/crop year for septic and holding tanks (low use fields).
4. Code citations must be provided for each compliance issue identified in report. Code references are always identified after the “→” symbol, and the complete citations is italicized in quotes (Example: →Per s. NR 113.09(1), Wis. Adm. Code “*[enter italicized language]*”).

The following subsections are outlined by type of compliance issue:

1. Septage Vehicles and Equipment Inspection (Appendix F);
2. Office File Review (Appendix G);
3. License Review (Appendix H);
4. Operator Certification Review (Appendix I);
5. Annual Land Application Reports (Appendix J); and
6. Other Methods of Disposal or Distribution Reports (Appendix K).

In addition, Appendix L, “Department Recommendations and Reminders,” includes miscellaneous recommendations that can be added to the end of the septage audit summary letter.

Septage coordinators are encouraged to copy and paste the template language into the template summary letter. Each compliance issue contains the language for the “Findings of Noncompliance” and “Requested Response” portions of the letter.

Septage coordinators are required to complete a standardized close-out letter once all compliance issues have been addressed for inspection reports and Notices of Noncompliance (NONs). See Appendix E for the template septage business close-out letter. This close out letter must be loaded into SWAMP “Event Track” and “Permit Document” tabs.

Septage Coordinator Note: Use of the standardized close out letter was required beginning October 2019.

8.0 DOCUMENTATION

For statewide consistency and consistent preservation of records within the septage program, SWAMP shall be updated after each septage audit. The regional septage coordinator is responsible for updating the appropriate records and inspection tracking.

SWAMP “Event Tracker”

Add the date of each septage audit inspection into SWAMP’s “Event Tracker” window. Pick “SEPTAGE Inspection” from the “insert event” picklist. Enter the date of inspection.

In the case where a NON is issued as part of the inspect report, also select “Notice of Noncompliance Issued” in Event Tracker. Enter the date of NON issuance.

If a NOV is issued by the Environmental Enforcement Program, select “Notice of Violation Issued” in Event Tracker drop down list. Enter the date of NOV issuance.

When a close-out letter is sent to the licensee (either by the Environmental Enforcement Program or septage coordinator), select “general or miscellaneous” in Event Tracker drop down list. Under the “Action text” state that a close-out letter was issued to the business. Enter the date of close-out letter issuance.

SWAMP “Permit Documents”

Add all audit summary letters into SWAMP’s “Permit Documents” window. Title the document: “Septage Inspection.”

In the case where a NON is issued as part of the inspection report, title the document: “Septage Inspection NON.”

In the case where a NOV is issued in response to the inspection, add the NOV letter to the permit documents tab and title the document: “Septage NOV.”

All close-out letters should be added to the permit documents tab and titled: “Septage Audit Close-Out Letter.”

9.0 Audit Safety

Department staff safety is the number one priority during septage business audits and field investigations. It is important that the regional septage coordinator follow these general safety recommendations:

1. Ensure staff have a working cell phone prior to departure;
2. Give colleague(s) the location of the inspection, approximate return time, and contact phone number;
3. Ask a colleague to “check in” with the regional septage coordinator if he/she is not back at the specified time;
4. Notify the county’s DNR Conservation Warden regarding the anticipated inspection schedule (invite a warden to attend the inspection if possible);
5. Identify a colleague that can participate in the audit (other regional septage coordinators, wastewater program staff, etc.);
6. Notify the local police and sheriff’s department (if applicable);
7. Park in such a way that the vehicle is facing the exit of the property; and
8. Upon arrival, immediately seek out authorized facility contact (likely the OIC), identify themselves, and state the purpose of the visit.

Finally, regional septage coordinators should keep in mind that if something doesn't feel right, they should leave the premise immediately.

Septage Coordinator Note: Regional septage coordinators must wear appropriate DNR identification and safety equipment.

10.0 Stepped Enforcement

Septage businesses with significant compliance issues may be addressed through the department's stepped enforcement process.

All septage business are issued either a septage audit summary letter or a Notice of Noncompliance (NON) from the septage program. For each finding of noncompliance (regardless of summary letter or NON), the regional septage coordinator must include a requested response.

1. Septage businesses with no or minor compliance issues are issued a septage audit summary letter.
2. Septage businesses with significant, but manageable compliance issues, are issued a NON.
3. Septage businesses with significant and unmanageable compliance issues or overwhelming compliance issues are issued an audit summary letter. Then the regional septage coordinator will complete an Environmental Enforcement (EE) request (form 4100-189) that includes:
 - a. Notice of Violation (NOV) and Enforcement Conference (EC) request,
 - b. Exhibits (case activity reports, photographs, etc.), and
 - c. Recommendations for additional stepped enforcement, including but not limited to issuance of citations, referral to the Department of Justice, revocation of septage business license, and/or revocation of operator certification.

Septage Coordinator Note: Staff shall complete 4100-189 and include all applicable administrative code citations when completing the Environmental Enforcement request. Environmental Enforcement managers and statewide program coordinators recommended that regional septage coordinators use the template language from these procedural instructions as supporting documentation in the EE request whenever possible.

11.0 APPENDICES

11.2 Appendix B: Septage Vehicle Audit Checklist

Note: This checklist will be subject to periodic review and revision (last revised 1-2020).



SEPTAGE VEHICLE AUDIT CHECKLIST




Septage Business/Company: _____ Person Inspecting: _____ Date: _____

People On Site (wardens, DNR staff, bus. employees, etc.): _____

Audit Location: _____ Vehicle Identifiers (license plate, manufacturer, model): _____

I) IN CAB AUDIT REQUIREMENTS	Com- pliant	Noncom- pliant	N/A	COMMENTS
1) Current copy of NR 113 [NR 113.06 (3)(c)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) Spill Plan [NR 113.06 (3)(c)] Must have written procedure, suggest carrying the Spill Hotline number: (800) 943-0003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) Records (2 days on truck) [NR 113.11 (3)(c)3.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) Service Records (in cab) [NR 113.11 (3)(c)3.]				
a) Name and address of system [a.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) Date and time of service [b.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Type of waste and system [c.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d) Gallons collected [d.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
e) Disposal location [e.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
f) Date and time of disposal [f.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
g) Certification statement [g.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
h) Path control and VAR description [h. i.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

II) PATHOGEN CONTROL and VAR	Com- pliant	Noncom- pliant	N/A	COMMENTS
1) Injection [NR 113.07 (3)(e)1.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) Incorporation [NR 113.07 (3)(e)2.]				
a) Time incorporated and by whom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) With in 6 hrs of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Splash plate/uniform application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) pH treatment/lime [NR 113.07 (3)(e)3.]				
a) pH and temp. apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) Lime/alkali on truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Splash plate/uniform application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d) pH log info				
i) Initial: pH, temp, corr. factor, time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ii) Final: pH, temp, corr. factor, time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) Copies of field approvals (suggested)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5) Site/crop restrictions [NR 113.07 (3)(d)2.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6) Lime storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
7) Proper lime used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

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SEPTAGE VEHICLE AUDIT CHECKLIST



III) IDENTIFICATION

	Compliant	Non-compliant	N/A	COMMENTS
1) Proper company ID On tank or cab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Business tax sticker (NR 113.06 (2)(m)1.1)				
a) Back of vehicle and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Current Expires June 30th, on odd years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Licensee Number (NR 113.06 (2)(m)2.)				
a) Both sides of vehicle and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Letter size 2" high x 1/2" wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Tank capacity (NR 113.06 (2)(m)3.)				
a) Back of vehicle and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Letter size 2" high x 1/2" wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IV) TRUCK REQUIREMENTS

	Compliant	Non-compliant	N/A	COMMENTS
1) Baffles (NR 113.06 (2)(g))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Tank mounts, secure (NR 113.06 (2)(g))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) No leaks at pump (NR 113.06 (2)(h))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) No leaks from pipes (NR 113.06 (2)(k))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Hose/tools for rinsing (NR 113.06 (2)(k))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Drip caps or washout SOP (NR 113.06 (2)(k))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) Cab actuated valve (NR 113.06 (2)(n)) Needed only if surface applying, not injection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) Spill cleanup supplies & PPE (NR 113.06 (3))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SEPTAGE VEHICLE AUDIT PHOTOGRAPHS

- | | |
|--|---|
| <input type="checkbox"/> 1) Full driver side of vehicle | <input type="checkbox"/> 4) Owner next to vehicle, lettering on vehicle visible |
| <input type="checkbox"/> 2) Full passenger side of vehicle | <input type="checkbox"/> 5) Front of the vehicle |
| <input type="checkbox"/> 3) Rear of vehicle, w/ license plate included | <input type="checkbox"/> 6) License plate |

VI) ADDITIONAL COMMENTS:

Enforcement? Yes No

11.3 Appendix C: Septage Office Audit Checklist

Note: This checklist will be subject to periodic review and revision (last revised 1-2020).



SEPTAGE OFFICE AUDIT CHECKLIST




Septage Business/Company: _____ Person Inspecting: _____ Date: _____

People On Site (wardens, DNR staff, bus. employees): _____

Audit Location: _____

I) RECORDS (OBTAIN COPIES IF RECORDS INADEQUATE)	Com- pliant	Noncom- pliant	N/A	COMMENTS
1) Records avail. for 5 yrs [NR 113.11 (3)(c)6.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) Service records (on file): [NR 113.11 (3)(c)3.]				
a) Name and address of system [a.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) Date and time of service [b.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Type of waste and system [c.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d) Gallons collected [d.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
e) Disposal location [e.] Adequately described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
f) Date and time of disposal [f.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
g) Certification statement [g.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) Injection [NR 113.07 (3)(e)1.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) Incorporation [NR 113.07 (3)(e)2.]				
a) Time incorporated and by whom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) With in 6 hrs of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5) pH treatment/lime [NR 113.07 (3)(e)3.]				
a) pH and temp. apparatus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
d) pH log info				
i) Initial: pH, temp, corr. factor, time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
ii) Final: pH, temp, corr. factor, time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

II) pH CALIBRATION LOGS/LIME RECIEPTS (pH treatment only)	Com- pliant	Noncom- pliant	N/A	COMMENTS
1) pH calibration log [NR 113.11 (3)(c)3.h.]				
a) Date and time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
b) Person calibrating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
c) Occurs weekly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2) pH strips/meter approp. [NR 113.11 (3)(c)3.b.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3) Buffer solution available [NR 113.11 (3)(c)3.b.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4) Lime receipts, 5 yrs [NR 113.11 (3)(c)4]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
5) Appropriate lime used [NR 113.11 (3)(c)3.h.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
6) Lime (lbs)/1,000 gals [NR 113.11 (3)(c)3.b.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sept.: _____ lbs/1,000 gals Hldng: _____ lbs/1,000 gals
Septage: 28 to 36 lbs Holding tank: 16 to 22 lbs				

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SEPTAGE OFFICE AUDIT CHECKLIST



III) ANNUAL LAND APPLICATION REPORT (3400-055)

	Compliant	Noncompliant	N/A	COMMENTS
1) Records avail. for 5 yrs [NR 113.11 (3)(c)6.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Submit prior to Jan 31 [NR 113.11 (3)(a)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) DNR # & Site/Field ID [NR 113.11 (3)(a)1.]				
a) Correctly entered w/ land owner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Approved fields w/ ac. applied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Waste type applied [NR 113.11 (3)(a)1.] Correct outfall no.: 990 = septic tank; 995 = holding tank; 997 = if <25% grease 998 = portable toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Gallons of waste [NR 113.11 (3)(a)1.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) Other sources of N [NR 113.11 (3)(a)2.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) Crop code [NR 113.11 (3)(a)2.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) Crop year [NR 113.11 (3)(a)2.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9) High-use field [NR 113.11 (3)(a)3.]				
a) Annual nitrogen app rate (lbs/ac)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b) Soil analysis per field every 4 yrs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10) Method of application	<input type="checkbox"/>	Surface		<input type="checkbox"/> Incorporation <input type="checkbox"/> Injection
11) Separate row for each outfall per site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IV) METHODS OF DISPOSAL REPORT (3400-052)

	Compliant	Noncompliant	N/A	COMMENTS
1) Records avail. for 5 yrs [NR 113.11 (3)(c)6.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Method of disposal [NR 113.11 (3)(b)1.] L = Landfill; I = Incinerate; E = produce an exceptional quality product; M = Manure pit; A = Another facility; H = Haul out of state;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Proper outfall [NR 113.11 (3)(b)2.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) Amount disposed (gals) [NR 113.11 (3)(b)3.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) Cost of disposal at WWTP				WWTP: _____ Septage: _____ Holding: _____

V) ANNUAL REPORTS vs. DAILY RECORDS (vol. tracking)

	Compliant	Noncompliant	N/A	COMMENTS
1) 52/55 gallons match daily records *Grease rates are lower (4,300 gals/wk/ac; 12,900 gals/yr/ac) **High use fields are dependent upon site approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) Each field total vol. & N tracked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) Daily & wkly commulative vols. tracked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11.4 Appendix D: Template Septage Audit Inspection Letter

Septage Coordinator Note: The below template letter must be used for either Inspection Summary Reports or NONs. If a NOV is warranted, the septage coordinator must develop both an inspection summary report and Environment Enforcement request form (form 4100-189). The below template shall be pasted into the appropriate regional letterhead.

[ENTER DATE]

Mr./ Ms. [ENTER OPERATOR-IN-CHARGE NAME], OIC
[ENTER SEPTAGE BUSINESS NAME]
[ENTER ADDRESS]
[ENTER CITY, STATE ZIP CODE]

RE: [ENTER INSPECTION SUMMARY REPORT OR NOTICE OF
NONCOMPLIANCE]
for [ENTER INSPECTION DATE] Inspection
[ENTER SEPTAGE BUSINESS NAME] (Septage License # [ENTER NUMBER])
→**Follow-up Actions Required**

Dear Mr./ Ms. [ENTER OPERATOR-IN-CHARGE NAME],

On [ENTER DATE OF INSPECTION], [ENTER NAMES OF DNR INDIVIDUALS AND TITLES] from the Wisconsin Department of Natural Resources (department) performed a septage inspection audit on [ENTER SEPTAGE BUSINESS NAME] at [LOCATION(S) OF AUDIT]. Based on the department’s inspection, the following compliance issues have been identified.

Findings of Noncompliance:
[ENTER FINDINGS OF NONCOMPLIANCE]

Requested Response:
[ENTER REQUESTED RESPONSES]

Recommendations: [OPTIONAL]
[ENTER RECOMMENDATIONS (IF ANY)]

Previous Compliance Issues: [OPTIONAL]
OPTION #1: Department records indicate that the following compliance issues were addressed with previous stepped enforcement: [ENTER BRIEF DESCRIPTION OF COMPLIANCE ISSUES].

OPTION #2: Department records indicate that the following compliance issues were identified previously. [ENTER BRIEF DESCRIPTION OF COMPLIANCE ISSUES AND DATE(S) OBSERVED].

Septage Coordinator Note: Some issues may not have been resolved by the septage business prior to this inspection. If so, note continued noncompliance in this letter/NON.

Septage Coordinator Note: [The following "IMPORTANT" language shall be included for all inspection reports in which an NOV is anticipated to be later drafted.]

IMPORTANT: The above identified issues are significant, and the department is likely to pursue additional stepped enforcement to achieve compliance. The department recommends that [ENTER SEPTAGE BUSINESS] address the above issues in a timely manner.

If you have any follow-up questions or concerns, please contact [ENTER REGIONAL SEPTAGE COORDINATOR NAME] at phone: [ENTER PHONE NUMBER], or email: [ENTER EMAIL ADDRESS]. Thank you for your attention to this matter.

Sincerely,

[ENTER REGIONAL SEPTAGE COORDINATOR NAME]
[ENTER SEPTAGE COORDINATOR TITLE]
[ENTER SEPTAGE COORDINATOR OFFICE LOCATION]

- cc. license file
DNR SWAMP database (Permit Documents)
- ec: [ENTER WASTEWATER SUPERVISOR], DNR Wastewater Supervisor
[ENTER STATEWIDE RESIDUALS COORDINATOR], DNR Statewide Residuals Coordinator
[ENTER OTHER INDIVIDUALS AS APPLICABLE INCLUDING:
CONSERVATION WARDENS OR OTHER LE STAFF,
SEPTAGE CERTIFICATION COORDINATOR,
OTHER SEPTAGE COORDINATORS,
ENVIRONMENTAL ENFORCEMENT STAFF, ETC.]

Attachments:

1. [ENTER ATTACHMENT(S)]

11.5 Appendix E: Template Septage Close-Out Letter

Septage Coordinator Note: The below template letter must be used for all inspection summary reports and NON close-out letters. In some situations, follow up actions are not requested by the department. In these cases, a follow up letter is not required. NOV close out letters will be drafted separately by the Environmental Enforcement Program. The below template shall be pasted into the appropriate regional letterhead.

[ENTER DATE]

Mr./ Ms. [ENTER OPERATOR-IN-CHARGE NAME]

Operator-in-Charge

[ENTER SEPTAGE BUSINESS NAME]

[ENTER ADDRESS]

[ENTER CITY, STATE, ZIP CODE]

RE: Septage Business Audit Close-Out Letter
Relating to [ENTER INSPECTION DATE]
[ENTER SEPTAGE BUSINESS NAME] (Septage License # [ENTER NUMBER])

Dear Mr./ Ms. [ENTER OPERATOR-IN-CHARGE NAME],

On [ENTER DATE OF AUDIT], the Department of Natural Resources (the department) conducted a septage business audit of [ENTER SEPTAGE BUSINESS NAME]. The department's findings from the audit were conveyed to you in the [ENTER INSPECTION REPORT/ NOTICE OF NONCOMPLIANCE] sent on [ENTER DATE INSPECTION REPORT/NON ISSUED TO BUSINESS].

On [ENTER DATE(S) OF FOLLOW UP COMPLETION], [ENTER SEPTAGE BUSINESS NAME] submitted a satisfactory response to the follow up items requested, and the department has made a determination to take no further action at this time. Please be advised, the department reserves the right to reconsider the findings of this [ENTER INSPECTION REPORT/NON], and other future findings in future stepped enforcement actions.

If you have any follow-up questions or concerns, please contact [ENTER REGIONAL SEPTAGE COORDINATOR NAME] at phone: [ENTER PHONE NUMBER], or email: [ENTER EMAIL ADDRESS]. Thank you for your attention to this matter.

Sincerely,

[ENTER REGIONAL SEPTAGE COORDINATOR NAME]
[ENTER SEPTAGE COORDINATOR TITLE]
[ENTER SEPTAGE COORDINATOR OFFICE LOCATION]

cc. license file

DNR SWAMP databases (Permit Documents)

ec: *[ENTER WASTEWATER SUPERVISOR]*, DNR Wastewater Supervisor
[ENTER STATEWIDE RESIDUALS COORDINATOR], DNR Statewide Residuals
Coordinator
*[ENTER OTHER INDIVIDUALS AS APPLICABLE INCLUDING WARDENS, SEPTAGE
CERTIFICATION COORDINATOR, SEPTAGE COORDINATORS, ENFORCEMENT
STAFF, ETC.]*

11.6 Appendix F: Septage Vehicles and Equipment Inspection

1. Unlicensed Vehicle(s)

a. Findings of Noncompliance:

Septage Coordinator Note: There are two options for language under the "Findings of Noncompliance" section of the septage inspection letter/NON.

Option 1:

Improperly Licensed Septage Vehicle(s). During the department's inspection, the department identified the following septage vehicle(s) as unlicensed through the department: *[ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY OF TANK (GALLONS)]*

Option 2:

Improperly Licensed Septage Vehicle(s). At the time of the audit, the department had the following license plate on file for *[ENTER VEHICLE INFORMATION HERE INCLUDING THE YEAR, MODEL OF VEHICLE(S)/TRAILER(S), CAPACITY OF TANK (GALLONS)]*: *[ENTER LICENSE PLATE NUMBER ON FILE]*. The department identified a different license plate attached to this septage vehicle (*[ENTER OBSERVED LICENSE PLATE NUMBER]*).

→Per s. NR 113.04(1), Wis. Adm. Code: *"No business, unless exempt by the statute, may engage in servicing unless the vehicle and equipment used have been initially inspected by the department and issued a license indicating conformity with all requirements of this chapter..."*

→Per s. NR 113.06(2), Wis. Adm. Code: *"Vehicles and operations shall conform with this chapter and vehicles shall display a license sticker in accordance with par. (m)1..."*

→Per s. NR 113.06(2)(m)1., Wis. Adm. Code: *"No person, unless exempt by statute or this chapter, may operate a vehicle used for servicing unless a valid business license sticker is prominently displayed on the rear of the vehicle servicing tank."*

b. Requested Response:

Properly Licensed Septage Vehicle(s). The department recommends that *[ENTER SEPTAGE BUSINESS NAME]* discontinue use of the unlicensed septage *[ENTER VEHICLE(S)/TRAILER(S)]* until the *[ENTER VEHICLE(S)/TRAILER(S)]* have been properly licensed. Continued use of *[THESE/THIS]* *[ENTER VEHICLE(S)/TRAILER(S)]* may result in additional stepped enforcement from the department. All transport vehicles must be properly licensed by the department per ch. NR 113.06, Wis. Adm. Code. *[ENTER SEPTAGE BUSINESS NAME]* must submit a Wisconsin Septage Servicing Licensee Vehicle Inspection Report (form 3400-019) (Attachment # *[ENTER*

ATTACHMENT #J) for each unlicensed vehicle that the business anticipates using to haul septage wastes.

2. Vehicles Unavailable at Time of Inspection

a. Findings of Noncompliance:

Vehicle(s) Unavailable at Time of Inspection. On *[ENTER CONTACT DATE]*, *[ENTER DNR SEPTAGE COORDINATOR NAME]*, DNR Septage Coordinator, contacted *[ENTER MR./MS. OIC]* to set up an inspection for *[ENTER DATE OF INSPECTION]*. As part of this phone conversation, the department requested to inspect *[ENTER SEPTAGE BUSINESS NAME]*'s vehicles and records. *[ENTER SEPTAGE BUSINESS NAME]*'s vehicles were not available for inspection on *[ENTER DATE OF INSPECTION]*.

→Per s. NR 113.06(1), Wis. Adm. Code: “*Any business engaged in servicing shall allow the equipment to be used for servicing to be inspected upon request and at any reasonable time and place, as may be designated by the department.*”

b. Requested Response:

Unavailable Vehicle—Lettering Documentation. By no later than *[ENTER DUE DATE]*, *[ENTER SEPTAGE BUSINESS NAME]* will provide photographs to document that the *[ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]* *[ENTER HAS/HAVE]* been properly labeled, includes the required paperwork, and carries appropriate clean-up supplies.

Photographs shall document the following:

1. Truck Photographs: Both sides and back of the *[ENTER VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]* with readily visible lettering, septage license sticker, tank capacity, license plate, and cab actuated valve (if applicable);
2. Spill Plan and Related: The spill response plan and clean-up supplies to comply with s. NR 113.06, Wis. Adm. Code; and
3. Chapter NR 113 and Servicing Records: Current copy of ch. NR 113, Wis. Adm. Code, and two days of servicing records from the vehicle pursuant to ss. NR 113.06(2), (3) and NR 113.11 Wis. Adm Code.

3. Improper/Missing/Hidden Lettering on Sides of Septage Vehicle

a. Findings of Noncompliance:

Vehicle Letter Issues. *[ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]*. The department observed that the lettering was *[ENTER INCORRECT/MISSING/OBSTRUCTED]* on both sides of the *[ENTER VEHICLE(S)/TRAILER(S)]*.

→Per s. NR 113.06(2)(m)2., Wis. Adm. Code: “Every licensee is required to paint on the side of each vehicle the words “Wisconsin Sanitary Licensee” and immediately under these words “License No.” with the number of its license in the space provided with letters and numbers at least two inches high with ½ inch minimum brush strokes and in a color distinct from its background.”

Septage Coordinator Note: Lettering issues may be identified on multiple septage vehicles/trailers. If so, document all vehicles in the inspection summary report.

b. Requested Response:

Vehicle Lettering. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will provide photographs to document that the [ENTER VEHICLE(S) / TRAILER(S) INFORMATION] has been properly labeled. The lettering should be in a location that is readily visible. These photographs should include both sides and back of the [ENTER VEHICLE(S)/TRAILER(S)], including the license sticker, tank capacity, license plate, and cab actuated valve (if applicable).

In addition, [ENTER SEPTAGE BUSINESS NAME] will provide photographs for all other septage vehicles registered to its business license that were not inspected during the septage audit pursuant s. NR 113.06(1), Wis. Adm. Code. Photographs will include:

1. Front of vehicle (with license plate visible),
2. Side 1 of vehicle (with lettering visible),
3. Side 2 of vehicle (with lettering visible), and
4. Back of vehicle (with tank capacity, sticker, and license plate visible).

These photographs will be submitted to the department by no later than [ENTER DUE DATE].

Septage Coordinator Note: In some cases, there are only minor discrepancies in lettering (example: “# instead of No.”). Given these circumstances, the Septage Coordinator may elect to use the below optional language.

Optional language:

Vehicle Lettering. When re-lettering of each vehicle becomes necessary, [ENTER SEPTAGE BUSINESS NAME] will update the lettering to meet s. NR 113.06(2)(m)2., Wis. Adm. Code requirements.

4. Improper/Missing/Hidden Lettering on Back of Septage Vehicle

a. Findings of Noncompliance:

Vehicle Letter Issues. [ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]. The department observed that the lettering was [ENTER INCORRECT/MISSING/OBSTRUCTED] on the back of the [ENTER VEHICLE(S)/TRAILER(S)].

→Per s. NR 113.06(2)(m) 3, Wis. Adm. Code: “*The capacity of the tank in gallons, in lettering and numbers at least two inches high with ½ inch brush strokes, shall be painted in a color distinct from the background and readily visible on the rear of any vehicle used in servicing.*”

Septage Coordinator Note: Vehicle lettering issues may be identified on multiple septage vehicles/trailers. If so, document all vehicles in the inspection summary report.

b. Requested Response:

Vehicle Lettering. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will provide photographs to document that the [ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)] has been properly labeled. The lettering should be in a location that is readily visible. These photographs should include: the back of the [ENTER VEHICLE(S)/TRAILER(S)], including the license sticker, tank capacity, license plate, and cab actuated valve (if applicable).

In addition, [ENTER SEPTAGE BUSINESS NAME] will provide photographs for all other septage vehicles registered to its business license that were not inspected during the septage audit. Photographs will include:

1. Front of vehicle (with license plate visible),
2. Side 1 of vehicle (with lettering visible),
3. Side 2 of vehicle (with lettering visible), and
4. Back of vehicle (with tank capacity, sticker, and license plate visible).

These photographs will be submitted to the department by no later than [ENTER DUE DATE].

5. Hidden Sticker on Back of Vehicle

a. Findings of Noncompliance:

Vehicle Sticker Issue. [ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]. The department observed that the septage business license sticker was not readily visible on the rear of the [ENTER VEHICLE(S)/TRAILER(S)] servicing tank.

→Per s. NR 113.06(2)(m)1., Wis. Adm. Code: “*No person, unless exempt by statute or this chapter, may operate a vehicle used for servicing unless a valid business license sticker is prominently displayed on the rear of the vehicle servicing tank.*”

Septage Coordinator Note: A missing business license sticker could indicate an unlicensed vehicle (see “Findings of Noncompliance: Unlicensed Vehicle(s)” above). This section applies to vehicle(s) in which the sticker is not readily visible.

b. Requested Response:

Business License Sticker. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will request a replacement sticker from DNR Operator Certification Coordinator (phone: 608-267-2300; email: DNROpCertSeptage@Wisconsin.gov). The original sticker on the vehicle will be removed and sent to the DNR Septage Operator Certification Coordinator. The new sticker will be placed in a location that is readily visible. [ENTER SEPTAGE BUSINESS NAME] will provide photographs of the back of the vehicle to verify this process is complete.

In addition, [ENTER SEPTAGE BUSINESS NAME] will provide photographs for all other septage vehicles registered to its business license that were not inspected during the septage audit. Photographs will include:

1. Front of vehicle (with license plate visible),
2. Side 1 of vehicle (with lettering visible),
3. Side 2 of vehicle (with lettering visible), and
4. Back of vehicle (with tank capacity, sticker, and license plate visible).

These photographs will be submitted to the department by no later than [ENTER DUE DATE].

Septage Coordinator Note: If including the above language, copy the DNR Operator Certification Coordinator on this Inspection Report/NON.

Optional Language:

Septage Coordinator Note: The septage coordinator may request and coordinate with the Operator Certification Coordinator to receive additional stickers prior to the audit(s). The septage coordinate must witness the removal and disposal of the old business license sticker before providing a new sticker to the licensee. This action must be noted in the inspection report (see language provided below). Any sticker not provided to the licensee must be returned to the Operator Certification Coordinator after the inspection(s).

Business Sticker Replacement. During the [ENTER DATE] inspection, the department provided replacement sticker(s) for the following vehicles: [ENTER ALL APPLICABLE VEHICLES, INCLUDE MAKE, MODEL, LICENSE PLATE, AND GALLON CAPACITY]. The department witnessed removal and disposal of the current sticker. [ENTER SEPTAGE BUSINESS NAME] will adhere the sticker prior to servicing.

6. Incomplete Service Logs (Vehicle)

a. Findings of Noncompliance:

Daily Logs. [ENTER SEPTAGE BUSINESS NAME]'s service logs were incomplete [ENTER MISSING INFORMATION; INCLUDING SERVICE ADDRESS, SERVICE DATE/TIME, TYPE OF WASTE, GALLONS, DISPOSAL LOCATION, DISPOSAL DATE/TIME, PATHOGEN CONTROL/VECTOR ATTRACTION REDUCTION

STATEMENT, ETC.]. [ENTER INFORMATION] were abbreviated; there was no corresponding key for this abbreviated information.

→Per s. NR 113.11(3) (c) 3., Wis. Adm. Code: “Daily books and invoice records shall, at a minimum, contain the following information:

- a. Name and address or location of system serviced
- b. Date and time of servicing
- c. Type of system and description of all wastes pumped
- d. Gallons collected
- e. Disposal location
- f. Date and time of disposal
- g. Written certification by the designated operator in charge regarding the pathogen and vector attraction reduction requirements. The certification statement shall read as follows: “I certify, under penalty of law, that the information that will be used to determine compliance with the pathogen requirements [insert either NR 113.07(3)(d)1.a. or NR 113.07(3)(d)1.b.] and the vector attraction reduction requirements in [insert 113.07(3)(e)1., NR 113.07(3)(e)(2), or NR 113.07(3)(e)3.] has been prepared under my direction and supervision in accordance with the system designed to ensure that quality personnel properly gather and evaluation this information. I am aware that there are significant penalties for false certification.” This requirement may be satisfied by having the certification statement on annual year-to-date loading summaries for each site.
- h. A description of how the pathogen reduction requirements are met.
- i. A description of how the vector attraction reduction requirements are met.”

Optional Language:

[ENTER SEPTAGE BUSINESS NAME’S]’s service logs contain a pathogen control/vector attraction reduction certification statement. However, the operator-in-charge has not signed this statement.

[ENTER SEPTAGE BUSINESS NAME] stated that [ENTER ALL WASTE IS/WASTE IS OCCASIONALLY] incorporated via disc. There was no incorporation [ENTER DATE/TIME] provided on the logs to verify proper incorporation.

→Per s. NR 113.07(3)(e)2., Wis. Adm. Code: “Septage applied to the surface of land shall be incorporated with the soil within 6 hours after application to or placement on the land.”

b. Requested Response:

Daily Logs. [ENTER SEPTAGE BUSINESS NAME] will record all information as required under s. NR 113.11(3)(c)3. Wis. Adm. Code by no later than [ENTER DUE DATE]. [ENTER SEPTAGE BUSINESS NAME] will provide an updated copy of its septage daily log. Template forms for servicing and land application daily logs (form 3400-227) (Attachment #[ENTER ATTACHMENT #]) and portable restroom servicing

daily logs (form 3400-226) (Attachment #*[ENTER ATTACHMENT #]*) are attached to this letter. *[ENTER SEPTAGE BUSINESS NAME]* is not required to use this template.

Certification Statement. By no later than *[ENTER DUE DATE]*, *[ENTER SEPTAGE BUSINESS NAME]* will include either a) the pathogen control/vector attraction reduction certification statement on each log sheet or b) a separately signed certification statement on annual year-to-date loading summaries for each site with the logs. A copy of a template pathogen control/vector attraction reduction certification statement for *[ENTER YEAR]* is provided with this letter (Attachment # *[ENTER ATTACHMENT #]*). *[ENTER SEPTAGE BUSINESS NAME]* is not required to use this template.

Septage Coordinator Note: A template yearly certification statement is available in Appendix M.

Optional Language:

After updating service records to meet s. NR 113.11(3)(c)3. Wis. Adm. Code requirements, the department requests that *[ENTER SEPTAGE BUSINESS NAME]* provide copies of at least two weeks service records to the department for review. These records must be submitted to the department by no later than *[ENTER DUE DATE]*.

Optional Language:

If an abbreviation key is used, this key must be present in each service vehicle and office.

Optional Language:

Attached is a blank septage service log (Attachment # *[ENTER ATTACHMENT #]*). *[ENTER SEPTAGE BUSINESS NAME]* is not required to use this template.

Optional Language:

By no later than *[ENTER DUE DATE]*, *[ENTER SEPTAGE BUSINESS NAME]* will submit a copy of the signed and dated pathogen control/vector attraction reduction certification statement to the department.

7. Missing Records in Service Vehicle

a. Findings of Noncompliance:

Log Retention—Licensed Vehicles. *[ENTER MR./MS. OIC]* stated that daily service logs are not kept in each septage vehicle. These records are stored in *[ENTER SEPTAGE BUSINESS NAME]*'s office located at *[ENTER ADDRESS]*.

→Per s. NR 113.11(3)(c)2., Wis. Adm. Code: “Daily log books and invoice record systems shall be kept in the vehicle for a minimum of 2 days after servicing a system.”

b. Requested Response:

Log Retention. Effective immediately, [ENTER SEPTAGE BUSINESS NAME] will retain a minimum of two days service records after servicing a system in each service vehicle.

8. Improper Leak Prevention (Hoses)

a. Findings of Noncompliance:

Leak Prevention (Hoses on [ENTER VEHICLE(S)/TRAILER(S)]). Hoses on the [ENTER VEHICLE(S)/TRAILER(S)] were not properly [ENTER STORED/CLEANED/SEALED] to prevent potential leakage or dripping of septage during transit. [ENTER SEPTAGE BUSINESS NAME] does not have a Standard Operating Procedure (SOP) for cleaning out these hoses prior to transport.

→Per s. NR 113.06(2)(k), Wis. Adm. Code: “Hoses and piping, when not in actual use, shall be stored so as to prevent leakage or dripping of septage in transit, or the ends of hoses and pipes shall be connected or sealed with tightly fitted caps or covers, or the hoses and pipes shall be cleaned with water between uses so as not to cause a nuisance by leakage or dripping of septage during transit.”

b. Requested Response:

Leak Prevention. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will provide photographs to document that hoses on the [ENTER VEHICLE(S)/TRAILER(S)] are properly sealed and stored to prevent potential leakage or dripping of septage during transit. Alternatively, [ENTER SEPTAGE BUSINESS NAME] may submit a SOP to the department to document hose cleanout procedures.

9. Improper Leak Prevention (Vehicle Discharge Valve)

a. Findings of Noncompliance:

Improper Fitted Cap on [ENTER VEHICLE(S)/TRAILER(S)]. [ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]. During the audit inspection, the department observed an improperly fitted cap or cover on the septage discharge opening on the rear of the [ENTER VEHICLE(S)/TRAILER(S)].

→Per s. NR 113.06(2)(n), Wis. Adm. Code: “Discharge valves on tanks shall be watertight, capped when not in use, and constructed and located so as to permit unobstructed discharge at the place of disposal.”

b. Requested Response:

Fitted Caps/Covers. Effective immediately, [ENTER SEPTAGE BUSINESS NAME] will maintain fitted (watertight) caps or covers on all openings and valves used to discharge septage.

10. Cab Controlled Discharge Valve for Land Application Vehicles

a. Findings of Noncompliance:

Cab Mounted Control for Land Application Vehicles. [ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)] was not equipped with a cab-controlled discharge valve during the audit inspection.

→Per s. NR 113.06(2)(n), Wis. Adm. Code: “Starting July 1, 1997, all servicing equipment used for surface spreading of septage, including equipment in service prior to July 1, 1997, shall have a vehicle cab-controlled discharge valve...”

Septage Coordinator Note: This language can also be modified for vehicles that have an inoperable cab actuated discharge valve.

b. Requested Response:

Cab Mounted Control Valve. [ENTER SEPTAGE BUSINESS NAME] will [ENTER INSTALL/REPAIR] a cab actuated discharge valve by no later than [ENTER DUE DATE].

11. Missing Spill Clean-up Supplies

a. Findings of Noncompliance:

Improper Cleanup Supplies. [ENTER SEPTAGE BUSINESS NAME] did not have spill cleanup supplies (examples: [ENTER EXAMPLE MISSING SUPPLIES]) on [ENTER VEHICLE INFORMATION INCLUDING YEAR, MODEL OF VEHICLE(S)/TRAILER(S), LICENSE PLATE NUMBER, CAPACITY (GALLONS)]. This equipment is necessary to minimize the nuisance and/or health hazard of spilled waste.

→Per s. NR 113.06(3)(a), Wis. Adm. Code: “The vehicles, implements, and containers shall be operated in a manner that does not cause a nuisance or health hazard.”

→Per s. NR 113.06(3)(b), Wis. Adm. Code: “Accidental spillage shall be cleaned up and the area restored to render it harmless to humans and animals...”

→Per s. NR 113.06(3)(d), Wis. Adm. Code: “Any property serviced shall be left in a sanitary condition.”

b. Requested Response:

Clean-Up Supplies. By no later than [ENTER DUE DATE], all vehicles will include supplies necessary to minimize the nuisance and/or health hazard of spilled waste and to ensure any property serviced is left in a sanitary condition (per ss. NR 113.06(3) (a), (b), and (d), Wis. Adm. Code). [ENTER SEPTAGE BUSINESS NAME] will send an email to

[ENTER SEPTAGE COORDINATOR NAME] with photographs of the supplies to *[ENTER REGIONAL SEPTAGE COORDINATOR NAME]* to verify supplies have been purchased for each vehicle.

12. Outdated/Missing Copy of NR 113 Wis. Adm. Code

Septage Coordinator Note: There are two options for language under the “Findings of Noncompliance” section of the septage inspection letter/NON.

a. Findings of Noncompliance:

Missing Copy of NR 113 Wis. Adm. Code. *[ENTER SEPTAGE BUSINESS NAME]* does not have a current copy of ch. NR 113, Wis. Adm. Code accessible in the cab of the vehicle used in servicing.

→Per s. NR 113.06(3)(c), Wis. Adm. Code: “*A written procedure for spill and accident cleanup shall be developed and a copy of the written procedure and a copy of the current Ch. NR 113 shall be placed in each vehicle cab.*”

Outdated Copy of NR 113 Wis. Adm. Code. *[ENTER SEPTAGE BUSINESS NAME]* has an outdated copy *[ENTER PUBLISHED MONTH/YEAR]* of ch. NR 113, Wis. Adm. Code in the cab of the vehicle used in servicing.

→Per s. NR 113.06(3)(c), Wis. Adm. Code: “*A written procedure for spill and accident cleanup shall be developed and a copy of the written procedure and a copy of the current Ch. NR 113 shall be placed in each vehicle cab.*”

b. Requested Response:

Current Copy of NR 113. *[ENTER SEPTAGE BUSINESS NAME]* will retain a current copy of ch. NR 113, Wis. Adm. Code in the cab of each servicing vehicle. A current copy of ch. NR 113 Wis. Adm. Code is attached to this letter (Attachment # *[ENTER ATTACHMENT #]*).

13. Missing Spill Response Plan

a. Findings of Noncompliance:

Missing Spill Response Plan. The department requested to review the spill and accident cleanup plan from each vehicle. A spill response plan was missing in the cab of the *[ENTER LIST OF INSPECTED VEHICLE(S)/TRAILER(S)]*.

→Per s. NR 113.06(3)(c), Wis. Adm. Code: “*A written procedure for spill and accident cleanup shall be developed and a copy of the written procedure and a copy of the current Ch. NR 113 shall be placed in each vehicle cab.*”

b. Requested Response:

Spill Response Plan. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will provide the department with a copy of its spill response plan. This plan will be placed in the cab of all service vehicles. This plan should include the following information:

1. DNR 24-hour spill hotline number (1-800-943-0003)
2. Emergency 911
3. Local warden contact: [ENTER WARDEN CONTACT INFORMATION]
4. Regional septage coordinator: [ENTER SEPTAGE COORDINATOR CONTACT INFORMATION]
5. Mutual aid agreement with another area pumper (if applicable)
6. Standard Operating Procedure (SOP) for small (< 50 gallon) and large (≥ 50 gallons) spills

Optional Language:

An example spill response plan is enclosed with this [INSPECTION REPORT/NON] (Attachment # [ENTER ATTACHMENT #]).

Septage Coordinator Note: For incomplete spill response plans, see recommendations section (Appendix L).

14. Potential Vehicle Wash-Out Issues (Non-Domestic Wastes)

a. Findings of Noncompliance:

Potential Vehicle Wash-Out Issues. [ENTER SEPTAGE BUSINESS NAME] hauls non-domestic wastes [ENTER EXAMPLES]. [ENTER SEPTAGE BUSINESS NAME] does not wash out the tank prior to and after hauling non-domestic wastes. [ENTER SEPTAGE BUSINESS NAME] does not have a formal Standard Operating Procedure (SOP) to outline this process.

→Per s. NR 113.06(2)(b), Wis. Adm. Code: “*The vehicles and implements used in servicing shall routinely be used for no other purpose except the hauling or servicing of septage, grease interceptors, municipal wastewater treatment sludges or animal wastes. However, use of the vehicle for fire protection service, oil recovery and industrial wastes not regulated under chs. NR 660 to 670 or 500 to 538, Wis. Adm. Codes is permissible if the tank is flushed or cleaned as necessary prior to and after use.*”

b. Requested Response:

Vehicle Wash-Out. Septage businesses are required to clean each vehicle’s tank prior to and after transporting non-domestic wastes. [ENTER SEPTAGE BUSINESS NAME] will develop an SOP to outline this process or submit a variance request to the department.

11.7 Appendix G: Office File Review

1. Incomplete Service Logs

a. Findings of Noncompliance:

Daily Logs. [ENTER SEPTAGE BUSINESS NAME]'s service logs were incomplete [ENTER MISSING INFORMATION; INCLUDING SERVICE ADDRESS, SERVICE DATE/TIME, TYPE OF WASTE, GALLONS, DISPOSAL LOCATION, DISPOSAL DATE/TIME, PATHOGEN CONTROL/VECTOR ATTRACTION REDUCTION STATEMENT, ETC.] [ENTER INFORMATION] was abbreviated; there was no corresponding key for this abbreviated information.

→Per s. NR 113.11(3)(c)3., Wis. Adm. Code: “Daily books and invoice records shall, at a minimum, contain the following information:

- a. Name and address or location of system serviced
- b. Date and time of servicing
- c. Type of system and description of all wastes pumped
- d. Gallons collected
- e. Disposal location
- f. Date and time of disposal
- g. Written certification by the designated operator in charge regarding the pathogen and vector attraction reduction requirements. The certification statement shall read as follows: “I certify, under penalty of law, that the information that will be used to determine compliance with the pathogen requirements [insert either NR 113.07(3)(d)1.a. or NR 113.07(3)(d)1.b.] and the vector attraction reduction requirements in [insert 113.07(3)(e)1., NR 113.07(3)(e)(2), or NR 113.07(3)(e)3.] has been prepared under my direction and supervision in accordance with the system designed to ensure that quality personnel properly gather and evaluation this information. I am aware that there are significant penalties for false certification.” This requirement may be satisfied by having the certification statement on annual year-to-date loading summaries for each site.
- h. A description of how the pathogen reduction requirements are met
- i. A description of how the vector attraction reduction requirements are met.”

Additional Language:

[ENTER SEPTAGE BUSINESS NAME] states that all waste is incorporated via disc. There was no incorporation date/time provided on the logs to verify proper incorporation.

→Per s. NR 113.07(3)(e)2., Wis. Adm. Code: “Septage applied to the surface of land shall be incorporated with the soil within 6 hours after application to or placement on the land.”

b. Requested Response:

Daily Logs. [ENTER SEPTAGE BUSINESS NAME] will record all information as required under s. NR 113.11(3)(c)3., Wis. Adm. Code. By no later than [ENTER DUE

DATE], *[ENTER SEPTAGE BUSINESS NAME]* will provide an updated copy of its septage daily log.

Certification Statement. By no later than *[ENTER DUE DATE]*, *[ENTER SEPTAGE BUSINESS NAME]* will include either the pathogen control/vector attraction reduction certification statement on each log sheet or a separately signed certification statement on annual year-to-date loading summaries with the logs. A template copy of the pathogen control/vector attraction reduction certification statement for *[ENTER YEAR]* is provided with this letter (Attachment # *[ENTER ATTACHMENT #]*). *[ENTER SEPTAGE BUSINESS NAME]* is not required to use this template.

Septage Coordinator Note: A template yearly pathogen control/vector attraction reduction certification statement is available in Appendix M.

Optional Language:

After updating service records to meet s. NR 113.11(3)(c)3. Wis. Adm. Code requirements, the department requests that *[ENTER SEPTAGE BUSINESS NAME]* provide copies of at least two weeks service records to the department for review. These records must be submitted to the department by no later than *[ENTER DUE DATE]*.

Optional Language:

If an abbreviation key is used, this key must be present in each service vehicle and office.

Optional Language:

Attached is a blank septage service log (Attachment # *[ENTER ATTACHMENT #]*).
Note: Septage businesses are not required to use this template.

2. Missing Service Records (Not Retained for 5 Years)

a. Findings of Noncompliance:

Missing Service Log. *[ENTER SEPTAGE BUSINESS NAME]* does not retain its service records for five years. *[ENTER SEPTAGE BUSINESS NAME]* had records available for the last *[ENTER YEAR(S)]*.

→Per s. NR 113.11(3)(c)6., Wis. Adm. Code: “*All servicing records (log book or invoice records) shall be kept on file and available for inspection for a period of five years.*”

b. Requested Response:

Service Log Retention. Effective immediately, *[ENTER SEPTAGE BUSINESS NAME]* will retain all service logs for a minimum of five years.

3. Service Records Unavailable at Time of Inspection

a. **Findings of Noncompliance:**

Records Unavailable at Inspection. *[ENTER SEPTAGE BUSINESS NAME]* did not provide its service records (*[ENTER CALENDAR YEARS]*) for review at time of inspection. *[ENTER REASON FOR NOT PROVIDIING RECORDS]*.

→Per s. NR 113.11(3)(c)6., Wis. Adm. Code: “*All servicing records (log book or invoice records) shall be kept on file and available for inspection for a period of five years.*”

b. **Requested Response:**

Copies of Service Records. *[ENTER SEPTAGE BUSINESS NAME]* will make copies of services records from *[ENTER APPROPRIATE TIME PERIOD]*. These copies will be *[ENTER MAILED/EMAILED]* to *[ENTER REGIONAL SETPAGE COORDINATOR NAME]*. *[ENTER SEPTAGE BUSINESS NAME]* shall retain all service records for a minimum of five years, and make these records available upon request by the department.

11.8 Appendix H: License Review

1. Expired Business License (Confirmed Active Servicing)

a. Findings of Noncompliance:

Expired License. *[ENTER SEPTAGE BUSINESS NAME]* is operating with an expired septage business license. This license expired on *[ENTER EXPIRATION DATE]*.
[PROVIDE EVIDENCE OF OPERATION WITH AN EXPIRED LICENSE. POSSIBLE EVIDENCE INCLUDES BUT IS NOT LIMITED TO WASTEWATER TREATMENT PLANT DISPOSAL TICKETS, OBSERVED LANDSPREADING, COMPLAINTS, ETC.]

→Per s. NR 113.04(1), Wis. Adm. Code: “*No business, unless exempt by the statute, may engage in servicing unless the vehicle and equipment used have been initially inspected by the department and issued a license indicating conformity with all requirements of this chapter...*”

→Section NR 113.03(57), Wis. Adm. code defines “*servicing*” as “*removing the scum, liquid sludge, or other waste from private sewage system such as a septic or holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, or seepage trenches, privies, or portable restrooms and properly disposing or recycling of the contents as provided in the chapter.*”

b. Requested Response:

Expired License. The department recommends that *[ENTER SEPTAGE BUSINESS NAME]* discontinue servicing until it has been properly relicensed by the department. Continued servicing without a valid septage business license may result in additional stepped enforcement by the department. *[ENTER SEPTAGE BUSINESS NAME]* will contact the DNR Operator Certification Coordinator (phone: 608-267-2300; email: DNROpCertSeptage@Wisconsin.gov) to determine what license requirements must be met to have its septage business relicensed.

Optional Language:

[ENTER SEPTAGE BUSINESS NAME] will provide copies of service records from *[ENTER TIME FRAME]* during which its septage license was expired. This information must be submitted to the department by no later than *[ENTER DUE DATE]*.

Septage Coordinator Note: Copy the DNR Septage Operator Certification Coordinator at the bottom of this inspection summary report.

11.9 Appendix I: Operator Certification Review

1. Expired Operator-in-Charge (OIC)

a. Findings of Noncompliance:

Expired Operator-in-Charge (OIC). At the time of inspection, [ENTER MR./MS. OIC] had an expired master operator certification [ENTER EXPIRATION DATE]. There are no other master operators associated with this septage business license. [ENTER MR./MS. OIC] elected to continue to service and dispose of septage wastes.

Septage Coordinator Note: There are two code references that can be included for this issue. The reference depends on the grade (T versus L) of the master operator.

If discharging to a WWTF or other WPDES permitted entity:

→Per s. NR 114.18(1)(a), Wis. Adm. Code: “If a septage servicing business does not conduct any land application of septage, the operator-in-charge shall be a grade T or grade L master operator.”

If landspreading:

→Per s. NR 114.18(1)(b), Wis. Adm. Code: “If a septage servicing business does conduct any land application, the operator-in-charge shall be a grade L master operator.”

b. Requested Response:

OIC Certification. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue servicing until its OIC has been properly recertified by the department. Continued servicing without a certified OIC may result in additional stepped enforcement from the department. [ENTER SEPTAGE BUSINESS NAME] will contact the DNR Operator Certification Coordinator (phone: 608-267-2300; email: DNROpCertSeptage@Wisconsin.gov) to determine recertification requirements.

IMPORTANT: [ENTER SEPTAGE BUSINESS NAME] could designate another master operator as OIC. Under this scenario, [ENTER SEPTAGE BUSINESS NAME] will identify this individual, provide their full name, and operator certification number. The department will evaluate if this individual meets OIC requirements. Upon approval from the department, [ENTER SEPTAGE BUSINESS NAME] may service septage wastes.

Septage Coordinator Note: Copy the DNR Septage Operator Certification Coordinator at the bottom of this inspection summary report.

2. Unregistered Operators

Findings of Noncompliance:

Unregistered Operator(s). At the time of inspection, the department identified several unregistered operators:

*[LIST ALL UNCERTIFIED OR EXPIRED OPERATORS (FULL NAME;
(CERTIFICATION NUMBER IF APPLICABLE)]*

Septage Coordinator Note: If these operators are not servicing septage wastes, then there is no immediate compliance issue.

If any uncertified or expired septage operator is servicing septage wastes, then list the following code reference(s). The reference depends on the operator's grade:

Other Method of Disposal or Distribution (WWTF/WPDES permitted facility):

→ Per s. NR 114.17(1)(a), Wis. Adm. Code: "A grade T operator is certified to conduct all aspects of septage servicing except land application of septage. To qualify for certification as a grade T operator, a person shall pass the grade T examination."

Land Application:

→ Per s. NR 114.17(1)(b), Wis. Adm. Code: "A Grade L operator is certified to conduct all aspects of septage servicing including the land application of septage. To qualify for certification as a Grade L operator, a person shall pass the Grade L examination."

Requested Response:

Certified Operators. Effective immediately, only certified master operators, certified operators, operators-in-training, and portable restroom assistants may service septage wastes. The above mentioned *[ENTER UNLICENSED/EXPIRED]* operator(s) cannot service septage until *[ENTER INDIVIDUAL]* *[HAS/HAVE]* been certified by the department and written certification is received.

Optional Language:

Continued servicing without a certified master operator, designated as the OIC, may result in additional stepped enforcement from the department.

Optional Language:

Individuals actively servicing septic and/or holding tanks must immediately be registered with the department as operators in training (OIT) under the supervision of the OIC, and work towards certification. The "Septage Operator-in-Training Registration Application" form is attached to this *[ENTER LETTER/NON]*. (Attachment # *[ENTER ATTACHMENT NUMBER]*).

Under the "Recommended Section" of the Inspection Report/NON, the department could insert the following language:

[ENTER MR./ MS. OIC] stated that all unregistered operators have not serviced any septage as defined under ch. NR 113, Wis. Adm. Code. If *[ENTER SEPTAGE BUSINESS NAME]* wants to use these operators to service septage wastes, then these operators must be properly certified per ch. NR 114, Wis. Adm. Code prior to servicing.

3. Expired Operator(s)

Septage Coordinator Note: This language can be applied to expired master operators, operators, or operators-in-training.

a. **Findings of Noncompliance:**

Expired Operators. At the time of inspection, the department identified several expired operators:

[LIST ALL EXPIRED OPERATORS (FULL NAME; (CERTIFICATION NUMBER); DATE OF EXPIRATION)]

Septage Coordinator Note: If these operators are not servicing septage wastes, then there is no immediate issue.

If any expired operator is servicing septage wastes, then list the following code reference(s). The reference depends on the grade of the operator:

Operator-in-Training:

→ Per s. NR 114.16(2), Wis. Adm. Code: “An operator-in-training may engage in septage servicing for up to 12 months without being certified. The operator-in-training shall be considered to be doing septage servicing under the certificate of the designated operator-in-charge. The operator-in-charge shall notify the department, in writing, of the starting date, name and address of the operator-in-training and pay the operator-in-training fee before the person begins septage servicing. The operator-in-charge is responsible for the actions of the operator-in-training.”

Other Method of Disposal or Distribution (WWTF/WPDES permitted facility):

→ Per s. NR 114.17(1)(a), Wis. Adm. Code: “A grade T operator is certified to conduct all aspects of septage servicing except land application of septage. To qualify for certification as a grade T operator, a person shall pass the grade T examination.”

Land Application:

→ Per s. NR 114.17(1)(b), Wis. Adm. Code: “A Grade L operator is certified to conduct all aspects of septage servicing including the land application of septage. To qualify for certification as a Grade L operator, a person shall pass the Grade L examination.”

b. **Requested Response:**

Certified Operators. Effective immediately, only certified operators, operators-in-training, and portable restroom assistants may service septage wastes. The above mentioned expired operator(s) cannot service septage until *[ENTER INDIVIDUAL]* *[HAS/HAVE]* been recertified by the department and written certification is received. Continued servicing without a certified OIC may result in additional stepped enforcement from the department.

Optional Language:

Under the “Recommended Section” of the Inspection Report/NON, the department could insert the following language:

[ENTER MR./ MS. OIC] stated that all expired operators have not serviced any septage as defined under ch. NR 113, Wis. Adm. Code since their certifications expired. If *[ENTER SEPTAGE BUSINESS NAME]* wants to use these operators to service septage wastes, then these operators must be properly certified per ch. NR 114, Wis. Adm. Code prior to servicing.

11.10 Appendix J: Annual Land Application Reports and Compliance

1. Improper Pathogen Control/Vector Attraction Reduction (Lacking Proper Incorporation of Waste)

a. Findings of Noncompliance:

Improper Pathogen Control/Vector Attraction Reduction. [ENTER SEPTAGE BUSINESS NAME] typically incorporates septage wastes. However, [ENTER MR./MS. OIC] stated that there are times when waste is not incorporated within 6 hours of application. Surface application without incorporation must be treated by alkali (lime) addition. Logs do not indicate alkali addition was used for pathogen control/vector attraction reduction for the spreading events in question. The department is concerned that [ENTER SEPTAGE BUSINESS NAME] may not be properly treating the waste (via incorporation).

→Per s. NR 113.07(3)(d)1. and 2., Wis. Adm. Code: “1. Pathogens shall be reduced by one of the following methods:

- a. The site restrictions in subd. 2. shall be met when septage is applied to agricultural land, forest or a reclamation site; or
- b. The pH of septage applied to agricultural land, forest or a reclamation site shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes and the site restrictions in subd. 2. a. to d. shall be met. When this option is utilized, each container of septage which is applied shall be monitored for compliance.

2. Pathogen reduction is achieved by the following site restrictions:

- a. Food crops with harvested parts that touch the septage/soil mixture and are totally above the land surface may not be harvested for 14 months after application of septage.
- b. Food crops with harvested parts below the surface of the land may not be harvested for 20 months after application of septage when the septage remains on the land surface for 4 months or longer prior to incorporation into the soil.
- c. Food crops with harvested parts below the surface of the land may not be harvested for 38 months after application of septage when the septage remains on the land surface for less than 4 months prior to incorporation into the soil.
- d. Food crops, feed crops and fiber crops may not be harvested for 30 days after application of septage.
- e. Animals may not be allowed to graze on the land for 30 days after application of septage.
- f. Turf grown on land where septage is applied may not be harvested for one year after application of the septage when the harvested turf is placed on either land with a high potential for public exposure or a lawn, unless otherwise specified by the department.
- g. Public access to land with a high potential for public exposure shall be restricted for one year after application of septage.

h. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of septage.”

→ Per s. NR 113.07(3)(e)2., Wis. Adm. Code: “*Septage applied to the land surface shall be incorporated into the soil within 6 hours after application to or placement on the land*”

→ Per s. NR 113.07(3)(e)3., Wis. Adm. Code: “*The pH of septage shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes. When this option is utilized, each container of septage which is applied shall be monitored for compliance.*”

b. Requested Response:

Proper Incorporation. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue spreading until waste can be properly incorporated, or until [ENTER SEPTAGE BUSINESS NAME] can properly monitor pH to ensure compliance with s. NR 113.07(3)(d) and (e), Wis. Adm. Code. Continued spreading without pathogen control and vector attraction reduction may result in additional stepped enforcement by the department. [ENTER SEPTAGE BUSINESS NAME] will develop a spreading and incorporation Standard Operating Procedure (SOP). This SOP will be provided to the department for review and approval prior to spreading.

2. Improper pH Adjustment

a. Findings of Noncompliance:

Improper pH Adjustment. Based on the review of [ENTER SEPTAGE BUSINESS NAME]'s service logs, the department is unable to verify that proper alkali (lime) addition occurred to meet pathogen control and vector attraction reduction requirements. [ENTER EVIDENCE; EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: NO NOTATION FOR PH ADJUSTMENT, ONLY ONE PH READING, NOT ENOUGH SIGNIFICANT DIGITS (NEED THREE), NO TESTING TIMES]

→ Per s. NR 113.07(3)(d)1. and 2., Wis. Adm. Code: “*1. Pathogens shall be reduced by one of the following methods:*

- a. The site restrictions in subd. 2. shall be met when septage is applied to agricultural land, forest or a reclamation site; or*
- b. The pH of septage applied to agricultural land, forest or a reclamation site shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes and the site restrictions in subd. 2. a. to d. shall be met. When this option is utilized, each container of septage which is applied shall be monitored for compliance.*

2. Pathogen reduction is achieved by the following site restrictions:

- a. *Food crops with harvested parts that touch the septage/soil mixture and are totally above the land surface may not be harvested for 14 months after application of septage.*
- b. *Food crops with harvested parts below the surface of the land may not be harvested for 20 months after application of septage when the septage remains on the land surface for 4 months or longer prior to incorporation into the soil.*
- c. *Food crops with harvested parts below the surface of the land may not be harvested for 38 months after application of septage when the septage remains on the land surface for less than 4 months prior to incorporation into the soil.*
- d. *Food crops, feed crops and fiber crops may not be harvested for 30 days after application of septage.*
- e. *Animals may not be allowed to graze on the land for 30 days after application of septage.*
- f. *Turf grown on land where septage is applied may not be harvested for one year after application of the septage when the harvested turf is placed on either land with a high potential for public exposure or a lawn, unless otherwise specified by the department.*
- g. *Public access to land with a high potential for public exposure shall be restricted for one year after application of septage.*
- h. *Public access to land with a low potential for public exposure shall be restricted for 30 days after application of septage.”*

→Per s. NR 113.07(3)(e)3., Wis. Adm. Code: “*The pH of septage shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes. When this option is utilized, each container of septage which is applied shall be monitored for compliance.*”

b. Requested Response:

Proper pH Adjustment. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue surface spreading of septage wastes until [ENTER SEPTAGE BUSINESS NAME] can properly monitor pH in compliance with ss. NR 113.07(3)d and e, Wis. Adm. Code. Continued spreading without proper pathogen control and vector attraction reduction may result in additional stepped enforcement from the department. [ENTER SEPTAGE BUSINESS NAME] will develop a spreading Standard Operating Procedure (SOP), including alkali addition and pH monitoring. This SOP will be provided to the department for review and approval prior to spreading.

3. Use of Wide Range pH Paper

a. Findings of Noncompliance:

Wide Range pH Paper. Several of [ENTER SEPTAGE BUSINESS NAME]’s vehicles had wide range (0-12.0 su) pH strips. Wide range pH paper is not an approved method for determining proper alkali addition, because wide range pH paper does not have the proper resolution for users to identify that pH is above 12. Without proper resolution, it

is difficult to determine if proper alkali (lime) addition occurred to meet pathogen control and vector attraction reduction requirements.

→Per s. NR 113.07(3)(d)1. and 2., Wis. Adm. Code: “1. Pathogens shall be reduced by one of the following methods:

- a. The site restrictions in subd. 2. shall be met when septage is applied to agricultural land, forest or a reclamation site; or
- b. The pH of septage applied to agricultural land, forest or a reclamation site shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes and the site restrictions in subd. 2. a. to d. shall be met. When this option is utilized, each container of septage which is applied shall be monitored for compliance.

2. Pathogen reduction is achieved by the following site restrictions:

- a. Food crops with harvested parts that touch the septage/soil mixture and are totally above the land surface may not be harvested for 14 months after application of septage.
- b. Food crops with harvested parts below the surface of the land may not be harvested for 20 months after application of septage when the septage remains on the land surface for 4 months or longer prior to incorporation into the soil.
- c. Food crops with harvested parts below the surface of the land may not be harvested for 38 months after application of septage when the septage remains on the land surface for less than 4 months prior to incorporation into the soil.
- d. Food crops, feed crops and fiber crops may not be harvested for 30 days after application of septage.
- e. Animals may not be allowed to graze on the land for 30 days after application of septage.
- f. Turf grown on land where septage is applied may not be harvested for one year after application of the septage when the harvested turf is placed on either land with a high potential for public exposure or a lawn, unless otherwise specified by the department.
- g. Public access to land with a high potential for public exposure shall be restricted for one year after application of septage.
- h. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of septage.”

→Per s. NR 113.07(3)(e)3., Wis. Adm. Code: “The pH of septage shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes.”

b. Requested Response:

Narrow Range pH Strips. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue spreading until proper pH paper (narrow range pH strips; examples include, but are not limited to, range 10.1-13.0 or 11.0-13.0) has been purchased. Continued spreading without proper pH strips may result in additional

stepped enforcement from the department. [ENTER SEPTAGE BUSINESS NAME] will notify the department when the proper pH paper has been purchased.

4. Improper pH Meter Calibration

a. Findings of Noncompliance:

Septage Coordinator Note: Many septage businesses utilize a temperature correcting pH meter. The department recommends that septage businesses copy the pH meter's instructions and include this information in the office and cab of each vehicle. The department further recommends including the instructions into the pathogen and vector attraction reduction descriptions as required under s. NR 113.11(3)(c)3.h.&i., Wis. Adm. Code.

Improper pH Meter Calibration. [ENTER SEPTAGE BUSINESS NAME] uses a pH meter [ENTER BRAND] to monitor pH. [ENTER SEPTAGE BUSINESS NAME] was unable to provide calibration logs to verify the unit is properly calibrated. Without calibration, [ENTER SEPTAGE BUSINESS NAME] is unable to validate that the meter is accurately measuring pH. Without calibration, accurate measurements of pH cannot be validated, preventing the department from verifying compliance with ch. NR 113, Wis. Adm. Code requirements for pathogen control and vector attraction reduction.

→Per s. NR 113.07(3)(d)1. and 2., Wis. Adm. Code: “1. Pathogens shall be reduced by one of the following methods:

- a. The site restrictions in subd. 2. shall be met when septage is applied to agricultural land, forest or a reclamation site; or
- b. The pH of septage applied to agricultural land, forest or a reclamation site shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes and the site restrictions in subd. 2. a. to d. shall be met. When this option is utilized, each container of septage which is applied shall be monitored for compliance.

2. Pathogen reduction is achieved by the following site restrictions:

- a. Food crops with harvested parts that touch the septage/soil mixture and are totally above the land surface may not be harvested for 14 months after application of septage.
- b. Food crops with harvested parts below the surface of the land may not be harvested for 20 months after application of septage when the septage remains on the land surface for 4 months or longer prior to incorporation into the soil.
- c. Food crops with harvested parts below the surface of the land may not be harvested for 38 months after application of septage when the septage remains on the land surface for less than 4 months prior to incorporation into the soil.
- d. Food crops, feed crops and fiber crops may not be harvested for 30 days after application of septage.

- e. Animals may not be allowed to graze on the land for 30 days after application of septage.*
- f. Turf grown on land where septage is applied may not be harvested for one year after application of the septage when the harvested turf is placed on either land with a high potential for public exposure or a lawn, unless otherwise specified by the department.*
- g. Public access to land with a high potential for public exposure shall be restricted for one year after application of septage.*
- h. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of septage.”*

→Per s. NR 113.07(3)(e)3., Wis. Adm. Code: “*The pH of septage shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes.*”

Septage Coordinator Note: Regional septage coordinators should inspect pH buffer solutions. These solutions do expire. Use of expired solutions should be noted under improper pH meter calibration.

Septage Coordinator Note: The pH meter should be calibrated at least once a week using buffer solutions 7 and 10. Calibration logs should be inspected by Septage Coordinator. Lack of or incomplete pH calibration logs should be noted under improper pH meter calibration.

b. Requested Response:

pH Meter Calibration Log. The department recommends that *[ENTER SEPTAGE BUSINESS NAME]* demonstrate proper pH meter calibration prior to land application. Continued use of a pH meter without proper calibration may result in additional stepped enforcement from the department. *[ENTER SEPTAGE BUSINESS NAME]* will develop a pH meter calibration log. This log will be completed each time the pH meter is calibrated (department recommends weekly calibration). This log should contain the following information:

1. Date and time calibrated,
2. Name of person calibrating the meter,
3. Meter number (if business has more than one meter), and
4. Calibration results.

This log will be submitted to the department for review and approval prior to land application.

5. Expired pH Calibration Buffer Solutions

a. Findings of Noncompliance:

Expired pH Calibration Buffers. [ENTER SEPTAGE BUSINESS NAME] uses a pH meter to monitor pH. [ENTER SEPTAGE BUSINESS NAME] has used expired pH calibration buffer solutions [ENTER DATE OF EXPIRED SOLUTIONS] when calibrating their pH meter. To accurately measure pH with a pH meter, the meter must be properly calibrated. Because [ENTER SEPTAGE BUSINESS NAME] uses expired calibration solutions, the department is concerned that calibrating a pH meter with expired solutions may result in inaccurate measurements of pH. [ENTER SEPTAGE BUSINESS NAME] is unable to verify the septage pH meets s. NR 113.07(3)(e)3., Wis. Adm. Code.

→Per s. NR 113.07(3)(d)1. and 2., Wis. Adm. Code: “1. Pathogens shall be reduced by one of the following methods:

- a. The site restrictions in subd. 2. shall be met when septage is applied to agricultural land, forest or a reclamation site; or
- b. The pH of septage applied to agricultural land, forest or a reclamation site shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes and the site restrictions in subd. 2. a. to d. shall be met. When this option is utilized, each container of septage which is applied shall be monitored for compliance.

2. Pathogen reduction is achieved by the following site restrictions:

- a. Food crops with harvested parts that touch the septage/soil mixture and are totally above the land surface may not be harvested for 14 months after application of septage.
- b. Food crops with harvested parts below the surface of the land may not be harvested for 20 months after application of septage when the septage remains on the land surface for 4 months or longer prior to incorporation into the soil.
- c. Food crops with harvested parts below the surface of the land may not be harvested for 38 months after application of septage when the septage remains on the land surface for less than 4 months prior to incorporation into the soil.
- d. Food crops, feed crops and fiber crops may not be harvested for 30 days after application of septage.
- e. Animals may not be allowed to graze on the land for 30 days after application of septage.
- f. Turf grown on land where septage is applied may not be harvested for one year after application of the septage when the harvested turf is placed on either land with a high potential for public exposure or a lawn, unless otherwise specified by the department.
- g. Public access to land with a high potential for public exposure shall be restricted for one year after application of septage.
- h. Public access to land with a low potential for public exposure shall be restricted for 30 days after application of septage.”

→Per s. NR 113.07(3)(e)3., Wis. Adm. Code: “*The pH of septage shall be raised to 12 or higher by alkali addition and, without the addition of more alkali, shall remain at 12 or higher for 30 minutes.*”

b. Requested Response:

pH Calibration Buffer Solution. The department recommends that [ENTER SEPTAGE BUSINESS NAME] demonstrate proper pH meter calibration prior to land application. Continued use of a pH meter without proper pH meter calibration may result in additional stepped enforcement from the department. [ENTER SEPTAGE BUSINESS NAME] will routinely replace pH buffer solutions prior to expiration.

6. Exceedance of Weekly Hydraulic Rate

a. Findings of Noncompliance:

Septage Coordinator Note: This language is also suitable for businesses that do not know the hydraulic application rate of its equipment. There are two options for language:

Option 1:

Potential Hydraulic Rate Exceedances. [ENTER SEPTAGE BUSINESS NAME] is unsure of the hydraulic application rate (gallons/acre) of its spreading equipment. [ENTER SEPTAGE BUSINESS NAME] cannot verify that septage wastes are spread at less than 13,000 gallons/acre/week (septic and holding tank wastes). The department is concerned that [ENTER SEPTAGE BUSINESS NAME] may be exceeding the weekly or annual hydraulic application rate.

→Per s. NR 113.09(1), Wis. Adm. Code: “*Septage shall be applied only to agricultural lands and may not be applied at rates which will supply available nitrogen at amounts greater than the agronomic need for the crop growth as calculated by sub. (4). Yearly loading rates listed in Table 4 may be used if the crop grown on a low use field requires 100 pounds Nitrogen/acre or more. If the crop requires less than 100 pounds Nitrogen/acre, the loadings shall be reduced in accordance with the equation listed in sub. (4).*”

NOTE: Table 4 lists the maximum hydraulic rate of 39,000 gallons/acre/crop year for septic and holding tanks (low use fields).

Option 2:

Hydraulic Rate Exceedances. During the inspection, the department calculated the hydraulic rate (gallons/acre) of [ENTER SEPTAGE BUSINESS NAME]’s spreading equipment. This hydraulic rate exceeds the weekly limit listed in Table 4 of ch. NR 113, Wis. Adm. Code.

→Per s. NR 113.09(1), Wis. Adm. Code: “Septage shall be applied only to agricultural lands and may not be applied at rates which will supply available nitrogen at amounts greater than the agronomic need for the crop growth as calculated by sub. (4). Yearly loading rates listed in Table 4 may be used if the crop grown on a low use fields requires 100 pounds Nitrogen/acre or more. If the crop requires less than 100 pounds Nitrogen/acre, the loadings shall be reduced in accordance with the equation listed in sub. (4).”

Note: Table 4 lists the maximum hydraulic rate of 39,000 gallons/acre/crop year for septic and holding tanks (low use fields).

b. Requested Response:

Hydraulic Calculations. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will provide hydraulic rate calculations for each spreading equipment. An example hydraulic rate calculation is attached to this [ENTER LETTER/NON] (Attachment #: [ENTER ATTACHMENT NUMBER]).

NOTE: A calculation is required for each splash plate (if different size), variable vehicle speed, tank capacity, etc.

Septage Coordinator Note: An example hydraulic application rate calculation is provided in Appendix N.

Alternative language if business can no longer use equipment:

Hydraulic Calculations. Effective immediately, [ENTER SEPTAGE BUSINESS NAME] will no longer be allowed to use [ENTER TYPE OF EQUIPMENT]. This equipment exceeds the weekly hydraulic rate (gallons/acre/week) limited by s. NR 113.09(1), Wis. Adm. Code. [ENTER SEPTAGE BUSINESS NAME] will notify the department once new spreading equipment is purchased. [ENTER SEPTAGE BUSINESS NAME] will provide the hydraulic rate calculation for the new equipment prior to land application.

Septage Coordinator Note: An example hydraulic application rate calculation is provided in Appendix N.

7. Exceedance of Yearly Hydraulic Rate

Septage Coordinator Note: Maximum hydraulic application rate may vary based on the type of septage landspread. For example, septic tank waste is limited to 13,000 gallons/acre/week and 39,000 gallons/acre/year whereas grease trap waste is limited to 4,300 gallons/acre/week and 12,900 gallons/acre/year. See Table 4 (Summary of Maximum Loading Rates) in ch. NR 113, Wis. Adm. Code for more details. For the purposes of this guidance document, all examples reflect hydraulic exceedance of septic and/or holding tank waste, as these wastes are the most common type of septage landspread.

a. Findings of Noncompliance:

Hydraulic Rate Exceedances. After review of [ENTER SEPTAGE BUSINESS NAME]'s Annual Land Application Report (form 3400-055), the department has identified [FIELD/FIELDS] [HAS/HAVE] hydraulic limit(s) of 39,000 gallons/acre/crop year that may have been exceeded. A list of these fields is provided below:

[LIST ALL SITE/FIELDS (DNR #; SITE/FIELD NAME; PROPERTY OWNER; LEGAL DESCRIPTION; TOTAL GALLONS SPREAD)]

→Per s. NR 113.09(1), Wis. Adm. Code: “Septage shall be applied only to agricultural lands and may not be applied at rates which will supply available nitrogen at amounts greater than the agronomic need for the crop growth as calculated by sub. (4). Yearly loading rates listed in Table 4 may be used if the crop grown on a low use fields requires 100 pounds Nitrogen/acre or more. If the crop requires less than 100 pounds Nitrogen/acre, the loadings shall be reduced in accordance with the equation listed in sub. (4).”

NOTE: Table 4 lists the maximum hydraulic rate of 39,000 gallons/acre/crop year for septic and holding tanks (low use fields).

b. Requested Response:

Hydraulic Rate Exceedances. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue landspreading on DNR #: [ENTER DNR#S AND/OR SITE/FIELD AS APPLICABLE] until all compliance issues have been resolved. Continued use of these fields may result into additional stepped enforcement by the department. [ENTER SEPTAGE BUSINESS NAME] will provide copies of all service logs and hydraulic application rate calculations for [ENTER DNR#S]. In addition, [ENTER SEPTAGE BUSINESS NAME] will develop a Standard Operating Procedure (SOP) for monitoring the volume land applied to each site/field. This information must be submitted by no later than [ENTER DUE DATE]. The department will review this information and determine if any additional spreading can occur on [ENTER DNR#S] during the [ENTER CROP YEAR] crop year.

7. Unauthorized Land Application Location(s)

a. Findings of Noncompliance:

Unauthorized Land Application Locations. [ENTER SEPTAGE BUSINESS NAME] discharged septage wastes to an unapproved location(s) [PROPERTY OWNER; COUNTY; TOWNSHIP; LEGAL DESCRIPTION]. The land application of septage wastes must be done in accordance with ch. NR 113, Wis. Adm. Code.

→Per s. NR 113.07(1)(a), Wis. Adm. Code: “Disposal of septage shall be by discharge into a POTW or other facility for treatment or storage under a WPDES permit or to approved agricultural lands. Septage from systems that have contracted for reserved capacity at a POTW shall be taken to that specific POTW.”

→Per s. NR 113.07(3)(a), Wis. Adm. Code. “*No business may dispose of septage by a landspreading method unless the spreading is done in accordance with this chapter.*”

b. Requested Response:

Authorized Sites. Effective immediately, [ENTER SEPTAGE BUSINESS NAME] will only land apply on department-approved fields. Attached is the current “Approved Site List Report” for [ENTER SEPTAGE BUSINESS NAME] (Attachment # [ENTER ATTACHMENT #]).

If [ENTER SEPTAGE BUSINESS NAME] decides to request approval of unauthorized land application sites/fields (previously used), then the septage business will submit a land application sites request package to [ENTER DNR REGIONAL SEPTAGE COORDINATOR NAME].

8. Land Application on Soil with Potential Shallow Groundwater

a. Findings of Noncompliance:

Land Application on Soil Map Units with Potential Shallow Groundwater. [ENTER SEPTAGE BUSINESS NAME] discharged septage wastes to a “[ENTER SOIL MAP UNIT NAME]” soil map unit. This soil map unit is classified as [ENTER SOMEWHAT POORLY/POORLY] drained. The department is concerned that discharge occurred to a soil map unit with potentially shallow groundwater.

→Per s. 113.07(3)(c)1., Wis. Adm. Code: “*Septage may be landspread seasonally on or into soils with seasonal high groundwater level at a depth greater than one foot but less than three feet from the surface if the landspreading is limited to times when the soil is not saturated within three feet of the surface.*”

b. Requested Response:

Field Verification. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue landspreading on all “[ENTER SOIL MAP UNIT NAME]” soil map units until a qualified individual can verify these areas meet ch. NR 113, Wis. Adm. Code requirements. Continued use of these field areas without verification of groundwater depth may result in additional stepped enforcement by the department.

[ENTER SEPTAGE BUSINESS NAME] may hire a qualified individual (examples include, but are not limited to a licensed soil scientist, certified soil tester) to verify depth to groundwater. This data can be provided to the department to verify that soil map units meet ch. NR 113, Wis. Adm. Code requirements.

9. Land Application on Soil with Potential Shallow Bedrock

a. Findings of Noncompliance:

Land Application on Soil Map Unit with Potential Shallow Bedrock. [ENTER SEPTAGE BUSINESS NAME] discharged septage wastes to a “[ENTER SOIL MAP UNIT NAME]” soil map unit. This soil map unit is classified with a bedrock depth of [ENTER DEPTH] from the surface. The department is concerned that discharge occurred to a soil map unit with potentially shallow bedrock.

→Per s. 113.07(3)(b)12., Wis. Adm. Code: “Any person who land applies septage shall comply with the minimum separation distances and maximum slope requirements listed in Table 3.”

Septage Coordinator Note: Ch. NR 113, Wis. Adm. Code Table 3 requires no less than three feet of soil over bedrock and groundwater.

b. Requested Response:

Field Verification. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue landspreading on all “[ENTER SOIL MAP UNIT NAME]” soil map units until a qualified individual can verify these areas meet ch. NR 113, Wis. Adm. Code requirements. Continued use of these field areas without verification of bedrock depth may result in additional stepped enforcement by the department.

[ENTER SEPTAGE BUSINESS NAME] may hire a qualified individual (examples include, but are not limited to a licensed soil scientist, certified soil tester) to verify depth to bedrock. This data can be provided to the department to verify that soil map units meet ch. NR 113, Wis. Adm. Code requirements.

10. Land Application on Slopes >12%

a. Findings of Noncompliance:

Septage Coordinator Note: This language can be adjusted for septage businesses that only surface spread waste. When surface spreading, slope is limited to 0-6% (ch. NR 113, Wis. Adm. Code, Table 3).

Land Application on Soil Map Unit with Potential Steep Slope. [ENTER SEPTAGE BUSINESS NAME] discharged septage wastes ([ENTER SPLASH PLATE, INJECTION, SPLASH PLATE WITH INCORPORATION]) to a “[ENTER SOIL MAP UNIT NAME]” soil map unit. This soil map unit is classified with a slope of >12%. The department is concerned that discharge occurred to a soil map unit with high potential for surface runoff.

→Per s. 113.07(3)(b)12., Wis. Adm. Code: “*Any person who land applies septage shall comply with the minimum separation distances and maximum slope requirements listed in Table 3.*”

NOTE: Table 3 lists the maximum slope requirements (restrictions depend on type of spreading equipment).

b. Requested Response:

Field Verification. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue landspreading on all “[ENTER SOIL MAP UNIT NAME]” soil map units until a qualified individual can verify these areas meet ch. NR 113, Wis. Adm. Code requirements. Continued use of these field areas without verification of slope may result in additional stepped enforcement by the department.

[ENTER SEPTAGE BUSINESS NAME] may hire a qualified individual (examples include, but are not limited to a licensed soil scientist, certified soil tester) to verify slope. This data can be provided to the department to verify that soil map units meet ch. NR 113, Wis. Adm. Code requirements.

11. Spreading Within Restricted Setbacks (Houses/Wells, Wetlands, Rivers, Etc.)

a. Findings of Noncompliance:

Land Application near Restricted Feature(s). The department is concerned that [ENTER SEPTAGE BUSINESS NAME] spread within a restricted area. [PROVIDE LOCATION: DNR #, SITE/FIELD NAME, PROPERTY OWNER, LEGAL DESCRIPTION. PROVIDE EVIDENCE. EVIDENCE INCLUDES, BUT IS NOT LIMITED TO: WARDEN OBSERVATIONS, SEPTAGE COORDINATOR OBSERVATIONS, SERVICE LOG EVIDENCE (MARKING AERIAL PHOTOGRAPH OF AREAS SPREAD), ETC.] Spreading within these restricted areas may impact waters of the state and/or human health.

→Per s. 113.07(3)(b)12., Wis. Adm. Code: “*Any person who land applies septage shall comply with the minimum separation distances and maximum slope requirements listed in Table 3.*”

Septage Coordinator Note: Table 3 lists setback requirements for houses, wells, streams, rivers, lakes, ponds, wetlands, dry runs, and property lines.

b. Requested Response:

Field Reauthorization. Effective immediately, [ENTER SEPTAGE BUSINESS NAME] will maintain proper setback distances from [ENTER HOUSES, WELLS, WETLANDS STREAMS, RIVERS, DRAINAGEWAYS].

[ENTER SEPTAGE BUSINESS NAME] will request reauthorization of [ENTER SITES/FIELDS]. This information must be submitted in a land application sites request

package to [ENTER DNR REGIONAL SEPTAGE COORDINATOR NAME] by no later than [ENTER DUE DATE].

[ENTER DNR #]. [ENTER SEPTAGE BUSINESS NAME] will also develop a Standard Operating Procedure (SOP) for identifying restricted areas (flags, cones, GPS, etc.). This information must be submitted to the department by no later than [ENTER DUE DATE].

Septage Coordinator Note: The septage coordinator may need to coordinate with the septage business to determine a reasonable submittal date for field reauthorization request packages.

12. Non-Uniform Spreading

a. Findings of Noncompliance:

Non-Uniform Distribution of Waste. At the time of the inspection, [ENTER SEPTAGE BUSINESS NAME] was unable to explain how start/stop locations are marked on each spreading field. The department is concerned that [ENTER SEPTAGE BUSINESS NAME] may not be uniformly spreading septage wastes. In addition, potential overlapping of spread wastes could exceed the hydraulic limit (gallons/acre/week) or the nitrogen needs of the cover crop.

→Per s. NR 113.07(3)(b)6., Wis. Adm. Code: “*Landspreading vehicles shall be moving forward at all times while septage is being spread. Ponding of septage is prohibited.*”

→Per s. NR 113.09(1), Wis. Adm. Code: “*Septage shall be applied only to agricultural lands and may not be applied at rates which will supply available nitrogen at amounts greater than the agronomic need for the crop grown as calculated by sub (4). Yearly loading rates listed in Table 4 may be used if the crop grown on a low use field requires 100 lbs N/acre or more. If crop requires less than 100 lbs N/acre, the loadings shall be reduced in accordance with the equation in sub (4).*”

→Per s. NR 113.09(5), Wis. Adm. Code: “*The hydraulic loading rate of application shall be limited by soil characteristics but under no conditions may it exceed 13,000 gallons per acre per week for holding tank or septic tank contents or a combination of the 2. Ponding of septage shall be prohibited.*”

b. Requested Response:

Uniform Land Application. The department recommends that landspreading discontinue until [ENTER SEPTAGE BUSINESS NAME] can verify that septage wastes are land applied uniformly across each site/field. Continued spreading without procedures to ensure uniform application of septage may result in additional stepped enforcement by the department. [ENTER SEPTAGE BUSINESS NAME] will provide a hydraulic application rate calculation for all spreading vehicles. [ENTER SEPTAGE BUSINESS NAME] will also develop a Standard Operating Procedure (SOP) for identifying

restricted areas (flags, cones, GPS, etc.). This information must be submitted to the department for review and approval prior to land application.

Septage Coordinator Note: An example hydraulic application rate calculation is provided in Appendix N.

13. Stationary Discharge

a. Findings of Noncompliance:

Stationary Discharge. [ENTER SEPTAGE BUSINESS NAME] discharged while stationary on [ENTER LOCATION; DNR #, PROPERTY OWNER; LEGAL DESCRIPTION]. [PROVIDE PROOF. WARDEN/SEPTAGE COORDINATOR PHOTOGRAPHS, OIC STATEMENT, ETC.]

→Per s. NR 113.07(3)(b)6., Wis. Adm. Code: “*Landspreading vehicles shall be moving forward at all times while septage is being spread. Ponding of septage is prohibited.*”

b. Requested Response:

Stationary Discharge Elimination. Effective immediately, [ENTER SEPTAGE BUSINESS NAME]’s landspreading vehicles shall be moving forward at all times while septage is being spread.

[ENTER SEPTAGE BUSINESS NAME] will request reauthorization of this site/field. This information must be submitted in a land application sites request package to [ENTER DNR REGIONAL SEPTAGE COORDINATOR NAME] by no later than [ENTER DUE DATE].

[ENTER SEPTAGE BUSINESS NAME] will develop a Standard Operating Procedure (SOP) for properly land applying wastes. This information must be submitted to the department by no later than [ENTER DUE DATE].

14. Landspreading on Frozen or Snow-Covered Ground (Without Approval)

a. Findings of Noncompliance:

Winter Spreading on Prohibited Fields. Based on review of [ENTER SEPTAGE BUSINESS NAME]’s service logs, septage wastes were land applied on [ENTER DNR#S; SITE/FIELD NAME(S)] during the winter months. These fields are not approved for winter landspreading.

→Per s. NR 113.07(1)(b)1., Wis. Adm. Code: “*Land application of wastes removed from septic systems due to emergencies, including but not limited to situations such as freeze-ups, is allowed if no other reasonable disposal methods are available. Reasonable disposal options include but are not limited to, hauling the waste to a nearby treatment plan which will accept septage in accordance to sub. (2). Land appliers shall obtain*

special written approval in advance from the department for specific sites which may be used for emergency situations.”

b. Requested Response:

Winter Spreading. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue spreading on [ENTER DNR # AND SITE/FIELD NAME(S)] during winter conditions. Winter is defined as frozen or snow-covered ground. Continued use of this field (during winter conditions) without department approval may result in additional stepped enforcement by the department.

If [ENTER SEPTAGE BUSINESS NAME] wishes to winter spread on these fields, then the business will submit each site/field for reauthorization. This information must be submitted in a land application sites request package to [ENTER DNR REGIONAL SEPTAGE COORDINATOR NAME] by no later than [ENTER DUE DATE].

Septage Coordinator Note: The septage coordinator may need to coordinate with the septage business to determine a reasonable submittal date for field reauthorization request packages.

15. Litter Removal

a. Findings of Noncompliance:

Litter Control Issues. The department inspected [ENTER LOCATION: DNR#, SITE/FIELD NAME; PROPERTY OWNER; LEGAL DESCRIPTION] on [ENTER DATE]. Excessive litter was observed on this field. [SEPTAGE BUSINESS NAME] must leave all fields in a litter free condition.

Alternative Language:

Litter Control Issues. During the inspection, Mr./Ms. [ENTER OIC'S] statement regarding the frequency of litter removal from landspreading fields was unclear. The department was unable to determine if routine litter removal occurred from [ENTER SEPTAGE BUSINESS'S] fields.

→Per s. NR 113.07(3)(b)5., Wis. Adm. Code: “*Septage shall be landspread in a manner to prevent surface runoff. Septage may not be landspread on saturated soils during rainfall events or in areas of ponded waste. All landspreading fields shall be left in a litter free condition.*”

b. Requested Response:

Litter Control. [ENTER SEPTAGE BUSINESS NAME] will remove litter from DNR# [ENTER DNR NUMBER]. [ENTER SEPTAGE BUSINESS NAME] will submit photographs to document that litter has been removed from this field. These photographs must be submitted to the department by no later than [ENTER DUE DATE]. In the future, [ENTER SEPTAGE BUSINESS NAME] will remove litter from all sites/fields in a timely manner.

16. Exceeding Nitrogen Needs of Cover Crop

a. **Findings of Noncompliance:**

Overapplication of Nitrogen. After review of [ENTER SEPTAGE BUSINESS NAME]'s Annual Land Application Reports (form 3400-055), several fields may have exceeded the nitrogen needs of the cover crop. These fields are listed below:

[LIST ALL SITE/FIELDS (DNR #; SITE/FIELD NAME; PROPERTY OWNER; LEGAL DESCRIPTION; TOTAL GALLONS SPREAD)]

→Per s. NR 113.09(1), Wis. Adm. Code: “*Septage shall be applied only to agricultural lands and may not be applied at rates which will supply available nitrogen at amounts greater than the agronomic need for the crop grown as calculated by sub (4). Yearly loading rates listed in Table 4 may be used if the crop grown on a low use field requires 100 lbs N/acre or more. If crop requires less than 100 lbs N/acre, the loadings shall be reduced in accordance with the equation in sub (4).*”

b. **Requested Response:**

Nitrogen Application. Continued land application on this site will result in continued violations. The department recommends that [ENTER SEPTAGE BUSINESS NAME] discontinue landspreading on DNR #: [ENTER DNR NUMBERS]. [ENTER SEPTAGE BUSINESS NAME] will provide copies all service logs and nitrogen calculations for DNR #: [ENTER DNR NUMBERS]. In addition, [ENTER SEPTAGE BUSINESS NAME] will develop a Standard Operating Procedure (SOP) for monitoring volume land applied to each site/field. This information must be submitted by no later than [ENTER DUE DATE]. The department will review this information and determine if any additional spreading can occur on DNR #: [ENTER DNR #S] during the [ENTER CROP YEAR] crop year.

17. Missing Annual Land Application Reports (Form 3400-055)

a. **Findings of Noncompliance:**

Missing Annual Reports. [ENTER SEPTAGE BUSINESS NAME] has not submitted its [ENTER YEAR(S)] Annual Land Application Reports (form 3400-055). These reports must be submitted by January 31st, following the year in which landspreading occurs.

→Per s. NR 113.11(3)(a), Wis. Adm. Code: “*Annual submittals for land application. An annual land application report shall be submitted annually by January 31, following the year in which land application occurs...*”

b. **Requested Response:**

Annual Reports. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will submit and certify all missing Annual Land Application Reports.

Future Annual Reports. [ENTER SEPTAGE BUSINESS NAME] will submit all annual reports as required under ch. NR 113, Wis. Adm. Code.

18. Improper Outfalls on Annual Land Application Reports (Form 3400-055)

a. Findings of Noncompliance:

Improper Outfalls on Annual Land Application Reports. [ENTER SEPTAGE BUSINESS NAME] reports landspread waste under the incorrect outfall number on its Annual Land Application Report (form 3400-055). [PROVIDE EVIDENCE, INCLUDING, BUT NOT LIMITED TO, SPECIFIC SITES/FIELDS, WASTE INCORRECTLY REPORTED, ETC.]

→Per s. NR 113.11(3)(a), Wis. Adm. Code: “An annual land application report shall be submitted annually by January 31, following the year in which land application occurs. Information to be submitted includes, but is not limited to, the following:

1. Completed records of the fields used, gallons and type of septage applied on each field and number of acres used.”

b. Requested Response:

Annual Report. [ENTER SEPTAGE BUSINESS NAME] will report all gallons by the proper outfall number on the Annual Land Application Report (form 3400-055).

1. Outfall 990 for septic tank waste,
2. Outfall 995 for holding tank waste,
3. Outfall 997 for grease interceptor waste, and
4. Outfall 998 for portable restroom waste

19. Incorrect Acres Applied Reported on Annual Land Application Reports

a. Findings of Noncompliance:

Incorrect Acres Applied Reported on Annual Land Application Report. [ENTER SEPTAGE BUSINESS NAME] reported the approved acres for each field as opposed to the actual acres applied per field on its Annual Land Application Report (form 3400-055). [PROVIDE EVIDENCE, INCLUDING, BUT NOT LIMITED TO, SPECIFIC SITES/FIELDS, ACRES REPORTED, ACRES APPLIED, ETC.]

→Per s. NR 113.11(3)(a), Wis. Adm. Code: “Annual submittals for land application. An annual land application report shall be submitted annually by January 31, following the year in which land application occurs. Information to be submitted includes, but is not limited to, the following:

1. Completed records of the fields used, gallons and type of septage applied on each field and number of acres used.”

b. Requested Response:

Annual Report. [ENTER SEPTAGE BUSINESS NAME] will report the acres land applied on the Annual Land Application Report (form 3400-055).

20. Calendar Year Not Crop Year Reported on Annual Land Application Report

a. Findings of Noncompliance:

Calendar Year Reported on Annual Land Application Report. [ENTER SEPTAGE BUSINESS NAME] reported only calendar year applications instead of crop year applications as required on the Annual Land Application Report (form 3400-055).

→Per s. NR 113.11(3)(a), Wis. Adm. Code: “*An annual land application report shall be submitted annually by January 31, following the year in which land application occurs. Information to be submitted includes, but is not limited to, the following:*

1. *Completed records of the fields used, gallons and type of septage applied on each field and number of acres used.”*

b. Requested Response:

Crop Year. [ENTER SEPTAGE BUSINESS NAME] will report the crop year on the Annual Land Application Report (form 3400-055).

11.11 Appendix K: Other Methods of Disposal or Distribution

1. Missing Other Methods of Disposal or Distribution Reports (Form 3400-052)

a. Findings of Noncompliance:

Missing Annual Reports. [ENTER SEPTAGE BUSINESS NAME] has not submitted its [ENTER YEAR(S)] Annual Other Methods of Disposal or Distribution Report (form 3400-052). These reports must be submitted by January 31, following the year in which disposal occurs.

→ Per s. NR 113.11(3)(b), Wis. Adm. Code: “*Annual submittals for other methods of septage disposal. An other methods of disposal or distribution report shall be submitted annually by January 31, following the year in which disposal of septage occurs...*”

b. Requested Response:

Annual Reports. By no later than [ENTER DUE DATE], [ENTER SEPTAGE BUSINESS NAME] will submit and certify all missing Other Methods of Disposal or Distribution Reports.

Future Annual Reports. [ENTER SEPTAGE BUSINESS NAME] will submit all annual reports as required under ch. NR 113, Wis. Adm. Code.

2. Improper Outfall(s) Reported on Other Methods of Disposal or Distribution Report (form 3400-052)

a. Finding of Noncompliance:

Improper Outfall(s) Reported on Other Methods of Disposal or Distribution Report. [ENTER SEPTAGE BUSINESS NAME] reports waste under the incorrect outfall number(s) on the Other Methods of Disposal or Distribution Report (form 3400-052). [PROVIDE EVIDENCE, INCLUDING, BUT NOT LIMITED TO, REPORTED WASTE OUTFALLS, CORRECT WASTE OUTFALLS, TOTAL GALLONS DISPOSED, ETC.]

→ Per s. NR 113.11(3)(b), Wis. Adm. Code: “*Annual submittals for other methods of septage disposal. An other method of disposal or distribution report shall be submitted annually to the department by January 31, following the year in which the disposal of septage occurs. Information to be submitted includes, but is not limited to, the following:*

- 1. The method of disposal utilized.*
- 2. The name of the permit or license number of the receiving facility, if applicable.*
- 3. The type and volume of waste disposed.”*

b. Requested Response:

Annual Reports. [ENTER SEPTAGE BUSINESS NAME] will report all gallons by the proper outfall on the Other Methods of Disposal or Distribution Report (form 3400-052).

1. Outfall 990 for septic tank waste,
2. Outfall 995 for holding tank waste,

3. Outfall 997 for grease interceptor waste, and
4. Outfall 998 for portable restroom waste

3. Unauthorized Storage Location(s)

Septage Coordinator Note: Unauthorized storage locations can include, but are not limited to:

- *Holding tank(s) (<25,000 gallons total capacity) installed without DSPS, DNR, and/or county approval;*
- *Storage unit(s) (≥25,000 total capacity per s. NR 113.12, Wis. Adm. Code) installed without DNR approval and issuance of a WPDES permit; and*
- *Manure storage units used to mix septage without DNR approval.*

Depending on the type of storage unit, department staff will need to select all applicable code citations under “3a” below.

a. **Findings of Noncompliance:**

Unauthorized Storage Location(s). The department identified that [ENTER SEPTAGE BUSINESS NAME] has stored septage waste at an unauthorized storage unit. [PROVIDE LOCATION AND DESCRIPTION OF STORAGE UNIT (IF APPLICABLE). PROVIDE EVIDENCE FOR UNAUTHORIZED STORAGE UNIT. EVIDENCE COULD INCLUDE, BUT IS NOT LIMITED, TO: LOCATION LISTED ON 3400-052 REPORT, WARDEN/SEPTAGE COORDINATOR OBSERVATION, OIC STATEMENT, ETC.].

Septage Coordinator Drafter Note: “New” storage facilities are considered to be A) facilities constructed after September 1987 (per s. NR 113.12(1), Wis. Adm. Code) or B) facilities constructed prior to September 1987 and not having been approved by DATCP, DNR, etc.

[SELECT ALL APPLICABLE CODE CITATIONS]

→Per s. NR 113.07(1)(a), Wis. Adm. Code: “Disposal of septage shall be by discharge into a POTW or other facility for treatment or storage under a WPDES permit or to approved agricultural lands. Septage from systems that have contracted for reserved capacity at a POTW shall be taken to that specific POTW.”

→Per s. NR 113.07(3)(a), Wis. Adm. Code: No business may dispose of septage by a landspreading method unless the spreading is done in accordance with this chapter.”

→Per s. NR 113.12(2), Wis. Adm. Code: “NEW LARGE FACILITIES. No person may construct any septage storage facility, which singly or when added together, provides capacity equal to or greater than 25,000 gallons without first obtaining department plan and specification approval. All storage facilities shall be designated in accordance with the appropriate requirements of ch. NR 110. No storage facility with a capacity to or greater than 25,000 gallons may operate until a specific WPDES permit is issued and an inspection and adequacy of sealing report is submitted and accepted by the department.”

→Per s. NR 113.12(3), Wis. Adm. Code: “*SMALL FACILITIES. New or existing septage storage facilities with a capacity of less than 25,000 gallons are allowed if they have been approved under ch. SPS 383 [384] or meet the standards in ch. NR 110 and the department is notified of their use through form 3400-137.*”

→Per s. NR 113.12(4), Wis. Adm. Code: “*Other storage facilities. Septage may be stored at sites such as, but not limited to, manure storage facilities and sludge storage lagoons. The mixture resulting from any combination of septage and domestic wastewater sludge will all be classified as domestic sludge and its use or disposal will be governed by ch. NR 204. Septage may not be stored in manure storage facilities if the storage facilities are located under a building where animals are housed. Prior to use of a combined septage and other wastes facility, the department shall review an operations report for the facility. The facility may be used to store septage upon approval by the department. This report shall include at a minimum:*

- (a) The location of the storage facility;*
- (b) The type and volume of the storage facility including construction and sealing details;*
- (c) Sufficient site characteristics information to evaluate the environmental impact and suitability of such waste storage;*
- (d) The name and address of the owner of the storage facility;*
- (e) Any contractual arrangements involved;*
- (f) The type and composition of any wastes other than septage to be stored at the facility;*
- (g) Annual sampling and analysis of the combined wastes in accordance with requirements in the permit;*
- (h) The methods to be used for landspreading the septage or septage mixture; and*
- (i) If septage makes up 10% or more of the mixture in the storage facility or if there are 25,000 gallons or more of septage in the mixture, a certification statement that the entire contents of the storage facility shall be landspread in accordance with this chapter.”*

b. Requested Response:

Unauthorized Storage Locations. Effective immediately, [ENTER SEPTAGE BUSINESS NAME] will only store septage wastes to authorized storage units. Continued use of unauthorized storage units may result in additional stepped enforcement from the department. If [ENTER SEPTAGE BUSINESS NAME] wishes to use these units in the future, then [ENTER SEPTAGE BUSINESS NAME] request approval per [ENTER APPLICABLE CODE CITATION], Wis. Adm. Code.

Optional Language:

If the septage business wants to store waste to a manure storage unit, then add the following language to the Inspection Report/NON:

For a licensed septage business to mix septage into a manure storage unit, a complete request package must be submitted to the department for review and obtain approval prior to discharge. The request package must include:

1. Request Form. A completed Form # 3400-137 "Septage Storage Facility Permit Application" (see Attachment # [ENTER ATTACHMENT NUMBER]);
2. Design Documentation. Stamped and signed documentation (depending on discharge scenario):
 - A. Construction and sealing details and site characteristics for the manure storage unit. This information is contained within a typical NRCS 313 design standard approval and may be available from county conservation staff. Note: This scenario applies to a manure storage unit where <10% total volume of the mixture in the unit is septage and <25,000 gallons of septage are in the mixture in the unit., or
 - B. Construction and sealing details and site characteristics for the manure storage unit. This information is contained in a typical ch. NR 110, Wis. Adm. Code plan and specification approval. Note: This scenario applies to a manure storage unit where $\geq 10\%$ total volume of the mixture in the unit is septage or where $\geq 25,000$ gallons of septage are in the mixture in the unit).;
3. Contract. Description of any contractual agreement between the septage business and manure storage unit owner. Note: The applicant may submit the actual signed contract between the septage business and manure storage unit owner. The department recommends that the applicant redact monetary and personal information.;
4. Map Location. Aerial photograph identifying relative location of storage unit;
5. Photographs. Current photographs of storage unit;
6. Waste Type. Potential septage wastes discharged to storage unit (grease interceptor, holding tank, portable toilet, privy, etc.);
7. Land Application Method. Description of method (surface application, injection, incorporation) used to landspread septage mixture;
8. Waste Source(s). Provide a complete list of all waste sources (examples include, but are not limited to: industrial wastes, sewage sludge, and septage) discharged into the manure storage unit.
9. Multiple Storage Units. For multiple manure storage units, the septage business must submit an individual request package for each manure storage unit (including manure storage units in the same general location); and
10. Permitting Application. If necessary, the septage business must submit a WPDES permit application or request a WPDES permit modification.

Septage Coordinator Notes: Storage of Non-Farm Wastes.

a) For non-permitted farms receiving $\geq 25,000$ gallons or $\geq 10\%$ total storage volume, the department may issue a WPDES permit pursuant to s. NR 113.12(2), Wis. Adm. Code.

b) For non-permitted farms receiving $\geq 10\%$ total volume of septage and/or industrial liquid wastes, it is likely that the department would issue a WPDES permit

pursuant to chs. NR 113.12 and/or NR 214.17, Wis. Adm. Code, and include additional terms similar to a contract hauler WPDES permit.

c) If sewage sludge is mixed with manure (or any other type of waste), then a WPDES permit is required per s. NR 204.02(2), Wis. Adm. Code. A WPDES permit is required for all manure storage units receiving industrial sludge and byproduct solids pursuant to ch. NR 214, Wis. Adm. Code.

Septage Coordinator Note: Pursuant to ATCP 65.22(6)(c), Wis. Adm. Code there shall be no mixing or storage of human waste or septage with animal manure on a dairy farm. Septage business must confirm that manure storage unit is not located on a dairy farm.

4. Failure to Account for All Wastes Serviced/Disposed

a. Findings of Noncompliance:

Septage Coordinator Note: In the past, this issue has been identified for businesses that do limited servicing of portable restrooms. Therefore, the below language has been adapted for failure to report portable restroom waste. This language can be modified to include other types of septage waste(s).

Portable Restroom Servicing. *[ENTER MR./MS. OIC] stated that [ENTER SEPTAGE BUSINESS NAME] services portable restrooms. This information is not reported on [ENTER SEPTAGE BUSINESS NAME]'s Other Methods of Disposal or Distribution Report (Form 3400-052) or Annual Land Application Report (Form 3400-055).*

→Per s. NR 113.11(3)(a), Wis. Adm. Code: “*Annual submittals for land application. An annual land application report shall be submitted annually by January 31, following the year in which land application occurs. Information to be submitted includes, but is not limited to, the following:*

- 1. Completed records of the fields used, gallons and type of septage applied on each field and number of acres used.*
- 2. Crop grown on each field used and its yearly nitrogen requirement.*
- 3. For high use fields, actual annual nitrogen application rate in pounds per acre. Application of nutrients from all sources shall be documented.*
- 4. In addition, agricultural soil analysis for each high use field once every 4 years of use when required by s. NR 113.07 (3) (b).”*

→Per s. NR 113.11(3)(b), Wis. Adm. Code: “*Annual submittals for other methods of septage disposal. An other method of disposal or distribution report shall be submitted annually to the department by January 31, following the year in which the disposal of septage occurs. Information to be submitted includes, but is not limited to, the following:*

- 1. The method of disposal utilized.*
- 2. The name of the permit or license number of the receiving facility, if applicable.*
- 3. The type and volume of waste disposed.”*

b. Requested Response:

Portable Restroom Servicing. *[ENTER SEPTAGE BUSINESS NAME]* will report all gallons from portable restrooms on the Other Methods of Disposal or Distribution Report (form 3400-052) and/or Annual Land Application Report (form 3400-055).

11.12. Appendix L: Department Recommendations and Reminders

1. Standard Operating Procedure

a. Recommendations:

Standard Operating Procedure (SOP). The department recommends that [ENTER SEPTAGE BUSINESS NAME] develops a SOP for the following: [SELECT ALL THAT APPLY]

- a. *Hose Wash-Out*: In lieu of caps on each hose, [ENTER SEPTAGE BUSINESS NAME] washes out each hose prior to transport. The SOP should include a brief description of procedures and equipment used to wash out each hose.
- b. *Small Spills (< 50 Gallons)*: If a small spill were to occur, a brief description of spill management should be included in the SOP.
- c. *Landspreading Procedures*: Additional information in the landspreading procedures should include but is not limited to: marking setback location from fixed setbacks, field names with a key, and field maps.

2. Updated Spill Response Plan. The department recommends that [ENTER SEPTAGE BUSINESS NAME] update its spill response plan. A copy of this updated plan should be placed in the cab of all service vehicles. This plan should include the following information:

- a. DNR 24-hour spill hotline number (1-800-943-0003)
- b. Emergency 911
- c. Local warden contact: [ENTER WARDEN CONTACT INFORMATION]
- d. Regional septage coordinator: [ENTER SEPTAGE COORDINATOR CONTACT INFORMATION]
- e. Mutual aid agreement with another area pumper (if applicable)
- f. Standard Operating Procedures (SOPs) for small (< 50 gallon) and large (>= 50 gallons) spills

Optional Language:

An example spill response plan is enclosed with this [INSPECTION REPORT/NON] (Attachment # [ENTER ATTACHMENT #]).

3. Planting Crops (Spreading <10 Months Prior to Planting)

a. Recommendations and Reminders:

Planting Crops. During the audit, the department inspected DNR #: [ENTER DNR NUMBERS] (site/field: [ENTER SITE/FIELD]). DNR # [ENTER DNR NUMBERS] was utilized in [ENTER MONTH/YEAR]. [ENTER SEPTAGE BUSINESS NAME] does not plan to plant this field until [ENTER MONTH/YEAR]. The department recommends that [ENTER SEPTAGE BUSINESS NAME] plant this field to comply with s. NR 113.07(3)(b)8., Wis. Adm. Code requirements.

Per s. NR 113.07(3)(b)8., Wis. Adm. Code: “*Septage that is land applied based on agronomic crop requirements may not be applied more than 10 months prior to the planting of the crop.*”

Septage Coordinator Note: This recommended language could be used in the “Findings of Noncompliance” section if field has passed the monthly planting limit pursuant to s. NR 113.07(3)(b)8., Wis. Adm. Code.

4. Removal of Lime Storage

a. Recommendations:

Lime Storage. [ENTER MR./MS. OIC] indicated that for the foreseeable future, all septage wastes will be disposed of at a wastewater treatment plant. [ENTER MR./MS. OIC] requested to remove remaining lime storage from the business workshop. The department has no issue with [ENTER SEPTAGE BUSINESS NAME] removing this lime. However, the department has the following recommendations:

1. [ENTER SEPTAGE BUSINESS NAME] notify the department prior to landspreading in the future.
2. When landspreading, [ENTER SEPTAGE BUSINESS NAME] must meet the pathogen control and vector attraction reduction requirements (per s. NR 113.07(3), Wis. Adm. Code).
3. [ENTER SEPTAGE BUSINESS NAME] continue to submit the annual reports. The department recommends that the septage business indicate in the comments section of the Annual Land Application Report (form 3400-055) that no land application occurred during that calendar year.
4. If landspreading occurs in the future, [ENTER SEPTAGE BUSINESS NAME] should request that the department update all Land Application Approval Forms (form 3400-122) and maps.
5. The department further recommends that lime be included in the spill clean-up procedure as necessary.

5. Litter Control

a. Recommendations:

Litter Control. The department recommends that [ENTER SEPTAGE BUSINESS NAME] consider alternatives to hand picking litter from fields. This could include several assorted styles of filters or trash screens.

6. Yearly Log Notebook

a. Recommendations:

Yearly Notebook. The department recommends that [ENTER SEPTAGE BUSINESS NAME] maintain separate daily log book for each year in which servicing and disposal occurs.

Septage Coordinator Note: A pathogen control/vector attraction reduction certification statement needs to be included with records in each vehicle and in the office.

7. Marking Start/Stop Locations (Landspreading)

a. Recommendations:

Field Markers. The department recommends that [ENTER SEPTAGE BUSINESS NAME] mark the start/stop location of each spreading event with a cone, flag, GPS unit, etc.

8. Land Application Site Approval Documentation

a. Recommendations:

Site Approval Documents. The department requests that [ENTER SEPTAGE BUSINESS NAME] provide a copy of all Land Application Approval forms (form 3400-122) and maps for each field approved under its septage business license by no later than [ENTER DUE DATE].

If [ENTER SEPTAGE BUSINESS NAME] does not have the documents, then [ENTER SEPTAGE BUSINESS NAME] will request reauthorization of these fields. As part of the reauthorization process, [ENTER SEPTAGE BUSINESS NAME] will submit a complete site request package, including the following documents:

1. Completed form Land Application Site Request (form 3400-053);
2. Legal description and site owner confirmation (examples include, but are not limited to: tax parcel records, records from county land department, etc.);
3. Aerial photograph with field boundaries identified; and
4. Signed copy of field authorization form.

A blank Land Application Site Request (form 3400-053) (Attachment # [ENTER ATTACHMENT #]) and a template land owner permission form (Attachment #6) is attached to this letter.

9. Tracking of Additional Sources of Nitrogen

a. **Recommendations:**

Additional Nitrogen Sources. The department encourages *[ENTER SEPTAGE BUSINESS NAME]* to communicate with the property owner and/or farmer regarding additional nutrient sources (commercial fertilizer, manure, etc.) landspread on department approved fields. This information must be reported on all future Annual Land Application Reports (form 3400-055).

10. Narrow Range pH Strip Lots.

a. **Recommendations:**

Multiple Lots of Narrow Range pH Strips. Currently, *[ENTER SEPTAGE BUSINESS NAME]* utilizes a narrow range pH test strip from a single lot. The department recommends that *[ENTER SEPTAGE BUSINESS NAME]* purchase and utilize three separate lots of pH strips consistent with USEPA protocols. Two lots will be used to determine pH to three significant digits. If there is a discrepancy between pH results from these two lots, then the third lot will be used as accuracy verification. In addition, *[ENTER SEPTAGE BUSINESS NAME]* should consider purchasing pH paper with finer graduations between 12.0 standard units and 13.0 S.U.

CAUTION: Some operators possess colorblindness traits that may make it difficult to differentiate colors on a pH strip. The department recommends that the OIC verify that operators can interpret the corresponding pH measurement.

b. **Recommendations:**

Narrow Range pH Strips. The department recommends *[ENTER SEPTAGE BUSINESS NAME]* obtain pH paper with a narrow range (e.g. pH 11-13.0 S.U.) which distinguishes appropriate pH range and color differentiation to document compliance with code requirements. *[ENTER SEPTAGE BUSINESS NAME]* utilized pH strips with range *[ENTER RANGE S.U.]*. Given the similar color indicators on these strips, it may be difficult for operators to differentiate and accurately measure pH to satisfy treatment requirements.

CAUTION: Some operators possess colorblindness traits that may make it difficult to differentiate colors on a pH strip. The department recommends that the OIC verify that operators can interpret the corresponding pH measurement.

11. Lack of Resolution for Narrow Range pH Strips

a. **Recommendations:**

Resolution for Narrow Range pH Strips. *[ENTER SEPTAGE BUSINESS]* utilizes pH strips with a narrow range (*[ENTER RANGE VALUES]*). However, the color range on these strips is relatively similar, making it difficult to confirm proper alkali addition. The

department recommends *[ENTER SEPTAGE BUSINESS NAME]* obtain pH paper with a narrow range (e.g. pH 11-13.6) that includes colors that clearly distinguish pH.

CAUTION: Some operators possess colorblindness traits that may make it difficult to differentiate colors on a pH strip. The department recommends that the OIC verify that operators can interpret the corresponding pH measurement.

12. Review of Approved Site List Report.

a. Recommendations:

Abandoned Fields (Multiple). *[ENTER SEPTAGE BUSINESS NAME]*'s "Approved Site List Report" was reviewed during the *[ENTER DATE]* audit inspection. During this review, Mr./Ms. *[ENTER OIC NAME]* identified numerous fields to voluntarily abandon from this report *[OPTIONAL-LIST ALL DNR#S ABANDONED BY LICENSEE]* as these sites are *[EITHER NOT USED, OWNED BY DIFFERENT PARTIES, ARE NOT PRACTICAL FOR LAND APPLICATION DUE TO VARIOUS REASONS, INCLUDING..., AND/OR ENTER ADDITIONAL REASONS]*. Attached is the updated "Approved Site List Report" as listed in the department's SWAMP database for *[ENTER SEPTAGE BUSINESS NAME]* (Attachment # *[ENTER ATTACHMENT NUMBER]*).

11.13 Appendix M: Template Pathogen Control/Vector Attraction Reduction Yearly Certification Statement

Septage Coordinator Note: This template pathogen control/vector attraction reduction certification statement may be subject to periodic review and revision (last revised 2-2020). This form must be in each vehicle and in the office and made available upon request by the department. The OIC must re-sign this form every calendar year. The previous year’s statements must be retained with the corresponding daily service records and retained for a period of five years pursuant to s. NR 113.11(3)(c)6., Wis. Adm. Code.

[ENTER SEPTAGE BUSINESS NAME]

[ENTER OIC NAME]

[ENTER OIC OPERATOR LICENSE #]

[ENTER YEAR] Service Log Vector Attraction Reduction Statement

“I certify, under penalty of law, that the information that will be used to determine compliance with the pathogen requirements [NR 113.07 (3) (d) 1. a. and/or NR 113.07(3)(d)1.b.] and the vector attraction reduction requirement in [NR 113.07(3)(e)1., NR 113.07 (3) (e) 2.. and/or NR113.07(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.”

OIC Signature

Date Range (D/M/Y to D/M/Y)

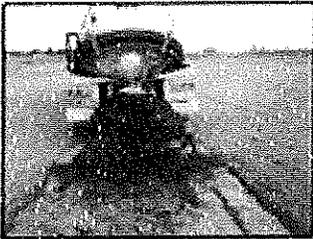
IMPORTANT:

1. If this certification statement is used on daily log sheets, the certification statement must be signed and dated on each daily log or invoice record system sheet.
2. If the OIC elects to utilize this statement in a broader sense, then the OIC must
 - a. have a signed and dated certification statement on annual year-to-date loading summaries,
 - b. include signed/dated copies with daily records in each vehicle cab and in the office, and
 - c. re-sign this certification statement for each calendar year’s sets of records.

11.14 Appendix N: Example hydraulic application rate for a splash plate

Septage Coordinator Note: Septage businesses may need multiple hydraulic rate calculations if 1) vehicle(s) utilize different splash plates, 2) spreading vehicles drive at variable speeds, and/or 3) spreading vehicles have differing tank capacities. The department recommends that the septage business retain these calculations in the office and in each septage vehicle.

Hydraulic Rate Calculation Example



Application Method: Splash Plate

Truck Capacity: 4,000 gallons

Area Spread

Area = length x width

Area = 14,000 sq. ft.

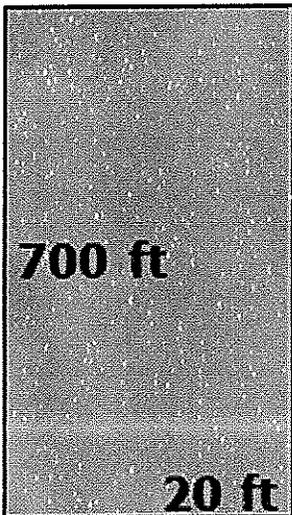
Convert Square Feet to Acres

14,000 sq. feet x 1 acre/43,560 sq. feet

14,000/43,560 = 0.321 Acres

Hydraulic Rate

4,000gal/0.321acre = **12,460 gallons/acre**



12.0 Acknowledgements

This guidance document (dated March 3, 2020) was developed by the WDNR Septage Work Group. This group is composed of Fred Hegeman (Co-Coordinator), Steve Warner (Co-Coordinator), Rachel Angel, Michelle Balk (WW PMT Sponsor), Alison Canniff, Richard Douglas, Steve Geis, Danielle Luke, and Alexis Heim-Peter. The WDNR Septage Work Group would also like to thank the following staff for assistance drafting this guidance document: Emily St. Aubin, Nicholas Bertolas, James Brodzeller, Emily James, Kate Hanson, Lacey Hillman, Edwina Kavanagh, Heidi Schmitt-Marquez, Kelley O'Connor, Kimberly Thomas-Britt, and Yu Zhuang. For any questions regarding these procedural instructions please contact the WDNR Septage Work Group coordinators, Fred Hegeman and Steve Warner.



WISCONSIN DEPARTMENT OF NATURAL RESOURCES
NOTICE OF FINAL GUIDANCE & CERTIFICATION

Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

DOCUMENT ID

WY-20-0015

DOCUMENT TITLE

Septage Audit Inspection Procedures

PROGRAM/BUREAU

Water Quality

STATUTORY AUTHORITY OR LEGAL CITATION

Chapters NR 113 and NR 114, Wis. Adm. Code.

DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)

02/10/2020

DATE FINALIZED

03/03/2020

DNR CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Signature

3/3/2020

Date

