

**WASHINGTON COUNTY  
POWTS OWNER'S MANUAL & MANAGEMENT PLAN  
Holding Tank System**

**FILE INFORMATION**

Owner(s)	Address of Site
Tax Key #	Legal Description

**DESIGN PARAMETERS**

Number of Bedrooms	<input type="checkbox"/> NA
Number of Public Facility Units	<input type="checkbox"/> NA
Estimated flow (average)	gal/day
Design flow (peak), Estimated 1.5	gal/day

**SYSTEM SPECIFICATIONS**

Holding Tank Capacity	gal
Holding Tank Manufacturer	

**MAINTENANCE SCHEDULE**

Service Event	Service Frequency
Inspect condition of tank's)	At each pumping:
Pump out contents of tank(s)	When the tanks reaches 90% of capacity or alarm is activated
Inspect alarm	At each pumping
Other:	

**MAINTENANCE INSTRUCTIONS**

Inspections of tanks shall be made by an individual carrying one of the following licenses or certifications: Master Plumber; Master Plumber Restricted Sewer; POWTS Inspector; POWTS Maintainer; Septage Servicing Operator. Tank inspections must include a visual inspection of the tank(s) to identify any missing or broken hardware, identify any cracks or leaks and scum and a check for any back up or ponding of effluent on the ground surface.  
A service report shall be provided to the local regulatory authority within 30 calendar days from the date of inspection, maintenance, or servicing event (per DSPS 383.55(2)(b)).

**ABANDONMENT**

When the POWTS fails and/or is permanently taken out of service the following steps shall be taken to insure that the system is properly and safely abandoned in compliance with chapter DSPS 383.33, Wisconsin Administrative Code:

- All piping to tanks shall be disconnected and the abandoned pipe openings sealed.
- The contents of all tanks shall be removed and properly disposed of by a Septage Servicing Operator.
- After pumping, all tanks shall be excavated and removed or their covers removed and the void space filled with soil, gravel or another inert solid material.

**CONTINGENCY PLAN**

If the POWTS fails and cannot be repaired the following measures have been, or must be taken, to provide a code compliant replacement system:

- A suitable replacement area is not available due to setback and/or soil limitations. Barring advances in POWTS technology a holding tank may be installed as a last resort to replace the failed POWTS.
- The site has not been evaluated to identify a suitable replacement area. Upon failure of the POWTS a soil and site evaluation must be performed a locate to suitable replacement area. If no replacement area is available a holding tank may be installed as a last resort to replace the failed POWTS.

**<<WARNING>>**

HOLDING TANKS MAY CONTAIN LETHAL GASSES AND/OR INSUFFICIENT OXYGEN. DO NOT ENTER A TANK UNDER ANY CIRCUMSTANCES. DEATH MAY RESULT. RESCUE OF A PERSON FROM THE INTERIOR OF A TANK MAY BE DIFFICULT OR IMPOSSIBLE.

**POWTS INSTALLER**

Name	
Address	
Phone	

**POWTS MAINTAINER**

Name	
Address	
Phone	

**SEPTAGE SERVICING OPERATOR (PUMPER)**

Name	
Address	
Phone	

**LOCAL REGULATORY AUTHORITY**

Name	Washington County Planning & Parks Dept.
Address	P. O. Box 2003, West Bend WI 53095-2003
Phone	(262) 335-4445

This document was drafted by the staff of the Washington County Planning & Parks Department in compliance with chapter DSPS 383.22(2)(b)(1)(d)&(f) and 383.54(1), (2)&(3), Wisconsin Administrative Code.

A copy of this form was mailed to owner on \_\_\_\_\_.  
**FOR COUNTY USE ONLY.**