

**WASHINGTON COUNTY**  
**POWTS OWNER'S MANUAL & MANAGEMENT PLAN**  
 In-ground Gravity and Non-pressurized Dosed Absorption Systems

**FILE INFORMATION**

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

**DESIGN PARAMETERS**

Standard Influent/Effluent Quality Fats, Oil & Grease (FOG) Biochemical Oxygen Demand (BOD <sub>5</sub> ) Total Suspended Solids (TSS)	Monthly average* ≤ 30 mg/L ≤ 220 mg/L ≤ 150 mg/L
*Values typical for domestic wastewater and septic tank effluent	
Maximum Effluent Particle Size	1/8 in. diameter

**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
Vertical Distance Tank Bottom(s) to Service Pad:	ft
Horizontal Distance Tank(s) to Service Pad:	ft

NOTE: If specified influent/effluent limits are not met a different management plan is needed.

Prove specific servicing mechanics if vertical lift is >15 feet and/or if horizontal is >150

**MAINTENANCE SCHEDULE**

Service Event	Service Frequency
Inspect condition of tank(s)	At least once every: 3 years
Pump out contents of tank(s)	When combined sludge and scum equals one-third (1/3) of tank volume
Inspect dispersal cell(s)	At least once every: 3 years
Clean effluent filter	At least once every: 3 years    Recommend checking every 13 months
Inspect pump, pump controls & alarm	At least once every: 3 years
Other:	At least once every:

**MAINTENANCE INSTRUCTIONS**

Inspections of tanks and dispersal cells 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, measure the volume of combined sludge and scum and a check for any back up or ponding of effluent on the ground surface. The dispersal cell(s) shall be visually inspected to check the effluent levels in the observation pipes and to check for any ponding of effluent on the ground surface. The ponding of effluent on the ground surface may indicate a failing condition and requires the immediate notification of the local regulatory authority.

When the combined accumulation of sludge and scum in any tank equals one-third (1/3) or more of the tank volume, the entire contents of the tank shall be removed by a Septage Servicing Operator and disposed of in accordance with chapter NR 113, Wisconsin Administrative Code.

All other services, including but not limited to the servicing of effluent filters, mechanical or pressurized components, pretreatment units, and any servicing at intervals of ≤12 months, shall be performed by a certified POWTS Maintainer, Master Plumber, Master Plumber Sewer Restricted or Septage Servicing Operator.

**A service report shall be provided to the Washington County Planning & Parks Department within 30 calendar days from the date of any inspection, maintenance, or servicing event (per DSPS 383.55(2)(b)).**

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

Sanitary Permit # \_\_\_\_\_.

**START UP AND OPERATION**

For new construction, prior to use of the POWTS check treatment tank(s) for the presence of painting products, solvents or other chemicals that may impede the treatment process and/or damage the soil dispersal cell(s). If high concentrations are detected have the contents of the tank(s) removed by a Septage Servicing Operator prior to use.

System start up shall not occur when soil conditions are frozen at the infiltrative surface.

During power outages pump tanks may fill above normal high-water levels. When power is restored the excess wastewater will be discharged to the dispersal cell(s) in one large dose and may overload them resulting in the backup or surface discharge of effluent. To avoid this situation have the contents of the pump tank removed by a Septage Servicing Operator prior to restoring power to the effluent pump or contact a Master Plumber or POWTS Maintainer to assist in manually operating the pump controls to restore normal levels within the pump tank.

Do not drive or park vehicles over tanks and dispersal cells.

Reduction or elimination of the following from the wastewater stream may improve the performance and prolong the life of the POWTS: antibiotics; baby wipes; cigarette butts; condoms; cotton swabs; degreasers; dental floss; diapers; disinfectants; fat; foundation drain (sump pump) discharge; fruit and vegetable peelings; gasoline; grease; herbicides; meat scraps; medications; oil; painting products; pesticides; sanitary napkins; tampons; and water softener brine, etc.

**ABANDONMENT**

When the POWTS fails and/or is permanently taken out of 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 and pits shall be disconnected and the abandoned pipe openings sealed.
- The contents of all tanks and pits shall be removed and properly disposed of by a Septage Servicing Operator.
- After pumping, all tanks and pits 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 has been evaluated and may be utilized for the location of a replacement soil absorption system. The replacement area should be protected from disturbance and compaction and should not be infringed upon by required setbacks from existing and proposed structure, lot lines and wells. Failure to protect the replacement area will result in the need for a new soil and site evaluation to establish a suitable replacement area. Replacement systems must comply with the rules in effect at that time.
- 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 to locate a suitable replacement area. If no replacement area is available a holding tank may be installed as a last resort to replace the failed POWTS.
- Mound and at-grade soil absorption systems may be reconstructed in place following removal of the biomat at the infiltrative surface. Reconstructions of such systems must comply with the rules in effect at that time.

**<<WARNING>>**

SEPTIC, PUMP AND OTHER TREATMENT TANKS MAY CONTAIN LETHAL GASSES AND/OR INSUFFICIENT OXYGEN. DO NOT ENTER A SEPTIC, PUMP OR OTHER TREATMENT 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.