



## GUIDE TO PUMPING OF PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS

### WHAT YOU NEED TO KNOW

Wisconsin Administrative Code (SPS 383, 384 and NR 113) and Chapter 15 of the Langlade County Code of Ordinances require:

- **All** septic tanks (new or existing) be visually inspected by a qualified individual within three years of the date of installation and at least once every three years thereafter. At inspection, the tanks must be pumped unless upon inspection the tank is found to have less than 1/3 of the volume occupied by sludge and scum.
- The pumping and the disposal of the septage shall be done by a certified septage servicing operator.
  - For your convenience, the Land Records & Regulations Department maintains a list of licensed sanitary waste haulers (Pumpers) and other “Service Providers” on our department website.
- Inspections and pumping reports with required information to be reported to the Land Records & Regulations Department within 30 days of the inspections and/or pumping event.
- Failure to comply with the requirement above may result in a mandatory court appearance, along with a fine of \$389.50 and a \$100.00 administrative fee.

### HOW THE PROGRAM WORKS

#### STEP 1: WE NOTIFY YOU

The Langlade County Land Records & Regulations Department will mail out a Pumping Notice to the current mailing address<sup>1</sup> on file when a tank is due for inspection.

#### STEP 2: YOU GET INSPECTED/PUMPED

You (the landowner) select and work with a sanitary waste hauler to have them inspect & pump your tank before the August 15<sup>th</sup> deadline.

#### STEP 3: YOU REPORT IT TO US

The property owner is responsible for reporting the septic tank pumping; however, most people give the report to their pumper and have the pumpers turn in the report<sup>2</sup> on their behalf. Please make sure the reports are turned in on time.

#### STEP 4: YOUR RECORDS ARE UPDATED

The Land Records & Regulation Department staff<sup>3</sup> update your files with the reported information.

<sup>1</sup> If you live at the property where the system is located the mailing address will match the property address listed on the pumping notice. If you change addresses, make sure to update that information with the Land Records Office.

<sup>2</sup> If you lose the original form that was mailed, a blank Pumping Notice can be found on our department website. This is the only acceptable form for reporting in Langlade County

<sup>3</sup> For any questions or concerns please contact Marlene in the Land Records and Regulations Office at (715) 627-6206.