



GUIDE TO PUMPING OF HOLDING TANKS

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** holding tanks, at the time of installation to complete a holding tank agreement and register at the Langlade County Register of Deeds Office which requires the holding tank owner to contract with a licensed pumper.
- 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 twice a year in July and January.

HOW THE PROGRAM WORKS

STEP 1: WE MAIL NOTICES TO YOU EVERY YEAR

The Langlade County Land Records & Regulations Department will mail out a Pumping Notice to the current mailing address¹ on file annually.

STEP 2: YOU GET PUMPED WHEN YOUR TANK ALARM ALERTS YOU THE TANK IS FULL

You (the landowner) select and work with a sanitary waste hauler to have them inspect & pump your tank as often as necessary.

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 report² on their behalf. Please make sure the reports are turned in on time.

STEP 4: YOUR RECORDS ARE UPDATED

The Land Records & Regulation Department staff³ update your files with the reported information.

¹ 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.

² 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

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