POWTS OWNER'S MANUAL & MANAGEMENT PLAN

EXAMPLE

FILE INFORMATION

Owner
Permit #

DESIGN PARAMETERS

Number of Bedrooms	1, 2, 3...	☐ NA
Number of Public Facility Units		☒ NA
Estimated (average) flow	100, 200, 300... gal/day	
Design (peak) flow = (Estimated × 1.5)	gal/day	
Soil Application Rate typ. 0.4-0.6 (mound=1.0)	gal/day/ft²	
Standard Influent/Effluent Quality	**Monthly average**	
Fats, Oil & Grease (FOG)	≤30 mg/L	
Biochemical Oxygen Demand (BOD_5)	≤220 mg/L	☐ NA
Total Suspended Solids (TSS)	≤150 mg/L	
High Strength Influent/Effluent	**Monthly average***	
Fats, Oil & Grease (FOG)	≥30 mg/L	
Biochemical Oxygen Demand (BOD_5)	≥220 mg/L	☒ NA
Total Suspended Solids (TSS)	≥150 mg/L	
Pretreated Effluent Quality	**Monthly average**	
Biochemical Oxygen Demand (BOD_5)	≤30 mg/L	
Total Suspended Solids (TSS)	≤30 mg/L	☒ NA
Fecal Coliform (geometric mean)	≤10^4 cfu/100ml	
Maximum Effluent Particle Size	⅛ in dia.	☐ NA
Other:		☒ NA

SYSTEM SPECIFICATIONS

Tank Manufacturer ☐ NA

☐ Septic ☐ Dose ☐ Holding vol. gal

Tank Manufacturer ☐ NA

☐ Septic ☐ Dose ☐ Holding vol. gal

Vertical Distance Tank Bottom(s) to Service Pad: _____ ft.

Horizontal Distance Tank(s) to Service Pad: _____ ft.

Specific servicing mechanics must be provided if vertical is >15 ft. or if horizontal is >150 ft. Specific instructions to be provided on back.

Effluent Filter Manufacturer ☐ NA

Effluent Filter Model

Pump Manufacturer ☐ NA

Pump Model

Pretreatment Unit

Manufacturer ☒ NA

☐ Mechanical Aeration ☐ Peat Filter

☐ Disinfection ☐ Wetland

☐ Sand/Gravel Filter ☐ Other:

Soil Absorption System ☐ NA

☐ In-Ground (gravity) ☐ In-Ground (pressurized)

☐ At-Grade ☐ Mound

☐ ~~Drip-Line~~ ☐ ~~Other:~~

Other: ☒ NA

MAINTENANCE SCHEDULE

Service Event	Service Frequency			
Inspect condition of tank(s)	At least once every:	3	☐ month(s) ☒ year(s) **(Maximum 3 years)**	☐ NA
Pump out contents of tank(s)	☒ When combined sludge and scum equals one-third (⅓) of tank volume ☒ When the high water alarm is activated **(if holding tank)**			☐ NA
Inspect dispersal cell(s)	At least once every:	3	☐ month(s) ☒ year(s) **(Maximum 3 years)**	☐ NA
Clean effluent filter	At least once every:	13	☒ month(s) ☐ year(s)	☐ NA
Inspect pump, pump controls & alarm	At least once every:	3	☐ month(s) ☒ year(s)	☐ NA
Flush laterals and pressure test	At least once every:	3	☐ month(s) ☒ year(s)	☐ NA
Other:	At least once every:		☐ month(s) ☐ year(s)	☐ NA
Other:				☐ NA

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 (pumper). 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 treatment tank equals one-third (⅓) 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.

A service report shall be provided to the local regulatory authority within 30 days of completion of any service event.

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 extended power outages pump tanks may fill above normal highwater 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 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. Do not drive or park over, or otherwise disturb or compact, the area within 15 feet down slope of any mound or at-grade soil absorption area.

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.

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 SPS 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 removing contents, 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>>

TREATMENT TANKS AND HOLDING TANKS MAY CONTAIN POISONOUS GASSES AND LACK SUFFICIENT OXYGEN TO SUPPORT LIFE. NEVER ENTER A TREATMENT TANK OR HOLDING TANK UNDER ANY CIRCUMSTANCE. DEATH MAY RESULT. ESCAPE OR RESCUE FROM THE INTERIOR OF A TANK IS VERY DIFFICULT.

RECOMMEND: 1.5 gpm showerheads, surface discharge water softener, washing machine lint filter.

AVOID: sink/dishwasher food scraps, antibacterials, bleach, drain cleaner.

NEVER: liquid fabric softener, dish/laundry flings/pods/powders/tablets, additives/treatments. (Rid-X, Septic Shock, etc)

POWTS INSTALLER (Master Plumber)

Name
Phone

POWTS MAINTAINER

Name
Phone

SEPTAGE SERVICING OPERATOR (PUMPER)

Name
Phone

LOCAL REGULATORY AUTHORITY

Name Crawford County Sanitation & Zoning
Phone 608-326-0294 crawfordcountywi.org/zoning

This document is intended to meet minimum requirements of SPS 383.22(2)(b)(1)(d)&(f) and SPS 383.54(1),(2)&(3), Wis. Admin. Code.