BUSINESS LICENSE RENEWALS
DNR SEPTAGE PROGRAM

Mallory K. Palmer
Operator Certification Coordinator (DNR)

Spring Biosolids Symposium
Tuesday, March 21, 2017
Operator certification program

About the program
The program is responsible for ensuring that various types of professional operators have adequate training to perform the necessary tasks at their facilities or businesses. Review certification and licensing requirements by selecting the appropriate link.

Operator certification lookup webpage
Do you need to...
- View an operator's training history report?  
- Print a wallet card?
- See which certifications an operator holds?

Types of operator certification
- Wastewater
- Municipal waterworks
- Small water system (OTM/NN)
- Landfill
- Septage
- Incinerator

Type of business licensing
- Septage business

Wisconsin administrative codes
The following Wisconsin administrative codes establish and are implemented by the Operator Certification Program.

Search or Keyword:
‘Operator Certification’
Today

Review the Pre-Renewal letter
Submit any changes

Mid-April, 2017

Watch for renewal forms

June 1\textsuperscript{st}, 2017

Odd years

Two year certification
(1) Updated Information

- Business name
- Address
- Contact info

(2) Fee

SECTION 1 - Complete and Compute Fees Due

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for ________ vehicles @ $50 per vehicle</td>
<td>$__________</td>
</tr>
<tr>
<td>$25 Late Fee (if postmarked after June 1st)</td>
<td>$__________</td>
</tr>
<tr>
<td>Groundwater Fee</td>
<td>$100.00</td>
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<tr>
<td>TOTAL</td>
<td>$__________</td>
</tr>
</tbody>
</table>
(3) Vehicles

- List of registered vehicles
- New or replacement
- Form 3400-019
- Stickers

(4) Employees

(5) Annual reports
How to make your Business Renewal Painless

• Act timely (June 1\textsuperscript{st}!!)
• Ensure you have submitted your annual reports
• Respond to the ‘pre-business renewal’ letter
• Provide DNR with any additional updates
• Ensure your OIC has an active certification
• Ask questions now rather than later
Has My Business License Been Renewed?

Septage business license requirements

No business in Wisconsin, unless exempted by statute, may engage in septage servicing until the business has been registered with the Department and the vehicle(s) and equipment used have been approved. The Department issues a business license and vehicle stickers to approved businesses. Businesses must follow Wisconsin Administrative Codes Chapter NR 114, Wisconsin Administrative Code [Exit DNR] and Chapter NR 113, Wisconsin Administrative Code [Exit DNR].

Septage business lookup webpage

Search for an active septage business.
Contact Us

Email: DNROpCertSeptage@Wisconsin.gov

Mallory Palmer
Operator Certification Coordinator
Phone: (608) 267-2300

Rachel Angel
Operator Certification Assistant
Phone: (608) 266-8948
OTHER CERTIFICATION TOPICS
TRUCK LETTERING

Wisconsin Sanitary Licensee
License No. ####
TRAINING ATTENDANCE SHEETS

Certification Number 8####

No Nicknames

If your license says ‘William’, don’t write ‘Bill’

Review your Training History Report

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**Operator certification lookup webpage**

*Do you need to...*
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*Operator Certification Lookup*
NEXT EXAM – May 3rd, 2017

Exam applications

- Landfill [PDF]
- Municipal Water Supply [PDF]
- Septage [PDF]
- Small Water Systems (OTM/NN) [PDF]
- Wastewater [PDF]
<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>04/05/2017</td>
<td>Wisconsin Rapids, WI</td>
<td>Wood County Spring Seminar, 2017 - Spring Septage Master Operator Class</td>
</tr>
</tbody>
</table>

| Contact Information | | |
|---------------------|----------------|
| Wood County,        | Septage Compliance hours: 3.5 |
| Phone: (715)421-8466, | |
| Email: hmarquardt@co.wood.wi.us | |
Contact Us

Email: DNROpCertSeptage@Wisconsin.gov

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