



# **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?

[Operator Certification Lookup](#)

### Types of operator certification

- [Wastewater](#)
- [Municipal waterworks](#)
- [Small water system \(OTM/NN\)](#)
- [Landfill](#)
- [Septage](#)
- [Incinerator](#)



Madison Wastewater Treatment Plant  
Photo credit: Danielle Luke, Wisconsin DNR

### Type of business licensing

- [Septage business](#)

### Wisconsin administrative codes

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

### Operator Certification

#### OpCert Lookup

Lookup an operator by name or certification number

#### News

Updates to the program

#### Training

Calendars, online training, and info for trainers

#### Exam dates

Exam information

#### Forms & applications

Download a required form

#### Next exam date

The next exam day is **May 3, 2017**.  
The deadline to apply is April 5, 2017.

Exam applications are available on the [Forms Webpage](#).

#### Related links

- [Wastewater operators](#)
- [Waterworks operators](#)
- [Small water systems](#)
- [Septage operators](#)
- [Septage business](#)
- [Landfill operators](#)
- [Incinerator operators](#)

#### Contact information

dnr.wi.gov

Search or Keyword:  
'Operator Certification'



**Today** *Review the Pre-Renewal letter  
submit any changes*

**Mid-April, 2017** *watch for renewal forms*

**June 1<sup>st</sup>, 2017**

*odd years  
Two year certification*



# Form 3400-126

## (1) Updated Information

- *Business name*
- *Address*
- *Contact info*

## (2) Fee

SECTION 1 - Complete and Compute Fees Due	
Make check or money order payable to the Department of Natural Resources.	
Fee for _____ vehicles @ \$50 per vehicle	\$ _____
\$25 Late Fee (if postmarked after June 1st)	\$ _____
Groundwater Fee	\$ 100.00
TOTAL	\$ _____



# Form 3400-126

## (3) Vehicles

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



## (4) Employees

## (5) Annual reports

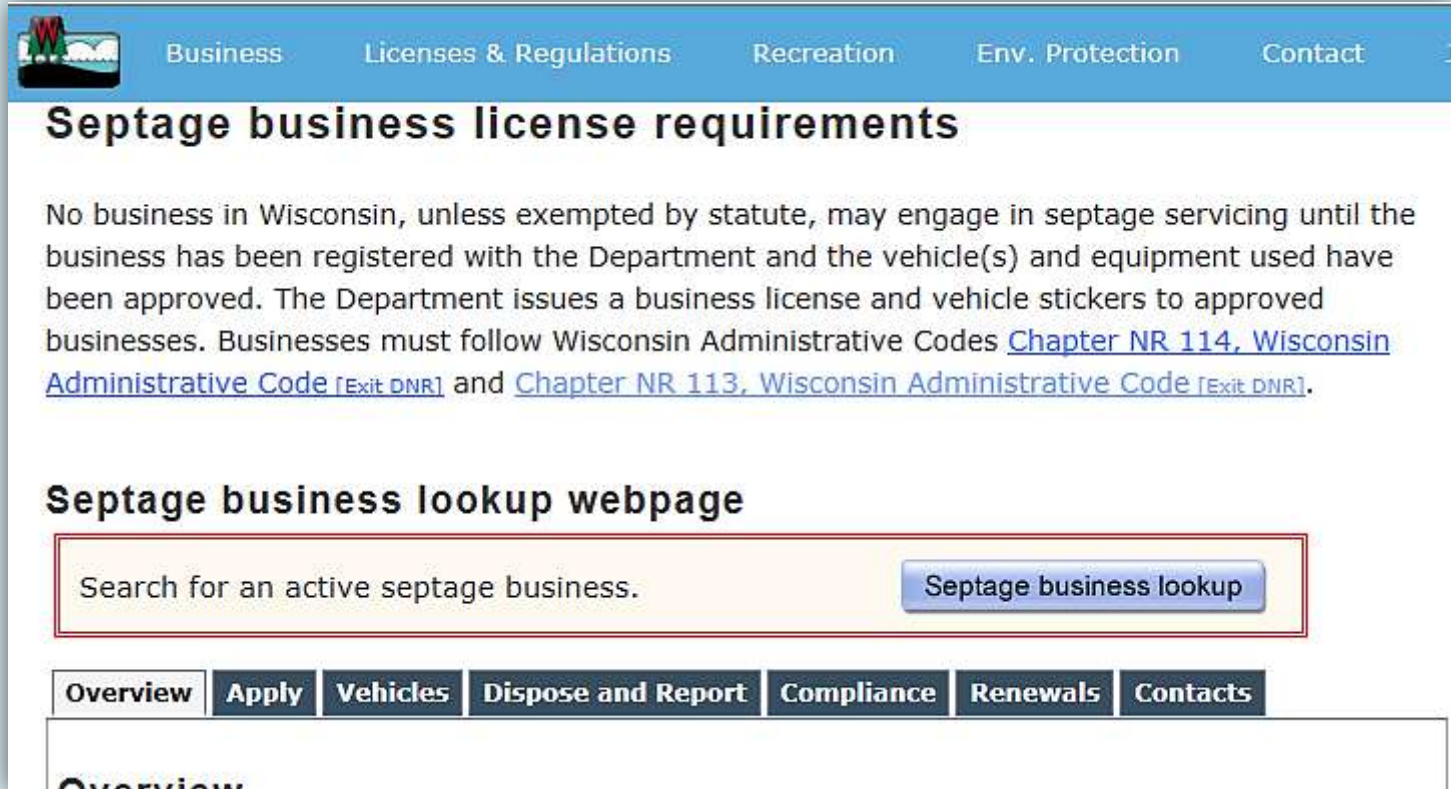


# How to make your Business Renewal Painless

- *Act timely (June 1<sup>st</sup>!!)*
- *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?



The screenshot shows the website's navigation bar with links for Business, Licenses & Regulations, Recreation, Env. Protection, and Contact. The main heading is 'Septage business license requirements'. The text explains that businesses in Wisconsin must be registered with the Department and have approved vehicles and equipment. It references [Chapter NR 114, Wisconsin Administrative Code](#) and [Chapter NR 113, Wisconsin Administrative Code](#). Below this is a section titled 'Septage business lookup webpage' which contains a search box with the text 'Search for an active septage business.' and a 'Septage business lookup' button. A horizontal menu below the search box includes 'Overview', 'Apply', 'Vehicles', 'Dispose and Report', 'Compliance', 'Renewals', and 'Contacts'. The 'Overview' section is partially visible at the bottom.

**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](#) and [Chapter NR 113, Wisconsin Administrative Code](#).

**Septage business lookup webpage**

Search for an active septage business. [Septage business lookup](#)

[Overview](#) [Apply](#) [Vehicles](#) [Dispose and Report](#) [Compliance](#) [Renewals](#) [Contacts](#)

Overview



# Contact Us

*Email: [DNROpCertSeptage@Wisconsin.gov](mailto:DNROpCertSeptage@Wisconsin.gov)*

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## **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

## Operator certification lookup webpage

*Do you need to...*

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Operator Certification Lookup



# NEXT EXAM – May 3<sup>rd</sup>, 2017

## Exam applications

### Exam applications

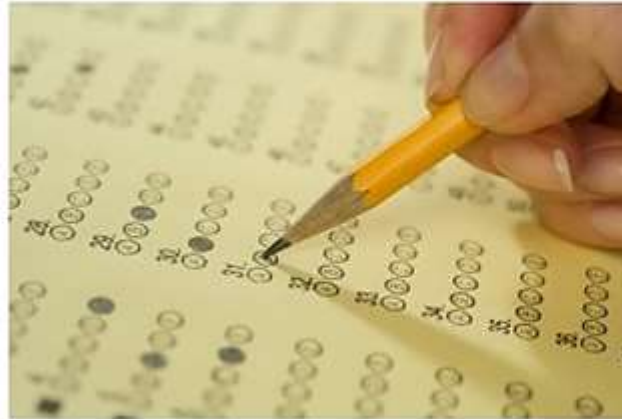
[Landfill \[PDF\]](#)

[Municipal Water Supply \[PDF\]](#)

[Septage \[PDF\]](#)

[Small Water Systems \(OTM/NN\) \[PDF\]](#)

[Wastewater \[PDF\]](#)



# NEXT MASTER OPERATOR CLASS

04/05/2017	Wisconsin Rapids, WI	Wood County Spring Seminar, 2017 - Spring Septage Master Operator Class <a href="#">More Info</a>
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Wood County, Phone: (715)421-8466, Email: <a href="mailto:hmarquardt@co.wood.wi.us">hmarquardt@co.wood.wi.us</a>	Septage Compliance hours: 3.5
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# Contact Us

*Email: [DNROpCertSeptage@Wisconsin.gov](mailto:DNROpCertSeptage@Wisconsin.gov)*

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