



## **FIRST NOTICE**

**Our records indicate that it has been (3) years since the septic tank at the property referenced in this letter was installed or inspected. La Crosse County Ordinance 12.07(2) requires Private Onsite Wastewater Treatment systems (POWTS) to be serviced every three (3) years to ensure proper operation and protect public health.**

Owner:

Tax Parcel Number:

Address:

According to our records, it has been three (3) years since the septic tank, located at the above referenced property, was installed or inspected. At this time, your septic tank must be inspected by a State licensed inspector (plumber, septic maintainer, or septic tank pumper). If required, it must also be pumped by a licensed septic tank pumper. All treatment tanks must be pumped when tanks are greater than one-third (1/3) full of solids OR inspected if less than one-third (1/3) full. La Crosse County Ordinance 12.07(2) and Wisconsin administrative rules SPS 383.54 and 383.55 require Private Onsite Wastewater Treatment Systems (POWTS), or septic tanks, to be serviced every 3 years to ensure proper operation and protect public health.

Once your tank has been inspected and/or pumped, or if you have had the septic tank serviced within the last three (3) years, please have this form completed by the inspector/pumper and return it to our office along with the maintenance fee. As a septic tank owner, you are required to provide the La Crosse County Health Department with documentation after each inspection, maintenance, or service event.

If you are unable to be present during inspection and/or pumping, notify the pumper to use the manhole, not the inspection ports, to pump the tank. To assure this is done correctly, you may need to locate and dig up the manhole if it is buried. Risers may be installed by pumpers or plumbers to allow future access. The treatment or dispersal components (septic field) must be visually inspected to determine if wastewater is ponding on the surface of the ground. This may be done by a licensed pumper, master plumber (restricted service) or septic tank maintainer.

La Crosse County has established a \$15.00 maintenance fee to offset the administrative costs of this program. The certification form on the back page must be filled out and returned with the fee within 60 days of the date of this letter or an additional \$30.00 late fee will be assessed per La Crosse County Ordinance 12.07.

**PLEASE RETURN THE PUMPING/INSPECTION CERTIFICATION FORM AND \$15.00 FEE TO:**

La Crosse County Health Department  
Environmental Health Division  
300 4<sup>th</sup> Street North  
La Crosse WI 54601-3228

(Certification Form is on the back of this page)

# PUMPING / INSPECTION CERTIFICATION FORM

## WE CERTIFY THE FOLLOWING:

Septic Tank is less than 1/3 full of solids Date \_\_\_\_\_

**Require:** Scum \_\_\_\_\_ in. Liquid \_\_\_\_\_ in.  
Solids \_\_\_\_\_ in. Total \_\_\_\_\_ in.

Not In Use, Please Explain Date \_\_\_\_\_

Septic Tank Was Pumped Date \_\_\_\_\_

Tank Filter Unit Cleaned Date \_\_\_\_\_

Visual Inspection of Field Date \_\_\_\_\_

Management Fee **\$15.00** Enclosed

Comments:

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\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Pumper/Plumber/Maintainer's Signature

License #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Sanitary Permit #: \_\_\_\_\_

Install Date: \_\_\_\_\_

THIS FORM WILL BE RETURNED IF RECEIVED WITHOUT PROPER SIGNATURES AND MANAGEMENT FEE.  
FAILURE TO COMPLY MAY RESULT IN ENFORCEMENT ACTIONS BY THIS DEPARTMENT.