

Dear Septic System Owner

**RE: Proper abandonment of your private septic system**

Dane County is required to maintain an inventory of private sewage systems in Dane County. If a private sewage system is no longer in operation for any reason, Wisconsin Administrative Code SPS 383.33 requires that the system be permanently abandoned. In order to remove your system from the County inventory and stop the triennial reporting requirement, you must have your sewage system properly abandoned and submit a private sewage system abandonment form ([located on the back of this letter](#)) to our office at the address given above.

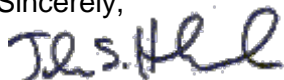
In order to properly abandon a private sewage system, SPS. 383.33 requires the following:

1. Disconnect all piping to the tanks and/or pits,
2. Seal all disconnected piping to the tanks and pits as per SPS. 382,
3. Pump and dispose of the contents from all tanks and pits by a WI licensed septic pumper, and
4. Remove or destroy all the tanks and fill the pits with clean native soil, gravel, or inert solid material. Proper destruction of a tank left in place includes removal of the cover, breaking the bottom and collapsing the side walls of the tank.

These abandonment requirements apply to all systems that are no longer in use, including but not limited to those that serve a structure that has been connected to public sewer, serve a structure that no longer exists on the property, or those that are no longer functional and are replaced by a new private sewage system. A final private septic maintenance fee will be assessed on a property in the year that the system is abandoned. No fee will be assessed in the years following abandonment unless a new septic system is installed as a replacement. If a system is not abandoned, it will be maintained in the County inventory, subject to reporting requirements, and assessed private septic maintenance fees.

Your assistance in this matter is greatly appreciated. If you have any questions, please feel free to contact me at 242-6515.

Sincerely,



John Hausbeck  
Environmental Health Services Supervisor

**PRIVATE SEWAGE SYSTEM ABANDONMENT FORM**

**To the system owner:** It is important for you to verify the legal description, including the parcel number, with your tax records. Please indicate any changes or corrections on this form.

Owner(s): \_\_\_\_\_ Office Reference  
 Mailing Address: \_\_\_\_\_ POWTS #: \_\_\_\_\_  
 \_\_\_\_\_ DB ID: \_\_\_\_\_

Legal Description: \_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of Section \_\_\_\_\_, in \_\_\_\_\_ (Municipality)  
 Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel No: \_\_\_\_\_  
 Property Address \_\_\_\_\_

***Please note:*** The person that performs the work for you must be properly licensed and must provide the information to complete all of the statements in the certification section. Any report that does not include all of that information cannot be accepted.

**PRIVATE SEWAGE ABANDONMENT CERTIFICATION**

The private sewage system identified above was abandoned on \_\_\_\_\_ (Date)

- 1) The septic tank(s) were pumped by licensed septic pumper:  Yes  No
- 2) The septic tank(s) were (please check the appropriate box):  Completely removed  
 Destroyed in place
- 3) If the septic tank(s) were destroyed in place, please certify that the following actions were taken:  Tank cover removed  
 Tank bottom broken  
 Tank sidewalls collapsed  
 Remaining pit filled
- 4) All piping leading to and from the septic(s) was disconnected and sealed:  Yes  No

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Licensed Septic Pumper: \_\_\_\_\_  
    Printed Name    Signature    License #

Septic Pumper Business Name: \_\_\_\_\_

POWTS Abandoner: \_\_\_\_\_  
    Printed Name    Signature    License #

POWTS Abandoner Business Name: \_\_\_\_\_

Return this form to Public Health Madison & Dane County, 2300 S Park St, Rm 2010, Madison WI 53713 or email to [privatewellseptic@publichealthmdc.com](mailto:privatewellseptic@publichealthmdc.com). Please call (608) 242-6515 if you have questions.