



### Vehicle Registration Inspection Checklist

When registering an adding a new or replacement vehicle to your fleet, you may do so one of two ways: a self-inspection done by the Operator-in-Charge (A) or by meeting with your local DNR representative so they perform a vehicle inspection (B).

A. If you choose to self-inspect, you must supply the following:

- Complete the Wisconsin Septage Servicing Licensee Vehicle Inspection Report form (form 3400-019).

You may find the Inspection form on the DNR's Septage website at [dnr.wi.gov/regulations/opcert/septageBusiness.html](http://dnr.wi.gov/regulations/opcert/septageBusiness.html). This form must be signed by the Operator-in-Charge (OIC). The business information, vehicle information and inspection summary sections must be filled out completely or the form will be returned which will delay registration. The Business Owner/OIC must also provide their signature.

- Return the completed form with 4 photos:

1. side truck photo – left side

See inspection form item #2. This lettering must be done exactly as stated - no abbreviations. If during the inspection any item is found to be Unsatisfactory, the Owner/OIC has 30 days to make necessary corrections and must follow up with updated photos showing the lettering complies with NR11306.

2. side truck photo – right side

See inspection form item #2. This lettering must be done exactly as stated - no abbreviations. If during the inspection any item is found to be Unsatisfactory, the Owner/OIC has 30 days to make necessary corrections and must follow up with updated photos showing the lettering complies with NR11306.

3. a photo of the rear of the truck showing the gallon capacity

See inspection item #3. The gallon capacity must be displayed and visible.

4. close up of the license plate

In conjunction with DOT regulations, we are also looking for a license plate number and a valid sticker.

Photos may be mailed to the PO Box 7921 address or emailed to the Septage Operator Certification Program Coordinator at [DNROPCERTseptage@Wisconsin.gov](mailto:DNROPCERTseptage@Wisconsin.gov)

- Fees

The fee if you are adding an original or new truck to your fleet is \$50 per vehicle for businesses located within Wisconsin, \$100 per vehicle for businesses located out of state.

If you are replacing a truck currently registered to your fleet with a new/replacement truck, there is no fee required.

- Truck Sticker(s)

Once the Vehicle Inspection form is received and processed, your sticker will be mailed immediately. You are permitted to use the vehicle when and only when the sticker is displayed on the rear of the tank in a visible location.

B. Your local DNR representative may be available to perform an inspection. In all cases, an appointment with your representative is required and in most cases they need advanced notice for scheduling an appointment with you. To locate your DNR rep, visit the DNR's website at [dnr.wi.gov/regulations/opcert/septageBusiness.html](http://dnr.wi.gov/regulations/opcert/septageBusiness.html)

Questions regarding vehicle inspections and registrations, direct your questions to the Septage Program by email at [DNROpCertseptage@wisconsin.gov](mailto:DNROpCertseptage@wisconsin.gov) or by phone at 608-266-8948.