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**VIRTUAL/TELECONFERENCE  
PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS (POWTS)  
TECHNICAL CODE ADVISORY COMMITTEE  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
April 14, 2026**

*The following agenda describes the issues that the Committee plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Committee.*

**AGENDA**

**9:00 A.M.**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-2)**
- B. Approval of Minutes for August 7, 2025 (3-4)**
- C. Reminders: Conflicts of Interest, Scheduling Concerns
- D. Introduction, Announcements, and Recognition
- E. Administrative Matters – Discussion and Consideration**
  - 1. Committee, Department, and Staff Updates
  - 2. Committee Members
    - a. Hammes, Jeffrey
    - b. Hegeman, Frederick
    - c. Keymer, Daniel
    - d. Schmidt, Robert
    - e. Stair, Todd
    - f. Vander Leest, Daniel
    - g. Wellauer, Eric
    - h. Wieser, Mark
- F. Technical Advisory Matters – Discussion and Consideration**
  - 1. SPS 383 Proposed Appendix – Discussion and Consideration (5-8)
- G. Public Comments**

**ADJOURNMENT**

**NEXT MEETING: SEPTEMBER 3, 2026**

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MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of any agenda item may be changed by the board for the convenience of the parties. The person credentialed by the board has the right to demand that the meeting at which final action may be taken against the credential be held in open session. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/ TELECONFERENCE  
PRIVATE ONSITE WASTEWATER TREATMENT SYSTEMS (POWTS)  
TECHNICAL CODE ADVISORY COMMITTEE  
MEETING MINUTES  
AUGUST 7, 2025**

**PRESENT:** Jeffrey Hammes, Frederick Hegeman, Daniel Keymer, Robert Schmidt, Daniel Vander Leest, Todd Stair, Eric Wellauer, Mark Wieser

**STAFF:** Brad Wojciechowski, Executive Director; Bradley Johnson, Bureau Director; Joseph Ricker, Legal Counsel; Tracy Drinkwater, Board Administration Specialist and other Department staff

**CALL TO ORDER**

Brad Wojciechowski, Executive Director, called the meeting to order at 9:30 a.m. A quorum was confirmed with eight (8) members present.

**ADOPTION OF AGENDA**

**MOTION:** Robert Schmidt moved, seconded by Eric Wieser, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES APRIL 24, 2025**

**MOTION:** Jeffrey Hammes moved, seconded by Daniel Vander Leest, to approve the Minutes of April 24, 2025, as published. Motion carried unanimously.

**TECHNICAL ADVISORY MATTERS**

**Evaluation of SPS 385.60 (4) Hydrograph Procedure report by the Wisconsin Geological and Natural History Survey – Susan Swanson, State Geologist, and G.E. Graham, UW-Madison**

**MOTION:** Mark Wieser moved, seconded by Daniel Vander Leest, to acknowledge and thank Susan Swanson, State Geologist, and G.E. Graham, UW Madison, for their appearance and presentation to the Committee. Motion carried unanimously.

**MOTION:** Jeffrey Hammes moved, seconded by Frederick Hegeman, to recommend that DSPS staff use the information from the WGNHS study to consider continued use/non-use of the hydrograph method with consideration of where, by location, data gives a higher/reliable confidence of accuracy and apply the new elevation data of seasonal high groundwater to this method. In the areas of low confidence, better data will be necessary with more observation wells installed, and levels of groundwater should be re-evaluated every 10 years. Motion carried.

**Discussion: Emerging issues/concerns affecting POWTS Maintainer credential per SPS 305.36 – Lance Petrsek, WLWCA, Kevin Stange, WOWRA**

**MOTION:** Frederick Hegeman moved, seconded by Todd Stair, to recommend that DSPS consider revisions to the requirements of chs. SPS 381 to 386 relating to inspection of private onsite wastewater treatment systems and requirements related to POWTS maintainers in ch. SPS 305. Motion carried unanimously.

**MOTION:** Mark Wieser moved, seconded by Daniel Vander Leest, to acknowledge and thank Lance Petrsek, WLWCA, and Kevin Stange, WOWRA, for their appearance and presentation to the Committee. Motion carried unanimously.


**ADJOURNMENT**

**MOTION:** Rob Schmidt moved, seconded by Mark Wieser, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 12:09 p.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Brad Wojciechowski, Executive Director		2) Date when request submitted: 4/6/2026 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>	
3) Name of Board, Committee, Council, Sections: POWTS Technical Advisory Committee			
4) Meeting Date: 4/14/2026	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? SPS 383 Proposed Appendix – Discussion and Consideration	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <Appearance Name(s)> <input type="checkbox"/> No	9) Name of Case Advisor(s), if applicable: <Click Here to Add Case Advisor Name or N/A>	
10) Describe the issue and action that should be addressed: The Division of Industry Services will lead a discussion on the proposed updates to the Wis. Admin. Code SPS 383 appendix			
11) <span style="float: right;">Authorization</span>  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">             Signature of person making this request         </div> <div style="width: 35%; text-align: right;">           4/6/2026            Date         </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           Supervisor (Only required for post agenda deadline items)         </div> <div style="width: 35%; text-align: right;">           Date         </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">           Executive Director signature (Indicates approval for post agenda deadline items)         </div> <div style="width: 35%; text-align: right;">           Date         </div> </div>			
Directions for including supporting documents: 1. This form should be saved with any other documents submitted to the <a href="#">Agenda Items</a> folders. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

Category	Source	Unit	GPD
Assembly Hall	Church (no kitchen)	Person	2
	Church (with kitchen) <sup>b</sup>	Person	5
	Entertainment venue (dance hall, theatre, etc.)	Seat or Person (10 sq. ft./person)	2
	Health Club or Gym	Person	2
	Meeting or Town hall (no kitchen)	Person (10 sq. ft./person)	2
	Wedding or banquet facility (catered) <sup>a</sup>	Person	5
Education Facility	Day care facility (no meals prepared)	Child	12
	Day care facility (with meal preparation) <sup>b</sup>	Child	16
	School (without meals or showers)	Student	12
	School (with meals or showers) <sup>a</sup>	Student	16
	School (with meals and showers) <sup>a</sup>	Student	20
Lodging	Apartment or condominium	Bedroom (2 persons/bdrm)	100
	Bed & Breakfast	Room	65
	Camp, day and night	Person	25
	Camp, day use only (no meals served)	Person	10
	Campground, RV with sewer connection	Space	50
	Campground, Park Model or Camping Cabin	Space	100
	Campground, served by central restroom	Space	20
	Campground sanitary dump station <sup>a</sup>	Camping unit or RV served	30
	Hotel or motel	Room	65
	Hotel or motel (with kitchen or spa tub)	Room	100
	Labor/Construction/Migrant camp (central bath/laundry)	Person	20
	Labor/Construction/Migrant camp	Person	50
	Manufactured home community	Manufactured home site	200
	Multi-Unit Residential Facility (>10 units and >30 BDRM) <sup>a</sup>	Bedroom (2 persons/bdrm)	65
	Institutions (Prison, etc.)	Person	125
	Short Term Rental <sup>d</sup>	Person	50
Medical	Hospital	Bed space	135
	Medical Office, professional (doctor/nurse)	Person	50
	Medical Office, patient	Person	6.5

	Nursing, rest home, community-based residential facility (CBRF) <sup>b</sup>	Bed space	65
Outdoor Facility	Concession Stand (prepackaged food only)	Per sq.ft.	1
	Parks (toilets waste only)	Patron	3.5
	Sport/Event facilities (toilet waste only)	Patron	3.5
	Swimming pool bathhouse	Patron	6.5
Restaurant/Food	Bar, tavern or lounge (no kitchen waste) <sup>b</sup>	Patron (10 sq. ft./patron)	5
	Catering Kitchen (kitchen waste only) <sup>a</sup>	Meal served	8
	Coffee Shop <sup>a</sup>	Person (10 sq. ft./person)	5
	Dining hall (kitchen waste only) <sup>a</sup>	Meal served	5
	Dining hall (toilet waste only)	Meal served	3
	Restaurant, 24-hr. (kitchen waste only) <sup>a</sup>	Patron seating space	16
	Restaurant, 24-hr. (toilet waste only)	Patron seating space	28
	Restaurant (kitchen waste only) <sup>a</sup>	Patron seating space	8
	Restaurant (toilet waste only)	Patron seating space	14
	Restaurant, take-out (kitchen waste only) <sup>a</sup>	Per sq.ft.	2
Miscellaneous	Animal Shelter, kennel, veterinarian <sup>c</sup>	run (pen, cage, stall)	15
	Animal Shelter, kennel, veterinarian <sup>c</sup>	grooming station/vet.	125
	Beauty salon or barber shop <sup>c</sup>	Station	100
	Bowling alley	Bowling lane	65
	Catch basin <sup>c</sup>	Basin	65
	Convenience Store	Parking Space	15
	Drive-in Theater	Person	2
	Employees (total/all shifts)	Employee	13
	Floor drain (not discharging to catch basin)	Drain	25
	Fuel station (associated toilet waste)	Pump or Charging Station	50
	Public shower facility	Shower taken	10
	Retail store	Patron (70% of retail area / 10 sq. ft.)	1

<sup>a</sup> Expected to be high in Biological Oxygen Demand (BOD); Total Suspended Solids (TSS); Fats, Oil & Grease (FOG)

<sup>b</sup> At-Risk (potentially high in Biological Oxygen Demand (BOD); Total Suspended Solids (TSS); Fats, Oil & Grease (FOG))

<sup>c</sup> Possible Industrial Wastewater

<sup>d</sup> As licensed by DATCP or local authority

REMOVE	A-383.43 (6) (a) Actual meter readings may be used to calculate the combined estimated design wastewater flow from a dwelling. To calculate the estimated design wastewater flow use the following formula and compare the answer to the peak metered flow. Choose the larger of the two estimated design flows. $(\text{total meter flow}/\text{number of readings})(1.5) = \text{estimated design wastewater flow}$
	The frequency of meter readings should be daily for commercial.

REMOVE	A-383.43 (6) (b) A detailed per capita and per function flow may be established for commercial facilities. The per function flow ratings shall be substantiated by manufactures data of the per function flow and detailed use data from the facility in question or a similar facility under similar conditions of use. Estimated design wastewater flow shall be at least 1.5 times the total estimated daily flow calculated from the per capita and per function flow information.
	**These refer to metering and are not consistent with the code itself. (Metering should only be used for commercial purposes.)