

## GENERAL INSTRUCTIONS for STANDARD PLAN PAGES (Component Manual designs only)

**Standard Plan Pages (SPPs)** are **.pdf** files that contain fillable form pages for component manual POWTS plans.

Important note: In order to open the fillable form .pdf files, you will need to download a free version of **Adobe Reader XI** from [www.adobe.com/products/reader.html](http://www.adobe.com/products/reader.html) if it is not already installed on your computer.

**Why:** 1) prepare legible and complete plans faster; 2) minimize review uncertainty; 3) reduce review time

### **Options:**

- download the plan pages to your computer for completion and printing
- complete the pages on-line and print them
- blank pages may be printed and filled-out by hand

### **Locating Pages:**

The online menu links on this site are organized according to the following categories:

- Plan Type & Plot Plan Instructions
- Index Pages
- Plot Plan Pages (includes .DWG templates)
- Dispersal Area Pages
- Pressure Lateral Pages
- Tank Pages
- Management Plan Pages

Clicking on a link will open a .pdf “portfolio” that contains individual plan page files. Once a portfolio is open, **right-click** on the “Files” button on the command ribbon. A list of page files will appear. **Right-double-click** to open a selected page file from the list. Proceed to: 1) fill-in the page form online and print, 2) print the page form and fill-in by hand, or 3) **download entire portfolios** to your computer for subsequent use. Pages may be compiled in .pdf format for **electronic plan review** (details below).

### **Before you begin:**

**Review the plot plan and plan type instructions** (*i.e.*, in-ground, at-grade, mound, or holding tank). Once you become familiar with the process, this step can be eliminated.

### **Completing the Pages and Assembling a Plan:**

1. Enter the requested information in the blanks on each page by **tabbing** through or by **clicking** on them, **type** the information at the cursor, then hit **enter**.
2. To edit information in a blank, **click** on the blank, **highlight** the information to be edited, **edit** (delete/change) the information, then hit **enter**.
3. To clear all the blanks of an entire page, hit the **Reset Page** button at the bottom of each page.
4. For optimum plan review service, check to ensure that every blank applicable to your plan is completed.
5. Once a page is completed, print it by selecting **File** → **Print** from the menu bar at the top of the file window. Likewise, select **File** → **Save As** to save a completed page. It is recommended that you compile all the saved pages for a completed, single plan into a .pdf file for digital filing of that plan on your computer. Also, **you now have the option** of submitting the plan electronically for review. Click on the following link for **electronic plan-submission instructions**: <http://dsps.wi.gov/Default.aspx?Page=ac25552d-6947-450e-b9be-1578fee16454>
6. If applicable, attach an appropriate pump curve cut-sheet at the end of each set of three (3) copies of the plan package to be submitted for review. Indicate the pump operation point on the performance graph for the pump you have selected. As an attachment, the pump curve cut-sheet does not need a page number.
7. Sign and date each of the three (3) index/cover sheets.
8. Enclose a completed review application form. Include the review fee as necessary.
9. Enclose a completed and signed soil test report/site map (SBD 8330) and, if applicable, an approved interpretive determination report/approval letter.
10. **Do not** include instruction pages in your submittal.
11. Submit three (3) originally-signed copies of the plan along with required attachments and enclosures to the appropriate review office of your choice. Include a review application form along with payment for the review fee.