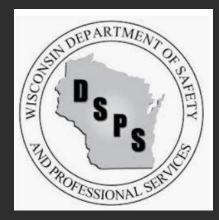


# NAVIGATING eSLA FOR POWTS

Presented by CeCe Rudnicki

Wastewater Specialist, Department of Safety and Professional Services



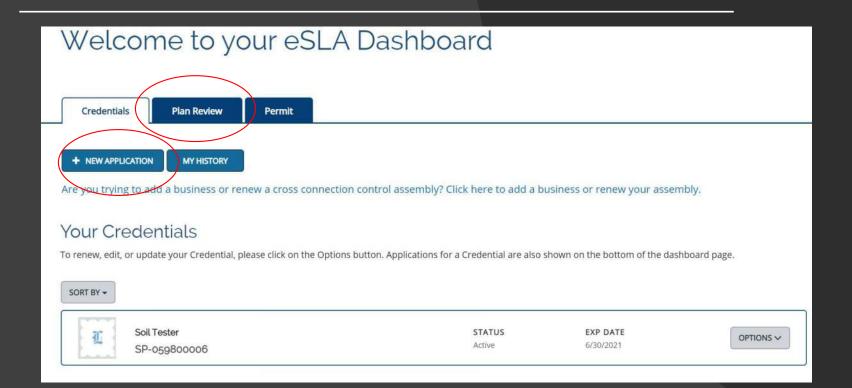


# USE GOOGLE CHROME AS A WEB BROWSER WHEN USING ESLA

http://esla.wi.gov/PortalCommunityLogin

CREATE A NEW ACCOUNT IF YOU DO	N'T ALREADY HAVE ONE
First Time eSLA User	Existing eSLA Users
Create Account	Login
If you currently hold or previously held a credential or have conducted business with the Department, please create an account by clicking here. DSPS CUSTOMER	* Email
If you have never held a credential or conducted business with the Department, please create an account here.	* Password
NEW DSPS CUSTOMER	LOGIN Forgot Password Forgot Emai

initial eSLA account setup in section A, log in as an existing user to the right of the eSLA Customer Portal page every time you return.



### **Application Selection**

Select the Application Type. Next, based on the application type, select the Credential Type/Program Area, Credential/Permit Type and Application Method, as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the Manage Business page.

#### Select Application Type

--None----None--Trades Credential Plan Review Permit to Operate Manufactured Homes Manufactured Homes Communities Delegated Municipality Public Sector Employee Safety

CANCEL

SAVE AND CONTINUE

### **Application Selection**

Select the Application Type. Next, based on the application type, select the Credential Type/Program Area, Credential/Permit Type and Application Method, as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the Manage Business page.

### Select Application Type

 Plan Review

 Select Program Area

 --None- 

 --None- 

 POWTS

 Gas Systems

 Amusement Rides

 Ski Lifts & Tows

 Public Swimming Pools

 Plumbing

 Mechanical Refrigeration Systems Petition for Variance

 Boiler & Unfired Pressure Vessels Petition for Variance

### **Application Selection**

Select the Application Type. Next, based on the application type, select the Credential Type/Program Area, Credential/Permit Type and Application Method, as applicable.

To add an account, select the account name from the drop down. If you do not see an account, please add the business via the Manage Business page.

- If Interpretive use Soil Saturation Deter.
- If Tank Replacement use Miscellaneous
   Review
- If Revision use Miscellaneous Review.
- If **Sanitary Permit** for state owned site use Sanitary Permit
- Apply for Petition for Variance or Interpretive separately from Design.

#### Select Application Type

**Plan Review** 

Select Program Area

POWTS

#### Select Permit Type/Plan Review

--None--

POWTS Component Manual Design POWTS Voluntary Manual Review

ROWTS Consultation

POWTS Experimental System

POWTS Individual Site Design POWTS Miscellaneous Review POWTS Petition for Variance

POWTS Sanitary Permit
 POWTS Soil Saturation Determination

POWTS State-Owned Privy Registration

This is most used use this for a regular plan submittal of any type of system (mound, at-grade, public conventional).

Use this when submitting an Individual Site Design which is rare.

### Eligibility

By answering the following questions, eligibility for the license application will be determined. Confirmation will be noted if eligibility is met.

Do you hold an active credential from the following list: Master Plumber, Master Plumber Restricted Service, Designer of Engineering Systems, Professional Engineer, Registered Architect? • Yes No

### **Application Instructions**

Provide the information necessary for the application. Once finished, click which type of Save option desired. Several counties have been delegated certain authority to review plans in lieu of Division of Industry services.

For a current list of those counties and their designation, please check the Designated Agents section of our website to ensure your plans are sent to the correct recipient.



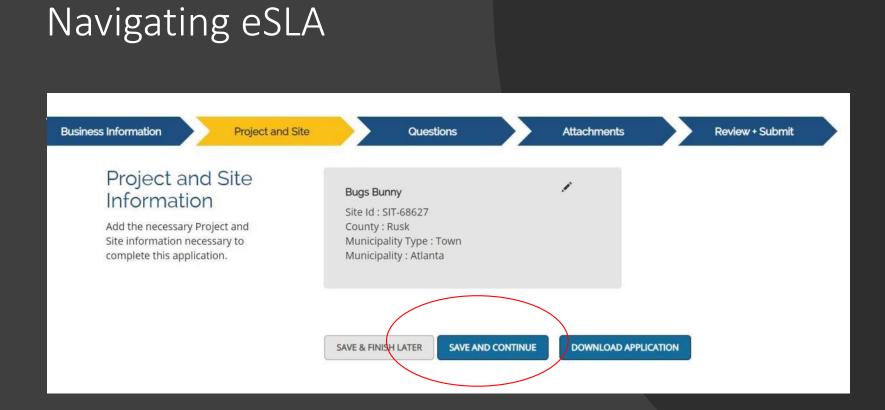
### Project and Site Information

Add the necessary Project and Site information necessary to complete this application.

Enter the applicable information using proper spelling and capitalization. This is the information that prints out on the approval letter.

Bugs Bunny   Location, Number and Street of Project   N5115 Trails End St   Legal Description   NW 1/4 - SW 1/4 - S15 - T33N-R5W     County   Rusk   Municipality   Town     * Atlanta		
N5115 Trails End St Legal Description NW 1/4 - SW 1/4 - <u>S15</u> - <u>T33N-R5W</u> County Rusk Municipality Municipality Name	ugs Bunny	
Legal Description NW 1/4 - SW 1/4 - <u>S15</u> - <u>T33N-R5W</u> County Rusk Municipality	ocation, Number and Stree	et of Project
NW 1/4 - SW 1/4 - <u>S15</u> - <u>T33N-R5W</u> County Rusk Municipality Municipality Name	I5115 Trails End St	
County Rusk Municipality Municipality Name	gal Description	
Rusk Municipality Municipality Name	IW 1/4 - SW 1/4 - <u>S15</u> - <u>T33</u>	N-R5W
Town	unicipality	Municipality Name
CANCEL SAVE	CANCEL	WE

Project/Site Name



#### Questions

Answer the following questions by selecting the appropriate answer for each question. Once completed, click Save and Continue. How would you like to be contacted after the plans are reviewed?

Email Designer

Are you submitting a Holding Tank Component Manual Plan Review?

🔍 Yes 🛛 🖲 No

Answer these questions correctly. Your answers reveal the fee you need to pay. If you answer incorrectly, it will hold up the plans. When submitting an Interpretive separately from the design, you do not need to check "yes" to that question. Otherwise, you will be overcharged.

What is the design wastewater flow in gallons per day for the proposed system?	
1,000 gpd or less	۳

Which Component Manual(s) Are You Using To Submit Your Plan?

At-Grade Component Manual - Ver. 2.0, SBD-10854

ADD ANOTHER

What is the exact GPD?

450

Are you submitting a Soil Saturation Report (using observation pipes)?

Yes 🖲	) No
-------	------

Are you submitting an Interpretive Determination?



Do you need an Invoice to be generated and Emailed?

O Yes 🔍 No

#### **Business Information**

**Project and Site** 

Questions

Attachment

If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

#### Owner's Manual, Soil Test and Plot Plan, and POWTS Plan

Attachments

ADD ATTACHMENT

Re

Owner's Manual,Soil Test and Plot Plan, and POWTS Plan

(Maximum file size for submission is 300MB)

Attachment must be a single file in pdf. Multiple files will not be accepted. Jpeg or tif files will also not be accepted. Be sure EACH PAGE is legible. If the plans are not legible, it will hold up plans.

👌 https://esl	la.wi.gov/UploadFileToBluebeam?id=a1Lt0000002mUjsEAE - Google Chr –	×
🔒 esla.wi.	gov/UploadFileToBluebeam?id=a1Lt0000002mUjsEAE	
	The maximum file size allowed is 300 MB	
submissi Owne	on r's Manual,Soil Test and Plot Plan, and POWTS Plan	
RO	BERT AND CARLA DIX.pdf	
Cancel	Upload	
	Find the file you wish to upload. Click on it and click upload. File will be uploaded when you see the success screen.	

Thttps://esla.wi.gov/UploadFileToBluebeam?id=a1Lt0000002mU	jsEAE - Google Chr	-		$\times$
esla.wi.gov/UploadFileToBluebeam?id=a1Lt0000002r	nUjsEAE			
The maximum file size allowe	d is 300 MB			
Submission				
Owner's Manual,Soil Test and Plot Pla	in, and POW	TS P	lan	
Success: File upload has completed.				]
ROBERT AND CARLA DIX.pdf	Q	)		
Cancel				

#### Attachment

If applicable, upload the attachments for your application by clicking the Add Attachment button(s). If uploading an attachment as a submission, it is necessary that the name of the file attachment is less than 80 characters in length for it to be received successfully. The character limit does include the file attachment extension, such as (.doc) and (.pdf). The file must be no more than 25 MB in size. For documentation that needs to be submitted directly or by hardcopy, please acknowledge by clicking the Attest button(s). If no attachment or attestation items appear, please click the Save and Continue button.

#### Owner's Manual, Soil Test and Plot Plan, and POWTS Plan

Owner's Manual,Soil Test and Plot Plan, and POWTS Plan

(Maximum file size for submission is 300MB) File Uploaded

ADD ATTACHMENT

SAVE & FINISH LATER SAVE AND CONTINUE

DOWNLOAD APPLICATION

Business Information Project and Site	Questions Attachments Review + Sub
Application Review	Completed
Attestation	By attesting below, the applicant swears that all information provided on this application is tra accurate, and that the submission requirements are met. Consent to Electronic Signature
	Type your First Name and Last Name as they appear on the application to sign electronically

## Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. **PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.



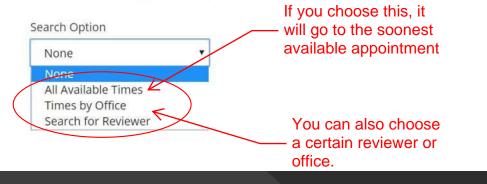
### Schedule your Review

### Schedule a review

This is a service request to schedule a review

Please refresh the page to see the latest option after clicking on show available times.

Based on the application, this is the expected plan review time: 1.5 Hours



### Schedule a review

This is a service request to schedule a review

Please refresh the page to see the latest option after clicking on show available times.

Based on the application, this is the expected plan review time: 1.5 Hours

Times by C	office	• Ha	yward	)	SHOW AVAIL	ABLE TIMES	
October							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22 Select	23	24 Select	25 Select	26	
27	28 Select	29 Select	30	31 Select	1	2	

### Schedule a review

This is a service request to schedule a review

Please refresh the page to see the latest option after clicking on show available times.

Based on the application, this is the expected plan review time: 1.5 Hours

Search for	Reviewer	• Eliz	abeth Rudnicki		SHOW AVAIL	ABLE TIMES	
October							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturda	
29	30	1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22 Select	23	24 Select	25 Select	26	
27	28	29	30	31	1	2	

#### **e**SLA 11 Schedule Review Schedule your Selected review Date: 10/22/2019 CANCEL CONFIRM Schedule a review time: 1.5 Hours This is a service request to schedule a review Search Option Reviewer's Name Please refresh the page to see the latest option after clicking on show available times. Search for Reviewer . Elizabeth Rudnicki

	October					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12

### New Plan Review Applications

To edit or withdraw an application, please click on the Options button.

SORT BY -						
亚	POWTS Component Manual Design DIS-101911886	PROJECT NAME Bugs Bunny	STATUS Submitted	EXP DATE	REVIEW DATE 10/22/2019	

### New Plan Review Applications

To edit or withdraw an application, please click on the Options button.

POWTS Component Manual Design DIS-101911886	PROJECT NAME Bugs Bunny	STATUS Submitted	EXP DATE	REVIEW DATE OPTIONS
POWTS Component Manual Design DIS-081905091	PROJECT NAME	<b>STATUS</b> Pending	EXP DATE	Download Application Withdraw Application Submit Additional Documentation

(eSLA		
\V/oloopootov	Payment Required	
Welcome to y	To submit your application to the board, please pay the required fee. Please click PAY NOW, to pay the fee by accessing your cart.	
Credentials Plan Review	PAY NOW	
+ NEW APPLICATION MY HISTORY		

### Your Plan Reviews

To renew, edit, or update your Plan Review, please click on the Options button. Applications for a Plan Review are also shown on the bottom of the dashboard page.

View all Plan Reviews

SORT BY -

Pay For:

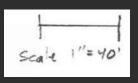
### CECE J TESKY's Cart

If you pay by credit card, a fee will be added. You can pay be checking PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA. account withdrawal without additional To continue paying, select the fees you wish to pay and then press the continue button. fees. ITEMS » CHECKOUT » CONFIRMATION Plan Review Select All Plan Review Fee for DIS-101911886 Amount Outstanding Type Amount Due Date POWTS-Component Manual Design \$250.00 \$250.00

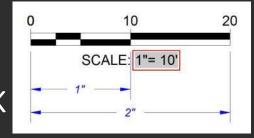
CONTINUE

Total Due: \$0.00

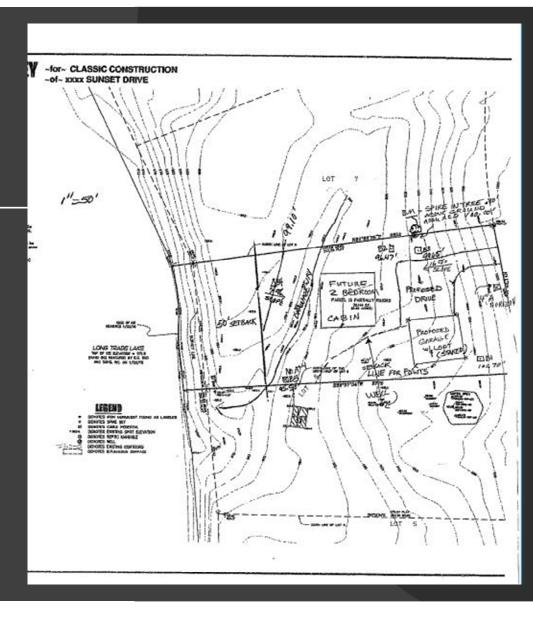
# IMPORTANT THINGS TO REMEMBER



- 1. USE A BAR SCALE!
- 2. BE SURE PLANS ARE LEGIBLE AND CLEAR! CHECK SCANNED DOCUMENTS BEFORE SENDING
- 3. DO NOT USE AERIAL PHOTOS FOR SITE PLANS OK TO USE THEM AS SUPPLEMENTAL MATERIAL
- 4. ONCE YOU START AN APPLICATION, IT IS ONLINE. IF YOU HAVE AN ISSUE OR CAN'T COMPLETE – CALL.
- 5. SAVE HTML RIGHT AWAY WITHIN 30 DAYS



Difficult to see and read. Not legible.



Aerial photos are also not legible.



### • LOOKUP CREDENTIAL

- Anyone can use this
- You can look up your own or someone else's credential
- Soil Tester only in eSLA
- SP # is license number

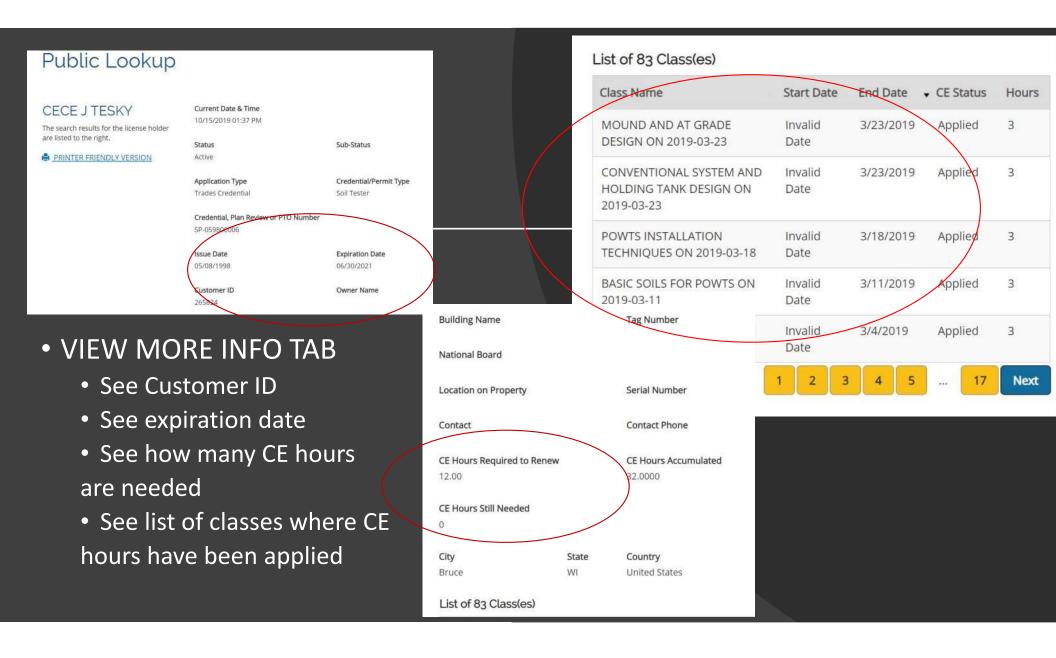
### Public Lookup

To lookup an individual or business, enter what information you can into the fields below and then click "Search". The information requested the screen. If your search returns no results, try using less search terms and repeat your search.

#### Note: It is not necessary to complete all fields.

Q Search:	JAL BUSINESS TITLE PLUMBI	NG PRODUCTS	
Last Name Tesky	First Name CeCe	Middle Name	Alias
City	State		County
	WI	•	Select

		WI		•	Select			٠				
Select Applicat	ation Type	Select Credential/F	ermit Type		Status							
None	*	None		*	None			•				
Enter Credent or Object Num	tial, Plan Review, Permit, Serial Number mber	Site Id			Locked and Vaca	ant?		*				
Expiraton Date	te	<u>.</u>										
mm/dd/yyy	уу											
SEARCH	DOWNLOAD	Credential/Plan R	eview or PTO#	Status	Sub Status	City Sta	e County	_				
CECE J TESKY		SP-059800006		Active	500 50003	Bruce WI		~				
	POWTS Component Manual Design	DIS-101911886		Submitted		Bruce Wi		× 1				
							thene.	Concerned of				
SEA	ARCH DOWNLOAD											
Name	• Туре		Credential/Plan	Review or F	PTO#	Status	Sub Sta	itus	City	State	County	
CECE J TESK	Y Soil Tester		SP-059800006			Active			Bruce	WI	Rusk	
	Details								VIEW MOR	E INFO	$\mathbf{)}$	$\smile$
1	Issue Date:	1998-05-08										
1	Issue Date.											
		2021-06-30										
		2021-06-30 265824										
	Expiration Date:											



### Using Public Lookup <u>https://esla.wi.gov/verifylicense</u>

LOOKUP PLAN REVIEW

Anyone can use this but it will <u>only</u> show plans for THOSE WHO ENTER ONLINE!

DIS # indicates application PWTS # indicates approved First 4 numbers are month and year

Expirato	on Date	
mm/d	ld/yyyy	
		INLOAD
Name	Туре	Credential/Plan Review or PTO
Dale A Schlieve	POWTS Component Manual Design	DIS-101910032
וe A eve	POWTS Individual Site Design	PWTS-011900001-I
		PWTS-011900072-C

### • LOOKUP PRODUCTS

### Public Lookup

To lookup an individual or business, enter what information you can into the fields below and then click "Search". The information requested will be available at the bottom of the screen. If your search returns no results, try using less search terms and repeat your search.

lanufacturer	Model Number	Contaminant
oneida		
elect Credential/Permit Type	Plumbing Product Number	Select Product Description
None	·	None

### • Lookup Products

Manufacturer		Model Nur	nber	Cont	aminant		
oneida							
Select Credential/Per	rmit Type	Plumbing	Product Number	Sele	ct Product Description		
None	•				None		۳
SEARCH	DOWNLOAD						
ame	* Туре		Manufacturer	Model Number	Product Description	Document Available	
NEIDA CONCRETE RODUCTS, INC.	Prefabricated Holding or Trea Component for POWTS	itment	ONEIDA CONCRETE PRODUCTS, INC.		SEWAGE TANKS, CONCRETE	Yes	
NEIDA CONCRETE RODUCTS, INC.	Prefabricated Holding or Trea Component for POWTS	itment	ONEIDA CONCRETE PRODUCTS, INC.		SEWAGE TANKS, CONCRETE	Yes	`
NEIDA CONCRETE RODUCTS, INC.	Prefabricated Holding or Trea Component for POWTS	itment	ONEIDA CONCRETE PRODUCTS, INC.		SEWAGE TANKS, CONCRETE	Yes	,
NEIDA CONCRETE RODUCTS, INC.	Prefabricated Holding or Trea Component for POWTS	itment	ONEIDA CONCRETE PRODUCTS, INC.		SEWAGE TANKS, CONCRETE	Yes	`

### • Lookup Products

Manufacturer		Model Nu	mber	Cor	ntaminant		_
oneida							
Select Credential/Per	rmit Type	Plumbing	Product Number	Sele	ect Product Description		
None	•				-None		•
	The company of the co						
SEARCH	DOWNLOAD						
Name	• Туре		Manufacturer	Model Number	Product Description	Document Available	
ONEIDA CONCRETE	Prefabricated Holding or Trea	itment	ONEIDA CONCRETE		SEWAGE TANKS,	Yes	~
PRODUCTS, INC.	Component for POWTS		PRODUCTS, INC.		CONCRETE	$\smile$	
ONEIDA CONCRETE	Prefabricated Holding or Trea	itment	ONEIDA CONCRETE		SEWAGE TANKS,	Yes	~
PRODUCTS, INC.	Component for POWTS		PRODUCTS, INC.		CONCRETE		
ONEIDA CONCRETE	Prefabricated Holding or Trea	itment	ONEIDA CONCRETE		SEWAGE TANKS,	Yes	~
PRODUCTS, INC.	Component for POWTS		PRODUCTS, INC.		CONCRETE		
ONEIDA CONCRETE	Prefabricated Holding or Trea	itment	ONEIDA CONCRETE		SEWAGE TANKS,	Yes	~
PRODUCTS, INC.	Component for POWTS		PRODUCTS, INC.		CONCRETE	1.0000	

- Lookup Products
- Might be best to contact the manufacturer for now to get approval letters.

February 20, 2019	REVISED
CHAD JOHN 1718 N. CHIF PO BOX 357	
Re: Description: Manufacturer: Product Name: Model Number(s):	SEWAGE TANKS, CONCRETE ONEIDA CONCRETE PRODUCTS, INC. (trans id 3208541) SEPTIC/SEPTIC, SEPTIC/PUMP, HOLDING OR TRASH 1260/850 (49.0 IN. L.L., 25.7/17.4 GAL/IN., 48 IN. MAX. DEPTH OF BURY, 1013 G.P.D. WHEN
Product File No:	USED AS A SEPTIC/SEPTIC TANK OR DWF OF 605 G.P.D. WHEN USED AS A SEPTIC/PUMP TANK BASED ON A 3 YR. SERVICE INTERVAL FOR RESIDENTIAL WASTEWATER; TANK DIMENSIONS (OD) = 161 IN. L X 76 IN. W X 63 IN. H) 20190032

## Using Credential Search <a href="https://licensesearch.wi.gov/">https://licensesearch.wi.gov/</a>

For searching all other credentials - other than soil tester - use this website. Renewals for these licenses will get postcard. Renewals for soil tester will be by email only and if they don't have your email, you won't get a notice!



Wisconsin Department of Safety and Professional Services Credential/Licensing Search

#### Credential/License Search DSPS Home

### Wisconsin Credential/License Search

ATTENTION: If a renewal payment is received on time, the credential/license holder is eligible to practice while the being processed.

Health/Business Individual Credential/License Search

Organizational Credentials/Licenses

Trades Credential/License Search

Trades Credential/License Advanced Search

### QUESTIONS?

### SUGGESTIONS?

