

CHIPPEWA COUNTY  
**DEPARTMENT OF PLANNING & ZONING**

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Land Management  
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Land Records & G.I.S.  
715.738.2595, Rm 005

POWTS & Wells  
715.726.7943, Rm 009

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Date: June 24, 2019

To: Chippewa Valley Septic Pumpers & Septic System Inspectors

From: Douglas Clary, Director



Re: GCS Software – Land Records Management - Web Portal Reporting for POWTS Maintenance

To Whom It May Concern:

Over the past eighteen months, the Chippewa County Department of Planning & Zoning has migrated our electronic permit information, including the septic maintenance records, into GCS' Permit Tracking module. As you can probably imagine, data conversion is not an easy task and the Department has navigated through some rough patches of comprehending the overall hierarchy and capabilities of the module.

As our knowledge of the module expands, the Department is able to incorporate additional "value-added" features into the daily functions. Today, a web portal was activated, which will allow the immediate input of POWTS maintenance information into the system by outside companies or individuals such as yourself.

So, what does this mean? First and foremost, POWTS pumping or inspections information can be entered by you immediately after the service is rendered or as time allows. Secondly, while the Department will continue to send pumping notifications, there will be no need to collect or sign a pumping card from the property owners. Thirdly, the department will no longer be entering in the maintenance information into the system, which should eliminate the end-around game where property owners call us directly to state that Company "X" pumped their system last year. And lastly, if the maintenance information is added into system correctly, and in a timely manner, there will be property owners who will not receive another maintenance card in the future.

In order for the Department to proceed, access will need to be granted. Please find attached to this letter a "Chippewa County POWTS Maintenance Program – Assignment of User Name and Password for GCS Web Portal Reporting" form. If you could kindly fill in Section A and Section B with the requested information and then submit the form back to the Department, we can start this process. The form can be:

- (1) Emailed to: [rdaken@co.chippewa.wi.us](mailto:rdaken@co.chippewa.wi.us), or
- (2) Faxed to: (715) 726-4596, or
- (3) Hand Delivered to: the Department office, or
- (4) Mailed to: the Department.

*Note: If you would like multiple individuals to enter in the data, please provide a separate sheet for each individual. Just simply make a copy of the form and submit as indicated above.*

I have included a copy of the instructions entitled "Chippewa County POWTS Maintenance Program – GCS Web Portal Reporting Instructions". This is a step-by-step instruction packet which will guide you through the process of entering in the required information. In the event a POWTS is not part of our existing inventory, please call Renee Daken at (715) 726-7940, so that we can troubleshoot the reasoning. As usual, if you have any questions, please do not hesitate to call us.