

# HOMEOWNER ONSITE SYSTEM RECORD KEEPING FOLDER

A properly designed, installed, and regularly maintained system will treat your wastewater without harming the environment or threatening public health. This folder provides a place to record and store information about your system and its maintenance. This record is important should problems develop with your system or if you sell your house.

Permit #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Issued to: \_\_\_\_\_

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

## LOCAL HEALTH DEPARTMENT (permitting/enforcing agency)

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## HOUSEHOLD INFORMATION

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> # of bedrooms:  | <input type="checkbox"/> garbage disposal    | <input type="checkbox"/> water softener                     |
| <input type="checkbox"/> # of bathrooms: | <input type="checkbox"/> dishwasher          | <input type="checkbox"/> private water supply (well/spring) |
| <input type="checkbox"/> #of residents:  | <input type="checkbox"/> public water supply | <input type="checkbox"/> hot tub/jacuzzi                    |
| <input type="checkbox"/> other: _____    |  |   |

## SYSTEM DESCRIPTION

**Septic Tank Size:** number of tanks: \_\_\_\_\_ gallons: \_\_\_\_\_

**Pump Tank Size:** gallons: \_\_\_\_\_

**ATU Size:** gallons: \_\_\_\_\_

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> round / oval         | <input type="checkbox"/> one compartment   | <input type="checkbox"/> fiberglass   |
| <input type="checkbox"/> square / rectangular | <input type="checkbox"/> multi-compartment | <input type="checkbox"/> concrete     |
|   |  | <input type="checkbox"/> metal        |
|   |  | <input type="checkbox"/> other: _____ |

### Soil Treatment system Dimensions:

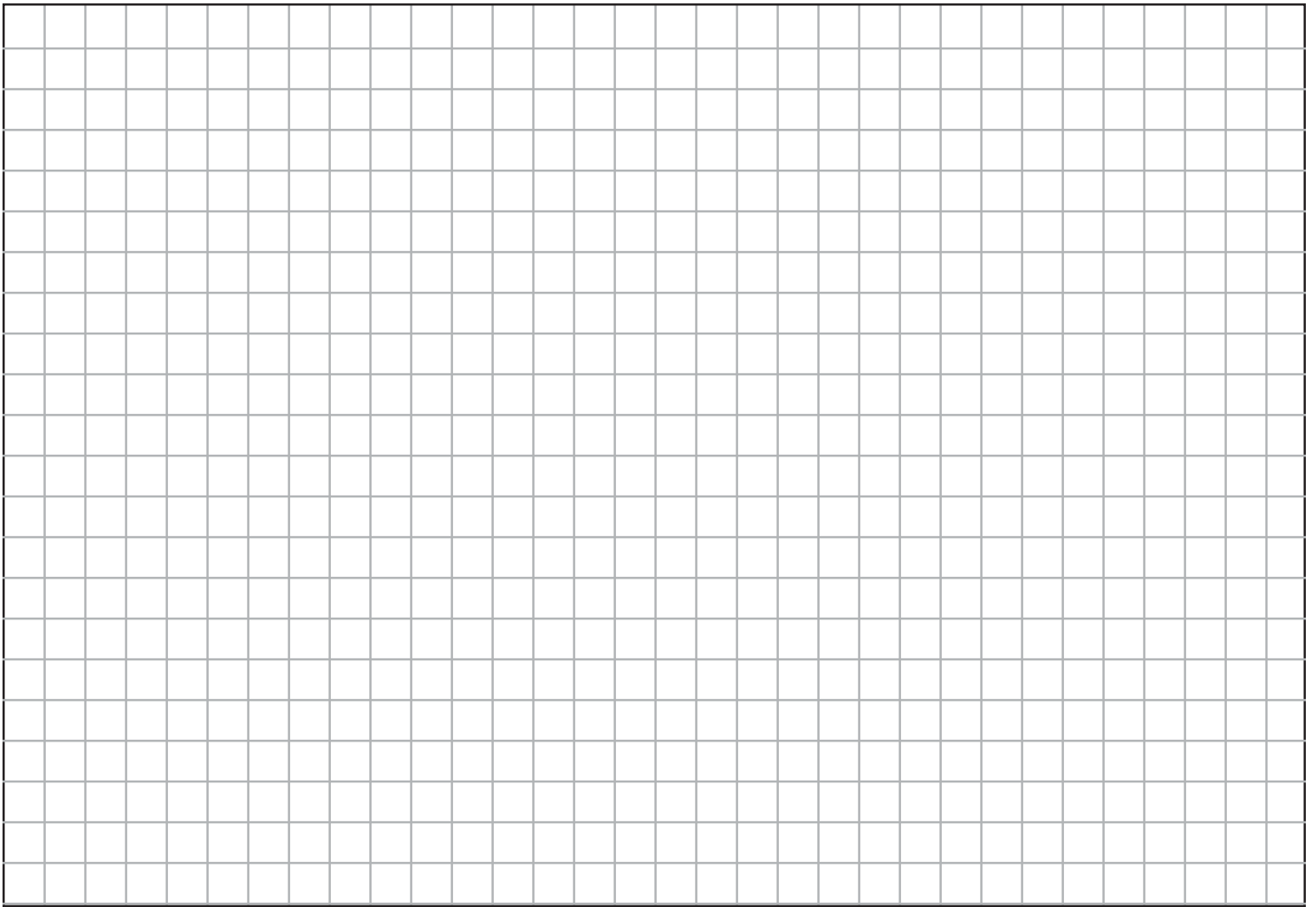
- |                                   |  |                                       |
|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> trenches | <input type="checkbox"/> mound                             | <input type="checkbox"/> gravelless   |
| <input type="checkbox"/> bed      | <input type="checkbox"/> drip irrigation                   | <input type="checkbox"/> chamber      |
| <input type="checkbox"/> at-grade | <input type="checkbox"/> spray system                      | <input type="checkbox"/> other: _____ |
| <input type="checkbox"/> LPP      | <input type="checkbox"/> surface discharge permit #: _____ |                                       |

### Accessories:

- |  |                                 |   |
|--|---------------------------------|---|
| <input type="checkbox"/> septic tank effluent filter | <input type="checkbox"/> siphon | <input type="checkbox"/> distribution box |
| <input type="checkbox"/> diversion valve             | <input type="checkbox"/> pump   | <input type="checkbox"/> other: _____     |

### Additional Treatment Components:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> biofilter           | <input type="checkbox"/> disinfection             | <input type="checkbox"/> lagoon / pond             |
| <input type="checkbox"/> constructed wetland | <input type="checkbox"/> intermittent sand filter | <input type="checkbox"/> recirculating sand filter |
| <input type="checkbox"/> other: _____        |   |  |



Sketch location of your home, septic tank, soil treatment system, additional treatment components, accessories, drinking water supply, and other pertinent reference points. Record any known distances or dimensions above. Note: A sketch of your system may have been provided along with the permit or may be available from the installer/contractor if you system was recently installed.

**Designer** (engineer, site evaluator):

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Designer/Site Evaluator/Engineer #: \_\_\_\_\_

**Installer:**

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Certification/Permit #: \_\_\_\_\_

**Pumper:**

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Certification/Permit #: \_\_\_\_\_

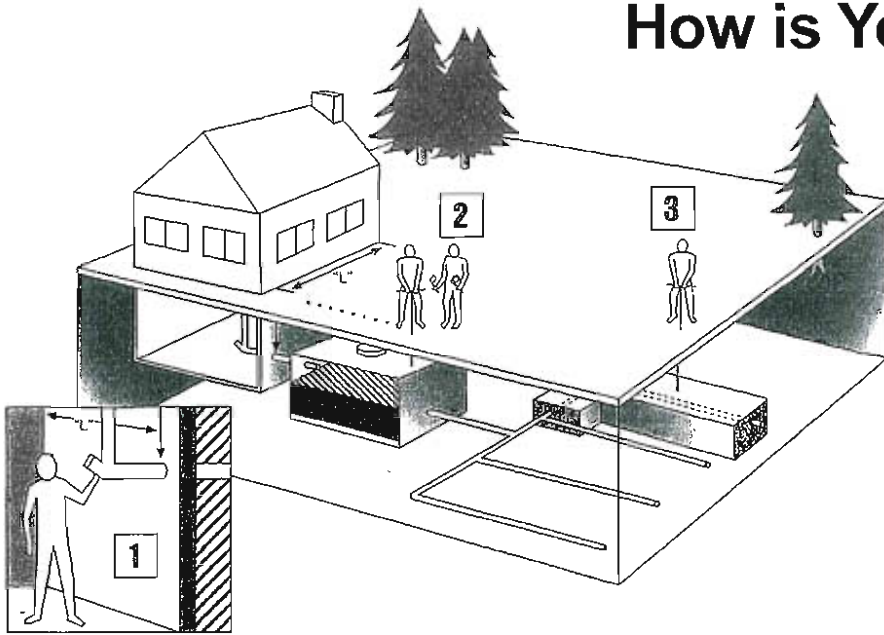
**Operation & Maintenance Provider:** \_\_\_\_\_

Firm/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Certification/Permit #: \_\_\_\_\_

# How is Your System Located?



## Step 1

Check plans of onsite system, if available.

Locate sewer pipe from inside the dwelling.

Measure distance from sewer pipe to corner of outside wall "L".

**Caution:** There is some danger in locating an onsite system. It is recommended that you contact a professional to assist you in locating your onsite system.

## Step 2

Locate sewer pipe from outside the dwelling by measuring distance "L" of the same wall.

Locate septic tank (should be at least 10 feet from dwelling and 2-3 feet below ground surface) by probing area with an insulated metal rod and feeling for resistance. Flag septic tank location.

**Note:** some manufacturers offer electronic transmitters to assist with locating the septic tank. Metal detectors are another possibility.

## Step 3

Begin searching down slope of septic tank to locate the drainfield. Note: If system has a pump, drainfield can be upgradient of septic tank.

Probe ground every couple of feet with and insulated probe until you hear metal rod contact gravel or probe is wet (not during rainy season) and flag that point.

Repeat to locate additional drainfield lines (usually 3-5 feet apart and 50-100 feet in length).

Take careful measurements and sketch locations on grid (opposite page) for future reference.

**Caution:** When using metal probe, be careful of buried and overhead utility lines!

## Safety Checklist ✓

- ✓ Never enter the septic tank. Toxic gases are produced by the natural treatment processes in septic tanks and can kill in minutes. Extreme care should be taken when inspecting a septic tank. Never smoke around or near septic tank openings.
- ✓ Electrical lights, appliances, or tools are to be kept away from the septic tank and water or wet ground near the system.
- ✓ Manholes serve the purpose for inspections and cleaning and should be locked or heavy enough to prevent children from opening them. Keep children and other spectators away from the system.
- ✓ Pathogens present in wastewater are also present in the contents of the septic tank. These organisms are capable of spreading infectious diseases. Use eye protection and gloves and always wash hands thoroughly with antibacterial soap before eating, drinking, or smoking, and change clothes before coming into contact with food and others after being around an onsite system.
- ✓ When trying to locate your system, be careful of both overhead and underground utility lines.
- ✓ Contact your operation and maintenance provider if you smell sewer gases in your home or experience electrical problems.

