Summit County Public Health

Onsite Wastewater System
Inspection Instructions

These instructions are for homeowners and inspectors completing the Onsite Wastewater System (OWS) Inspection Report for a property transfer or major remodel Use Permit.

IMPORTANT NOTES: Not all systems need an inspection. Inspections should not be performed on properties where:

1) The septic system was installed and approved within 5 years of closing date.
2) Owner has obtained a permit to repair the system.
3) Subject system was installed but has never been used.

For property transfers involving multiple systems: Each system on property must obtain a separate Use Permit and so must receive independent inspections.

SECTION I. GENERAL INFORMATION

This section must be completed by the homeowner or legal agent.

1. Indicate the date the current OWS was installed.
2. Indicate which type of OWS serves this property.
3. Indicate whether the system is permitted and what the permit number is.

4-7. Mark yes if the facility has a water softener, garbage disposal, a grease trap or an in home business. Note the type of business.

8. Is there a flow meter on the water supply to the facility?
9. Note the number of bedrooms currently in the home as well as the number approved under the OWS permit and on the Summit County Assessor's records.
10. Is the home currently vacant (unoccupied)? If so, note how long.
11. Note if a sewage backup has ever occurred inside the home.
12. List any known repairs to the OWS either with or without an OWS permit.
13. Note if a service contract is in place for system components such as a membrane filter, aerator or chlorinator.
14. List the date when the septic tank was last pumped, the company that pumped the septic tank and the frequency when the septic tank is pumped (i.e. once per year, every two years, etc.).
15. Note if the water to the property is supplied by a well, if a water sample test was taken for potability, and if the water sample passed or failed.

The homeowner, or legal agent, must sign and date the form.

SECTION II. SYSTEM TYPE (Any boxes checked that are bold must include an explanation under section III, #14, for why that box was checked.)

1. Complete only if a sewage lift station exists.
2. List the type (concrete, plastic, etc.) of septic tank used. If possible, list the manufacturer, if not list unknown.
3. List the type of secondary tank utilized if applicable. If none is utilized mark NA.
4. If a siphon or pump station is utilized, determine its capacity in gallons. If none is utilized, mark NA.
5. Mark the type of soil treatment unit utilized. If possible, list the soil treatment area in square feet.
6. If there is a vault, mark the type, size, manufacturer and functionality of the warning device. Note if there are pumping receipts showing that all wastewater goes in to the vault and the tank is pumped before it fills to capacity.
7. Note if the property has a functioning privy. Note whether there are any water-supplied fixtures in the facility. An owners agreement will need to be signed agreeing to limited use occupancy of the residence.
8. List any additional components employed with the OWS.

9. Note if any gray water discharge is observed other than to the OWS.

SECTION III. EVALUATION PROCEDURES (Any boxes checked that are bold must include an explanation under section III, #14, for why that box was checked.)

1. Note if the septic tank was located, accessed and opened. If unable to locate, or no tank exists, mark Fail.
2. Note if the tank cover is secured to prevent injury.
3. Note if there were indicators of tank seals failing.
4. Any indications of water leaking from toilets, faucets, etc., in the facility?
5. Note if any indicators of previous failure, such as past repairs to the tank, were made.
6. Note if the tank lid integrity was inspected and if the sludge and scum layer in the tank was measured.
7. Note if the effluent filter was present and functional.
8. Note if an operation test was run, how many gallons of water were added to the tank and if water flowed back into the tank beyond normal. Note: If excessive water runs back to tank it is a strong indication of a field malfunction.
9. Note if the primary septic tank was pumped and how many gallons were pumped out.
10. Note if the condition of the septic tank was inspected and comment on the condition. Note if the condition of the inlet and outlet tees was inspected and comment on the condition.
11. Note if a dosing/lift mechanism (siphon/pump) is utilized and check the condition. This includes lift stations.
    a. Check if the siphon or pump is elevated off the tank floor.
    b. Check if the siphon or pump is working. If not, mark FAIL.
    c. Note if a high water alarm float is present.
    d. If an alarm float is present, note if the alarm works. If not, mark FAIL.
    e. Mark the type of alarm utilized.
    f. Inspect electrical components to see if they are satisfactory.
    g. Note if the dose/lift station was cleaned out.
12. Check if the treatment area was probed and if excessive moisture, odor and/or effluent were present.
    a. Check if the area of the system is properly graded and not subject to serious erosion such as channeling or gullying. No portion of the system should be uncovered or exposed.
    b. Mark Yes if the system is located in a corral, under a driveway, parking lot, structure, or otherwise subject to compaction. If not mark No.
    c. Note if there is any indication of previous failure such as excessive growth in leach field area, dark organic deposits, erosion, etc.
    d. Note if any visible seepage of effluent is present on the absorption field. If noted, mark YES.
    e. Mark No if the area of the system is well-vegetated with natural grasses, weeds and flowers, with only an occasional small shrub. If the area is heavily vegetated with shrubs and/or trees to the extent where it will allow root infiltration into the system, mark Yes.
    f. Note if, when probing the system, or observing monitor ports, if the system area contains heavy saturation in the gravel or media area. This is an indication of a slowly draining field or a field that is within the groundwater.
    g. Note if effluent is being distributed evenly in the system area. This will not always be obvious so mark unknown if this is the case.
    h. Note Yes if snow cover is present to the extent that it limits the inspector's ability to properly evaluated the system.
    i. Note if irrigation is present on the field such as water sprinklers.
13. Note the distance from any potable water well to the closest edge of the system area measured in lineal feet.
14. Note inspection results as acceptable or unacceptable. Note if repairs to the OWS are required and explain the repairs required, if an entire system replacement is required or if further exploratory work is required.

SECTION IV. SKETCH OF THE SYSTEM

Make an accurate sketch of the entire system(or attach As-built if available and accurate). Include structure, sewer, septic tank(s), lift station, and soil treatment area. Include setback locations for surface water and potable water wells if in vicinity.