

# EXAMPLE ONE YEAR AND REGULAR OPERATIONAL INSPECTION FORM

Permit Number \_\_\_\_\_ Date of Inspection \_\_\_\_\_

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

Homeowner: \_\_\_\_\_ Township: \_\_\_\_\_

Reason for the inspection: \_\_\_\_\_

Weather Conditions \_\_\_\_\_ Ground Conditions \_\_\_\_\_

Clear/ Rain/ Cloudy/ Snow

Dry/ Wet/ Damp/ Frozen

Inspection date \_\_\_\_\_

Registered Sanitarian Signature

Reinspection Date \_\_\_\_\_

Registered Sanitarian Signature

Y N na


An operational permit has been issued by the board of health for this STS

All portions of the system meet the required horizontal isolation distances

MEASURED DISTANCE

STS Component

Dwelling

\_\_\_\_\_

\_\_\_\_\_

Other Buildings

\_\_\_\_\_

\_\_\_\_\_

Driveway

\_\_\_\_\_

\_\_\_\_\_

Property Line

\_\_\_\_\_

\_\_\_\_\_

Private Water Source

\_\_\_\_\_

\_\_\_\_\_

Public Water Source

\_\_\_\_\_

\_\_\_\_\_

Water Line

\_\_\_\_\_

\_\_\_\_\_

Body of Water

\_\_\_\_\_

\_\_\_\_\_

**Complete an inspection sheet for each portion of the STS as applicable.**

Y N na


Primary Treatment

Dosing Tank

Subsurface Drainage

NPDES Discharging

Leaching Trenches

Sand Mound

Sand Mound utilizing pretreatment with a service contract

A copy of the most recent service contract inspection is attached.

Drip Distribution

A copy of the most recent service contract inspection is attached.

Drip Distribution

A copy of the most recent service contract inspection is attached.

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[illegible]

Effluent filter is clean and accessible.  
Baffle(s) is in place and in fair condition  
Riser lids are secure, serviceable, and there are no signs of surface water infiltration.  
Risers extend above grade and there are no signs of surface water infiltration  
Tank contents were measured. Scum Depth\_\_\_\_\_ (in.) Sludge Depth\_\_\_\_\_ (in.)  
Recommend pumping of the tank. Within \_\_\_\_\_ months  
No signs of infiltration of clear water from the dwelling or surface water into the spt tank.

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Service contract in place and a copy of the most recent inspection is attached.  
A service contract is not required.

Notes about the general condition and operation of the pretreatment component are listed below.  
The homeowner has been made aware that pretreatment components require regular maintenance.  
The homeowner was provided with a list of licenced service providers certified to perform regular maintenance on the component.

## This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

EXAMPLE ONE YEAR AND REGULAR OPERATIONAL INSPECTION FORM  
DOSING TANK

Y N na


☐ DOSING TANK

Riser lids are secure, serviceable, and there are no signs of surface water infiltration.  
Risers extend above grade and there are no signs of surface water infiltration  
Tank contents were measured. Scum Depth\_\_\_\_\_(in.) Sludge Depth\_\_\_\_\_(in.)  
Recommend pumping of the tank. Within \_\_\_\_\_months  
No signs of infiltration of clear water from the dwelling or surface water into the tank.  
The pump is operational.  
Pump filter is in place and clean.  
The floats are operational.

**NOTES**


Y N na


☐ DOSING TANK CONTROL PANEL

The control panel is accessible and operational. Type : \_\_\_\_\_  
Timer settings have been recorded and are attached  
There is no evidence of moisture or condensation in the control panel.  
The alarm is operational.  
Electrical wires and connections are tight and in safe condition.

**NOTES**


## EXAMPLE ONE YEAR AND REGULAR OPERATIONAL INSPECTION FORM SUBSURFACE DRAINAGE

Y N na

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### ☐ SUBSURFACE DRAINAGE

Outlet is free flowing. Outlet type: \_\_\_\_\_ Outlet location: \_\_\_\_\_  
gravity, pumped, tile


Animal guard is in place.  
A sample from the drain discharge was collected.

#### **NOTES**

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Y N na


### ☐ SAMPLING PORT/ INSPECTION BOX

The sampling port/ inspection box is accessible.  
No signs of infiltration of clear water from the dwelling or surface water .  
The collected water level is at the appropriate level in the box.

#### **NOTES**

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Y N na


### ☐ LIFT STATION

Riser lids are secure, serviceable, and there are no signs of surface water infiltration.  
Risers extend above grade and there are no signs of surface water infiltration  
The pump is operational.  
The floats are operational.

#### **NOTES**

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Y N na


### ☐ LIFT STATION CONTROL PANEL

The control panel is accessible and operational. Type: \_\_\_\_\_  
There is no evidence of moisture or condensation in the control panel.  
The alarm is operational.

#### **NOTES**

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EXAMPLE ONE YEAR AND REGULAR OPERATIONAL INSPECTION FORM  
DISCHARGING SYSTEM

Y N na


- ☐ **Discharging**
- Discharge to approved outlet.
- Outlet is free flowing.
- Animal guard is installed.
- Piping meets design specifications.
- Effluent is clear and odorless.
- Sample of the effluent was collected.
- Required testing is completed and copies of results are attached (NPDES.)
- OEPA NPDES permit is issued (if applicable.)

NOTES

## EXAMPLE ONE YEAR AND REGULAR OPERATIONAL INSPECTION FORM LEACHING TRENCH

Y N na


### ☐ DISTRIBUTION BOX

The distribution box is accessible.

There are no signs of surface water infiltration.

Flow diversion mechanism is installed. Type: \_\_\_\_\_

The effluent is at the appropriate level in the box.

The odor and color of effluent is normal.

#### **NOTES**

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Y N na


### ☐ DROP BOXES

Drop boxes are accessible.

There are no signs of surface water infiltration.

Flow diversion mechanisms are installed. Type: \_\_\_\_\_

The effluent is at the appropriate level in the box.

The odor and color of effluent is normal.

#### **NOTES**

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Y N na


### ☐ LEACHING AREA

The leaching area is properly graded (discourages ponding of surface water.)

The leaching area is free from traffic, additional construction, and all other forms of disturbance that may affect its function.

There is no indication of landscape changes in the leaching area.

The replacement area has been maintained.

Appropriate vegetative cover is in place over the leaching area.

There is no surfacing of effluent and no indications that surfacing has taken place.

#### **NOTES**

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# EXAMPLE ONE YEAR AND REGULAR OPERATIONAL INSPECTION FORM

## Sand Mound

Y N na


### Sand Mound

The mound area is properly graded (discourages ponding of surface water.)

Mound cover is undisturbed and the appropriate depth.

The mound and down slope area is free from traffic, additional construction, and all other forms of disturbance that may affect its function.

There is no indication of landscape changes in the mound area.

The replacement area has been maintained.

Appropriate vegetative cover is in place over the mound area.

There is no surfacing of effluent and no indications that surfacing has taken place.

No ponding is observed in the inspection ports.

Ponding noted in basal observation ports.

### NOTES

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Y N na


### Pressure Distribution

Lateral lines have been flushed.

Debris noted during flushing. Length of debris \_\_\_\_\_(in.)

Valve box lids are accessible and in good condition.

Valves are accessible and in good condition.

### NOTES

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Y N na


Operating head of each lateral has been measured and compared to the baseline.

Measured operating head is within 20% of baseline records.

Laterals cleaned. Means of cleaning (brushing, jetting, etc.) \_\_\_\_\_

Operating head after cleaning has been measured and compared to the baseline.

### NOTES

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