



Onsite Wastewater Treatment System Maintenance Checklist

Keep this checklist in a folder where you retain your onsite wastewater treatment system records and receipts, to ensure treatment system performance, remind you of timely maintenance, and protect your property values and our environment. Fill out this form in **pencil** as information may change.

System Owner: _____

Site Address: _____

Land Use: ☐ single family residence ☐ multi-family dwelling
☐ non-residential/food or lodging ☐ non-residential/other

Site water source: ☐ private well ☐ public water system

SYSTEM DESCRIPTION

Tank material: ☐ concrete ☐ fiberglass ☐ polyethylene
☐ other: _____

Design flow: _____ liters/gallons (*circle one*)

Compartments: _____ Total volume: _____ cubic feet

Access Risers? ☐ yes ☐ no Effluent filter? ☐ yes ☐ no

Additional treatment components? ☐ no ☐ yes (*circle all applicable features*)

single-pass filter or mound recirculating filter

aerobic treatment unit disinfection unit

other: _____

EFFLUENT DISPERSAL

METHOD

(*circle all applicable features*)

distribution box

diversion valve

siphon

pump (to gravity)

pump (pressure dose)

telemetry unit

Electrical Components? ☐ Yes ☐ No

leachfield

leaching bed

graveless trench(es)

seepage pit

at-grade or wetland

irrigation/reuse system

Other: _____

100% replacement area? ☐ yes ☐ no

Installer Name/Company: _____

Installer Telephone: _____ Date constructed: _____

Installer Address: _____

Maintenance Contract? ☐ no ☐ yes Expiration date? _____

Operating Permit? ☐ no ☐ yes Expiration date? _____

Local Regulatory Agency: _____

Telephone Number: _____ Staff : _____

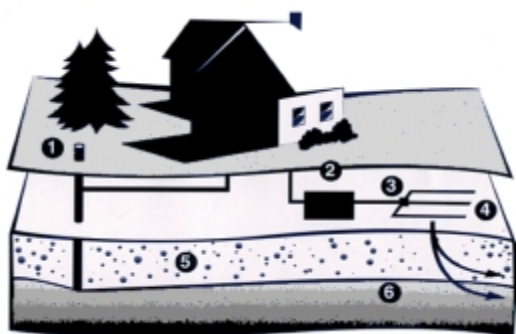
IF SYSTEM FAILS, CALL:

Pumper: _____

Date of Inspection Pumped? yes or no Recommended follow-up/next Inspection date

STORE WITH THIS SHEET:

- ☑ A diagram showing the location of your system and your replacement area in relation to all property structures, property lines and other important features (such as water supply wells and large trees.)
- ☑ Receipts, bids and contracts from all service providers
- ☑ Your operating permit, if one is required from your local regulator
- ☑ Numbers of organizations to contact in an emergency



1. drinking water well
2. septic tank
3. distribution box
4. absorption field
5. soil absorption (unsaturated zone)
6. ground water (saturated zone)

Graphic courtesy National Small Flows Clearinghouse

CARING FOR YOUR SYSTEM

Warning signs:

- Slow-draining toilets, tubs or sinks
- Lush growth or “burnt” growth over dispersal area
- Sewage surfacing over the dispersal area or other parts of the system, or sewage odors in the yard

To Avoid Trouble:

Do have your tank inspected by a professional (licensed) pumper at least once every 3 to 5 years, and have it pumped when the combined solid and scum layer exceed half the volume of the first compartment of the septic tank.

Do keep all your wastewater treatment system records.

Do practice water conservation. Understand your design flow and try not to exceed it. For example, avoid laundry during and immediately after large parties.

Do divert roof drains and surface water from driveways and hillsides away from the system. Keep sump pumps and house footing drains away from the system as well.

Don’t allow anyone to pave, build, drive or park over any part of the system. The area over the dispersal area and the replacement area should be left undisturbed with natural ground cover.

Don’t use commercial septic tank additives. Most of them are not helpful and some of them may endanger you or the environment. Human waste contains the organisms needed by onsite wastewater treatment systems to break down and treat waste.

Never use a toilet as a trash can. Onsite wastewater treatment systems are designed to treat waterborne sewage, not cigarette butts, household chemicals and paints, nor any paper products other than toilet paper.

For general assistance with onsite wastewater treatment systems, contact your local environmental health agency, building department, or the National Small Flows Clearinghouse, at (800) 624-8301, or see their website: www.nesc.wvu.edu/nsfc/. Information also available from EPA’s Safe Drinking Water Act Hotline at (800) 426-4791, or see their website: www.epa.gov/owm/mtb/decent.

In California, for regulations, training and technical assistance, please see also the following organizations:

CalEPA/State Water Resources Control Board
California Environmental Health Association & CCDEH
California Onsite Wastewater Association
California Rural Water Association
California Wastewater Training and Research Center, CSU-Chico
Office of Water Programs, Sacramento State University
Rural Community Assistance Corporation

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