

Environmental Health Services Division

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MEMORANDUM

August 4, 2000

TO: All licensed Septic System Designers/P.E.'s

FROM: Mark Allen, Health and Environmental Investigator III

SUBJECT: Updating the inspection protocol

An update to the current inspection protocol will be in effect starting August 21, 2000. Reason: Changes to the current protocol are being done in order to simplify the system.

Section A: The following protocol will be used for PT/Final inspections

1. Designer notifies Health Department (HD) by phone of date and time of PT (3 day advance notice is required) Notice to the HD must be made prior to 8:30 a.m. of any given work day to count as one full days notice.
2. Clerical assigns a tracking number to the notice.
3. Should HD not show within 15 minutes of the scheduled PT time the Industry runs the PT and leaves the following information with the permit:
 - o Draw down in inches per min
 - o Total dynamic head
 - o Timer settings
4. Should the PT fail the designer notifies the HD the same day.
5. If the PT is successful, the next workday, following the scheduled PT automatically starts the 3-day clock (3 full working days must be provided before the system can be covered). Additional notice to the HD is not required unless the system fails the PT.
6. Designer submits completed OSS Demonstration Report with Asbuilt documents.

Section B: After you run the PT, make sure the following details are in order

1. Enough water in the system to allow the system to be tested by the HD.
2. Access to the system is provided.
3. Power to the system must be left "ON" or access to the power source with directions must be provided so that the HD may energize the system.
4. The permit is to be on-site with the information demonstrating that you have tested the system (see Section A, item 3 above).

Note: You will no longer need to notify the HD a second time by faxing us the OSS Demonstration Report, however you will need to allow us the time to inspect the system. The OSS Demonstration Report is still required at the time of the Asbuilt submission. Should the system be covered prior to our inspection with the 3 working days not having been observed the requirement will be to uncover parts of the OSS and retest the system with the addition of a \$50.00 reinspection fee.