



On-Site Sewage System Inspection Form Application Guide & Instructions

Homeowners and Wastewater Inspectors completing inspections of on-site sewage systems will need to complete and submit an On-site Sewage System Inspection form. The Inspection form will be reviewed for completeness and entered into the department's database. This application guide and instruction sheet is intended to aid both the homeowner and Wastewater Inspector in providing complete inspection information. Listed below are instructions and specific inspection information for the various on-site septic systems. The Inspection form is attached.

Instructions:

1. Obtain septic records and identify the type of septic system serving the property.
2. Complete Property Information, Owner Information and General Information on the Inspection form.
3. Identify appropriate checklist below and complete all required Inspection Information on the form.
4. Sign & Date Inspection form.
5. Submit completed inspection form to San Juan County Health & Community Services

I. Gravity Distribution Systems:

In addition to completing the Property, Owner and General Information Sections, please complete the following sections under the Inspection Information:

- 1) Septic Tank
- 3) Drainfield

Please note that if the system includes an effluent filter or baffle screen the filter/screen **must** be removed, inspected and cleaned. In addition, if the system utilizes a distribution box, it is highly recommended that the box be located and inspected for equal distribution.

II. Pressure Distribution (This includes systems that utilize a pump **or** siphon to pressurize the drainfield):

In addition to completing the Property, Owner and General Information Sections please complete the following sections under the Inspection Information:

- 1) Septic Tank
- 2) Pump Vault
- 3) Drainfield
- 4) Pressure Distribution

Please note that if the system includes an effluent filter, baffle screen, and/or pump chamber screen the filter/screen **must** be removed, inspected and cleaned. In addition, if the drainfield laterals are equipped with clean-outs then the distribution lines **must** be flushed. Finally, it is strongly recommended that the pressure head be measured to insure equal distribution.

III. Sand Filter Systems – Gravity Distribution from Sand Filter

In addition to completing the Property, Owner and General Information Sections please complete the following sections under the Inspection Information:

- 1) Septic Tank
- 2) Pump Vault
- 3) Drainfield
- 5) Sand Filter

Please note that if the system includes an effluent filter, baffle screen, and/or pump chamber screen the filter/screen **must** be removed, inspected and cleaned. If the sand filter laterals are equipped with clean-outs then the laterals **must** be flushed. In addition, it is strongly recommended that the pressure head be measured to insure equal distribution. Finally, if the drainfield following the sand filter utilizes a distribution box, it is highly recommended that the box be located and inspected for equal distribution.

IV. Sand Filter Systems – Pressure Distribution from Sand Filter

In addition to completing the Property, Owner and General Information Sections please complete the following sections under the Inspection Information:

- 1) Septic Tank
- 2) Pump Vault
- 3) Drainfield
- 4) Pressure Distribution
- 5) Sand Filter

Please note that if the system includes an effluent filter, baffle screen, and/or pump chamber screen the filter/screen **must** be removed, inspected and cleaned. If the sand filter laterals are equipped with clean-outs then the laterals **must** be flushed. In addition, it is strongly recommended that the pressure head in the sand filter be measured to insure equal distribution. In addition, if the drainfield laterals are equipped with clean-outs then the distribution lines **must** be flushed. Finally, it is strongly recommended that the pressure head be measured to insure equal distribution.

V. Mound Systems

In addition to completing the Property, Owner and General Information Sections, please complete the following sections under the Inspection Information:

- 1) Septic Tank
- 2) Pump Vault
- 3) Drainfield
- 4) Pressure Distribution
- 5) Sand Filter (if equipped)
- 6) Mound

Please note that if the system includes an effluent filter, baffle screen, and/or pump chamber screen the filter/screen **must** be removed, inspected and cleaned. In addition, if the laterals are equipped with clean-outs then the distribution lines **must** be flushed. Finally, it is strongly recommended that the pressure head be measured to insure equal distribution.

VI. Aerobic Systems

Aerobic treatment systems must be inspected by a licensed wastewater inspector. However, homeowners that have been trained and certified by the manufacturer or their designee may inspect their own systems (certification must be submitted with report).