Alternative Sewage System Operation and Maintenance Report

System Owner Name: _____ Maintenance Date:_____
System Address: _____

Maintenance Provider Name: _____ E-mail or Phone #:_____
Maintenance Provider Address:_____

Filter Treatment Unit: ____ Sand filter, ____ Peat filter, ____Eljen filter, ____Advantex filter
Aerobic Treatment Unit: ___Norweco, ____White Knight, ____Croma Glass, ____Sludgehammer, ___Whitewater, ____Clearstream, ____Biomicrobics Fast ATU

Observations and Maintenance Performed: **Indicates complete or good condition** ✓

Indicates not complete or not in good condition ✗

Septic Tank and Dose Tank

- ☐ Assess the operating condition of septic tank at least once a year
- ☐ Sludge is less than 1/3 tank volume
- ☐ Sludge is more than 1/3 the tank volume, the contents must be removed by a licensed septage hauler
- ☐ Inspect and clean effluent filters at least once a year
- ☐ Test operation of alarms and pumps to verify proper operation
- ☐ Risers, joints and covers shall be inspected for water tightness, soundness, and security

Control Panels

- ☐ Check connections or wires for signs of deterioration of wires/connectors
- ☐ Check alarm audio/visual for proper working condition
- ☐ Check occupancy of unit (not to exceed design flow)
- ☐ Record motor run amps and voltage(s) on field
- ☐ Verify programmable timer settings are correct

Aeration Treatment Unit (If Applicable)

- ☐ Test operation of alarms and aerator to verify operation
- ☐ Clean filter on aerator
- ☐ Repair or replace aerator
- ☐ Break up scum in clarifier
- ☐ Pump sludge from aerator tank
- ☐ Pump sludge from trash trap
- ☐ Check aerator diffusers
- ☐ Check surge control weir

Sand Filter (If Applicable)

- ☐ Observation of sand media checked for any signs of effluent ponding.
- ☐ Observation pipes within sand filter shall be checked for effluent ponding.
- ☐ Lateral with turn-ups or flushing devices should be flushed of solids at least once yearly or more often if necessary.
- ☐ Check orifices and orifice shields for plugging. If plugging is found, orifices must be cleaned and the laterals flushed through the turn-ups/flush valves.

- ☐ Flushing results should be compared to the initial test conducted when the system was installed.
- ☐ Inspections shall be performed in accordance to the sand filter manual and component manuals.

Peat Filter (If Applicable)

- ☐ Record the condition of the peat.
- ☐ Examine peat for insect or pest infiltration.
- ☐ Check for evidence of continuous ponding on media surface.
- ☐ Confirm distribution grid is level.
- ☐ Confirm that the ventilation holes around the top of the module are free from obstruction.

Mound Absorption System and (if Applicable) Eljen Absorption System

- ☐ Observation pipes within the dispersal cell checked for effluent ponding
- ☐ Lateral with turn-ups or flushing devices shall be flushed of solids as needed
- ☐ Flushing results should be compared to the initial test conducted when the system was installed
- ☐ Check the absorption area for surface ponding
- ☐ Evidence of surface discharge
- ☐ Grass cover adequate, no brush or trees growing on absorption field

General

- ☐ System owner interviewed - person interviewed: _____
- ☐ System repairs since last inspection? _____
- ☐ System used seasonally or year round?_____
- ☐ Number of occupants?_____

Maintenance Provider's Comments and Recommendations:

- ☐ This system should be operated and maintained in accordance to the component manuals. This should maintain the system in good operating condition. All repairs or changes in operation should be logged for future evaluation of the system.
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ Maintenance Provider Signature: _____ Date:_____