

# Subsurface Sewage Treatment System Management Plan

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

---

This management plan will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic service provider.

System Designer: check every \_\_\_\_\_ months.

Local Government: check every \_\_\_\_\_ months.

State Requirement: check every \_\_\_\_\_ 36 \_\_\_\_\_ months.

**My System needs to be checked  
every \_\_\_\_\_ months.**

## Homeowner Management Tasks

*Leaks* - Check (look, listen) for leaks in toilets and dripping faucets. Repair leaks promptly.

*Surfacing sewage* - Regularly check for wet or spongy soil around your soil treatment area.

*Effluent filter* - *Inspect and clean twice a year or more.*

*Alarms* - Alarm signals when there is a problem. Contact a service provider any time an alarm signals.

*Event counter or water meter* - Record your water use.

-recommend meter readings be conducted (*choose one*: Daily    Monthly    Yearly)

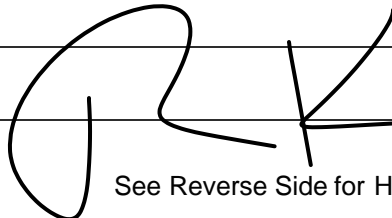
## Professional Management Tasks

- € Check to make sure tank is not leaking
- € Check and clean the in-tank effluent filter
- € Check the sludge/scum layer levels in all septic tanks
- € Recommend if tank should be pumped
- € Check inlet and outlet baffles
- € Check the drainfield effluent levels in the rock layer
- € Check the pump and alarm system functions
- € Check wiring for corrosion and function
- € Check dissolved oxygen and effluent temperature in tank
- € Provide homeowner with list of results and any action to be taken
- € Flush and clean laterals if cleanouts exist

"I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in the Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."

Property Owner Name: \_\_\_\_\_

Designer Signature: \_\_\_\_\_



See Reverse Side for Home Owner Management Log

## Home Owner Maintenance Log

Activity	Date Accomplished							
<i>Check frequently:</i>								
Leaks: check for plumbing leaks								
Soil treatment area check for surfacing								
Lint filter: check, clean if needed								
Effluent screen: if owner-maintained								
Water usage rate (monitor frequency )								
<i>Check annually:</i>								
Caps: inspect, replace if needed								
Sludge & Scum/Pump								
Inlet & Outlet baffles								
Drainfield effluent leaks								
Pump, alarm, wiring								
Flush & clean laterals if cleanouts exists								
Other:								
Other:								

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mitigation/corrective action plan:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_