

EVALUATION CRITERIA FOR INSPECTING  
INDIVIDUAL SEWAGE DISPOSAL SYSTEMS

This form provides information for licensed or certified inspectors on conducting an inspection of an individual sewage disposal system for a use permit. Please fill out pages 1-2 utilizing the following instructions and inspection criteria.

**SYSTEM COMPONENTS**

To be approved, an individual sewage disposal system must have a primary treatment unit of some kind and an evaporation system of some kind, or it must be a sealed vault. If the system consists of a pit or vaulted privy, the applicant must use FORM 800.

<u>Primary Treatment Unit</u>	(also requires <b>FORM 702</b> )
Mark type of primary treatment unit, if applicable.	Otherwise, mark <b>NA</b>
<u>Secondary Treatment Unit</u>	(also requires <b>FORM 702</b> and <b>FORM 703</b> )
Mark type of secondary treatment unit, if applicable.	Otherwise, mark <b>NA</b>
<u>Absorption / Evaporation system</u>	
Mark type of system, if applicable.	Otherwise, mark <b>NA</b>
<u>Alternate System</u>	
Mark type of alternate system, if applicable.	Otherwise, mark <b>NA</b>
<u>Other Components</u>	
Mark type of other components, if applicable.	Otherwise, mark <b>NA</b>

**SITE, WEATHER AND OCCUPANCY CONDITIONS**Erosion?

Mark **PASS** if the area of the system is properly graded and not subject to serious erosion such as severe channeling or gulying. No portion of the system must be uncovered or exposed. Any other condition must be marked **FAIL**.

Improper discharges?

Mark **PASS** if, except for lines from water softeners, swamp coolers, etc., there are no secondary surface wastewater discharge points such as gray water lines, washing machine lines, "straight pipes" etc. If any of these are present, mark **FAIL**.

Improper vegetative cover?

Mark **NO** if the area of the system is well-vegetated with grasses, weeds and wildflowers, with only an occasional small shrub. If the area is heavily vegetated with shrubs and / or trees to the extent that it may allow root infiltration into the system, mark **YES**.

Subject to compaction?

Mark **NO** if the system components are not located in a corral, under a driveway or other structure, or otherwise subject to compaction. If this condition is noted, mark **YES**.

Snow cover?

Mark **NO** if snow cover is not present to the extent that it would limit the inspector's ability to properly evaluate the system. If this is not the case, mark **YES**.

## EVALUATION CRITERIA - Page 2

### Property vacant?

Mark **NO** if the property is occupied. If the property is either permanently vacant or temporarily vacant for more than one week on the date the inspection is performed, mark **YES**.

## ABSORPTION / EVAPORATION SYSTEMS

### Visible Components

#### Vent / observation pipe

Mark **PASS** if the vent and / or observation pipes are in good repair and capped or inverted. Any other condition must be marked **FAIL**. If either pipe was not part of the original installation or has been buried and is not visible above grade, mark **NP** (not present).

#### D-box / valve box

Mark **PASS** if the box has a suitable lid of weather-resistant material and is accessible and in good condition. Valves must operate and be clearly marked. Any other condition must be marked **FAIL**. If such a box was not a part of the original installation mark **NP**.

### Operational Status

#### Sewage surfacing?

Mark **PASS** if there is no standing or ponded effluent or leakage on the surface of the ground, or ice build-up during the winter and there are no effluent leaks from the vent or observation pipes. If these conditions are observed, mark **FAIL**.

*NOTE: to inspect a snow-covered system, dig to the ground surface in at least 3 locations in the area of the absorption or evaporation bed to determine if standing ice/water is present. You should also check the **YES** under "snow cover?" above.*

#### Evidence of Past surfacing?

Mark **NO** if there is no evidence of any past discharge of effluent from any component, such as soil or vegetation staining, paper or other debris, etc. If this is observed, mark **YES**

#### Surface Dampness?

Mark **NO** if there is no soggy or dampness of the ground surface over any portion of the system (except when caused by snow or rain). Otherwise mark **YES**.

#### Excessive Odors?

Mark **NO** if there is no more than a faint wastewater odor in the area of the system. If strong odors are observed, mark **YES**.

#### Liquid in obs. / vent pipe?

Standing effluent more than 1" deep may indicate saturation conditions in the absorption system. If the liquid depth is less than 1", mark **NONE**, otherwise, show liquid depth in inches.

## ALTERNATE SYSTEMS (if not applicable, check NA)

### Functioning?

- *For a chemical toilet: Mark **PASS** if the unit is free of leakage or damage, with no build-up of excreta or other waste material in the holding tank.*
- *For a composting toilet: Mark **PASS** if the unit is functional and free of damage; a ventilation fan, if supplied, must be functioning; and there must be no excess liquid in the composing chamber.*

### EVALUATION CRITERIA - Page 3

- *For an incineration toilet: Mark **PASS** if the unit operates properly when used. Materials in the toilet must be completely incinerated during the burn cycle. Any vents, gas lines and valves, or electrical connections must be properly connected and functional.*
- *For surface discharge: Mark **PASS** if the unit is equipped with a contact-type chlorinator in good condition, providing a detectable chlorine level of at least 1.0 ppm. in the wastewater discharge. The discharge may not flow off-site.*

Any other condition must be marked **FAIL**.

#### Excessive Odors?

- *For a chemical toilet: Mark **NO** if the unit does not generate waste odors, with the exception of disinfectant odors from the receiving liquid.*
- *For a composting toilet: Mark **NO** if the unit does not generate any odors detectable inside the enclosure.*
- *For an incineration toilet: Mark **NO** if the unit does not generate odors other than a faint 'combustion' smell when in operation.*
- *For surface discharge: Mark **NO** if the system does not generate more than faint wastewater odors.*

Any other condition must be marked **YES**.

### ELECTRIC LIFT / PUMP STATION (if not applicable, mark NA)

#### Lids

Mark **PASS** if the tank is equipped with a close-fitting lid(s) of the same materials as the tank or other durable, weather-resistant material, in good condition and repair, with or without handles. Any other condition must be marked **FAIL**.

#### Tank integrity

Mark **PASS** if visible portions of the interior and exterior of the tank are in good repair, the materials are not weathered or seriously cracked, no re-bar can be seen in concrete tanks, and caulking materials are in good condition. Any other condition must be marked **FAIL**.

#### Pump and controls

Mark **PASS** if the lift pump and wastewater lines are functional and in good repair, without leaks or damage. The wiring, junction boxes, alarms and controls are operational and in good repair with no exposed (bare) wires. Any other conditions must be marked **FAIL**.

### MINOR REPAIRS MADE TO SYSTEM

If you made any minor repairs to any components of the individual sewage disposal system during or after your inspection (other than repairs to the tank, which are noted on FORM 702, or the aeration system, which are on FORM 703), please check the box that corresponds most closely to the work that was done. If **NO** work was necessary, mark **NONE MADE**.



