

# Sewage tank maintenance reporting form

## Subsurface Sewage Treatment Systems (SSTS) Program

*Doc Type: Compliance and Enforcement*

**Purpose:** Management and maintenance of Subsurface Sewage Treatment Systems (SSTS) are important to ensure resource protection and long-term and cost-effective sewage treatment. Completion of this form complies with the sewage tank maintenance requirements under Minn. R. 7080.2450 and 7082.0600. This form *may* be used to certify the compliance status of the sewage tank components of the SSTS. **This form is not a complete SSTS inspection report, only a tank integrity assessment, and may only certify sewage tank compliance status when entirely completed and signed on page 3 by a qualified professional.**

**Instructions:** A copy of this information must be submitted to the system owner within 30 days of the maintenance date and be maintained by the licensed SSTS maintainer business for a period of five (5) years from the maintenance date. Maintenance reporting to the local unit of government *may* be required by local ordinance. Check with your local SSTS program for maintenance reporting protocol. **Page 3 is optional and not required to be completed on routine maintenance events.**

### Secure maintenance hole covers

**All maintenance hole covers must be returned to service in a sound and durable condition and be capable of withstanding the anticipated load.**

Covers must be re-secured in accordance with Minn. R. 7080.2450, subp. 3, Items C or D:

- a) Covers installed under local ordinances adopted after February 4, 2008 must be locked, bolted or screwed or must be 95 pounds in weight. They must be made of material suitable for outdoor use, resistant to ultraviolet degradation and leaks, and not susceptible to being slid or flipped. They must have a label warning of hazardous conditions inside the tank. All screw openings must be refastened.
- b) Covers installed under local ordinances adopted before February 4, 2008 must either be buried with at least 12 inches of soil cover or be secured according to the local ordinance in effect before February 4, 2008.
- c) Covers must meet item 'a' above when raised to the ground surface or less than 12 inches from the ground surface.

### Reporting information

**Date of maintenance (mm/dd/yyyy):** \_\_\_\_\_ **Reason for maintenance:** \_\_\_\_\_

Property address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Property owner's name: \_\_\_\_\_

Property-owner's address (if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

1. **Did you measure the accumulation of scum and sludge?**  Yes  No (tank(s) pumped without measuring)

Tank (check if present)	Scum	Sludge	Operating depth	Percent full
<input type="checkbox"/> Septic/holding tank #1				
<input type="checkbox"/> Septic/holding tank #2				
<input type="checkbox"/> Pretreatment tank				
<input type="checkbox"/> Pump tank				

2. **Access used to remove septage:**  Maintenance hole  Other (Unless a holding tank, go to #4 below)

3. **If the maintenance hole was used, were all covers secured in place?**  Yes  No If no, *please explain below:*

4. **If the owner refuses to allow a Subsurface Sewage Treatment System (SSTS) to be pumped through the maintenance hole, have them complete and sign the following statement.**

I, \_\_\_\_\_, refuse to allow the removal of the solids and liquids through the maintenance  
*(Print owner's name)*

hole. I understand that removal of solids and liquids through other access points is not considered a compliant method of solids removal and does not fulfill the solids removal requirements of Minn. R. 7080.2450 and 7082.0600.

**By typing/signing my name below,** I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Owner's signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Property address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_

Parcel ID: \_\_\_\_\_  
 Zip code: \_\_\_\_\_

**5. Is the tank designed as a leaky tank? (Example: seepage pit, cesspool, drywell, leaching pit)**

Tank #1:  Yes  No Verification method used: \_\_\_\_\_  
 Tank #2:  Yes  No Verification method used: \_\_\_\_\_

**6. Is there evidence of the following?**

Tank (check if present)	Tank leaks below the designed operating depth	Tank leaks above the designed operating depth	Maintenance hole cover is damaged, cracked, unsecured, or appears to be structurally unsound
<input type="checkbox"/> Septic/holding Tank #1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Septic/holding Tank #2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pretreatment Tank	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pump Tank	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe detail for any "Yes"			

**7. How many gallons of septage were removed?**

Tank #1: \_\_\_\_\_ Tank #2: \_\_\_\_\_ Pretreatment Tank: \_\_\_\_\_ Pump Tank: \_\_\_\_\_

**8. Where was the septage taken?**  Wastewater treatment facility  Land application  Other

Explanation (Facility name/Site #): \_\_\_\_\_

**9. Did you identify any operational issues or unsafe conditions while assessing the sewage tanks in this system?**

Yes  No If yes, identify tank and explain:  
 Evidence of non-domestic waste  Baffle(s) condition  Effluent screen condition  
 Maintenance hole and extensions condition  Other conditions (e.g. structural integrity of tank or lid, electrical hazard, etc.)

Explanation: \_\_\_\_\_

**10. List any troubleshooting and minor repairs completed or declined by owner:**

<input type="checkbox"/> Troubleshooting and repairs conducted:	<input type="checkbox"/> Repairs declined by owner:
_____	_____
_____	_____

Additional comments or suggestions for owner's consideration:

**Pumping record**

*I personally conducted the work described above on behalf of a Minnesota-licensed SSTS Maintenance Business, in compliance with Minnesota Rules Chapters 7080 – 7083:*

- As a noncertified individual who has received proper training, daily work review, and periodic observation, or
- As a designated certified individual of the business listed below.

**By typing/signing my name below,** I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

**Company information**

Company name: \_\_\_\_\_  
 Business license number: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Employee's signature: \_\_\_\_\_

**Employee information**

Print name: \_\_\_\_\_  
 Certification number: (if applicable): \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Date (mm/dd/yyyy): \_\_\_\_\_

Property address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_

Parcel ID: \_\_\_\_\_  
Zip code: \_\_\_\_\_

## Optional section: Sewage Tank Compliance Certification (Tank integrity assessment)

This form does not represent a complete system inspection report and only certifies sewage tank compliance status. i.e., this form, completed, may serve as a tank integrity assessment.

**Instructions:** This section of the form may be completed and signed by a Designated Certified Individual (DCI) of a licensed SSTS Maintenance Business who personally conducts the necessary procedures to assess the compliance status of each sewage tank in the system.

When this section of the form is signed by a qualified certified professional, it becomes *necessary supporting documentation* to an Existing System Compliance Inspection Report: [Compliance inspection form - Existing system \(wq-wwists4-31b\)](#). This form can be found on the MPCA website at <https://www.pca.state.mn.us/water/service-and-maintenance>.

The information and certified statement on this form is **required** when existing septic tank compliance status is determined by an individual other than the SSTS Inspector that submits an inspection report. This form represents a third party assessment of SSTS component compliance and is allowable under Minn. R. 7082.0700, subp. 4 Item (B) subitem (1). This form is valid for a period of three years beyond the signature date on this form unless a new evaluation is requested by the owner or owner's agent or is required according to local regulations. Additional Administrative Rule references for this activity can be found at Minn. R. 7082.0700, subp. 4 Items B, C, and D; 7083.0730 Item C.

**Pages 1 and 2 are not required to accompany this form when the optional third page is completed and used to certify sewage tank compliance status.**

### System status

System status on date (mm/dd/yyyy): \_\_\_\_\_

Certificate of sewage tank compliance

Notice of sewage tank non-compliance

#### Compliance criteria:

The SSTS has a seepage pit, cesspool, drywell, leaching pit, or other pit - "Failure to Protect Groundwater."

Yes\*  No

The SSTS has a sewage tank that leaks below the designed operating depth - "Failure to Protect Groundwater."

Yes\*  No

The SSTS presents a threat to public safety by reason of structurally unsound (damaged, cracked, or weak) maintenance hole cover(s) or lids or any other unsafe condition - "Imminent Threat to Public Health or Safety."

Yes\*  No

**Any "yes" answer above indicates sewage tank non-compliance.**

#### Company information

Company name: \_\_\_\_\_

Business license number: \_\_\_\_\_

#### Designated Certified Individual (DCI) information

Print name: \_\_\_\_\_

Certification number: \_\_\_\_\_

*I personally conducted the work described above as a Designated Certified Individual of a Minnesota-licensed SSTS Maintenance Business. I personally conducted the necessary procedures to assess the compliance status of each sewage tank in this SSTS.*

**By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.**

Designated Certified Individual's signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_