



Shelby City Health Department Operation and Maintenance Inspection Checklist



Only for septic tanks with subsurface sand filters or leaching tile fields

Homeowner Name	Homeowner Address	City	State	Zip
Homeowner Phone Number	Address of STS	City Shelby	State OH	Zip 44875
Inspector's Name	Service Provider Registration #	Date of Inspection	Company Phone Number	
Name of Company	Address of Company	City	State	Zip

Sewer line, septic tank, subsurface sand filter, and/or leaching tile field

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All wastewater is directed into the sewage treatment system including laundry water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. No water from the roof, foundation, clear water sump, swimming pool, or other sources of water other than wastewater is directed into the sewage treatment system
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Water is not backing up into the house and drains flow freely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Risers are on the septic tank over the inlet and outlet and are at or above ground level
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Risers appear to be water tight with no signs of leakage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Lids are on the septic tank risers, intact, and at least 50 lbs. or secured by mechanical means
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Septic Tank appears to be maintained water tight. Scum layer not above the inlet. No Sign of overflow (toilet paper on lid or walls above inlet level)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Septic tank appears to be maintained water tight. No signs of leaking (lower level than outlet baffle)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Inlet and outlet baffles are in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Scum layer depth is no more than 6". Scum layer thickness: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Slug layer depth is no more than 12". Slug layer thickness: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Sewage treatment system has a diverter box
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Diverter box is at or a above ground level
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Diverter box lid is in tack
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Diverter device is in place
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Free of odors, pooling, mushy, swampy or very green grass over drainfield (a.k.a. leaching tile field). If sewage is surfacing, record the location in comments.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Free of a sewage nuisance that could possibly be from this sewage treatment system. If a sewage nuisance is identified, record the location in comments.

Outlet from subsurface sand filter, curtain drain, and/ or perimeter drain

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. A sample port is in place when the sewage treatment system has an outlet and the outlet is not on property. (Outlet from a subsurface sand filter or outlet from a curtain drain)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. The effluent from the discharging sewage treatment system appears to be adequately treated (effluent is clear and with only slight odor)

Comments or corrective actions needed or taken: _____

Signature of Inspector: _____

Instructions

This form is only to be used for inspections of septic tanks, leaching tile fields, and subsurface sand filters in the Shelby City Health District.

Complete the section for STS, homeowner, and company information.

Safety instructions:

- Always inspect with another person present for safety, assistance and to aid with checklist
- Keep your head outside of tank. The fumes from septic tanks are toxic and can overwhelm you.
- Keep tank openings in front of you. Falls may occur when people step backwards into an open tank. Never leave an open tank unattended.
- Avoid touching your face. Raw sewage contains harmful bacteria and viruses. Wear protective clothing, gloves and eyewear at all times. Clean tools and clothing with a bleach/water mix.
- Close and secure lids and wash hands when complete.

Questions 1-20.

1. Inspect the basement to identify wastewater bypasses. Do not walk in the house with dirty shoes. Other wastewater bypasses may be identified.
2. Inspect the basement to identify non-wastewater connections. Do not walk in the house with dirty shoes. Other non-wastewater connections may be identified.
3. Ask homeowner if there is or has been any sewer backups into the house.
4. Risers must be on the inlet and outlet side of the tank and must at least extend to the ground surface.
5. Look into the riser. Look for signs or leaking around the inside edges of the lids or seams in riser extensions. If in doubt, water can be run on the ground around the outside of the riser to see if leaks appear inside.
6. Chips and cracks on the lids are acceptable, but the entire riser opening must be completely covered and the lids must be in one piece. Lids must be at least 50 lbs. or secured by mechanical means against unauthorized access.
7. Check for signs of water leaking into the tank. Look for toilet paper on lid or walls above inlet level.
8. Check for signs of water leaking out of the tank. Check the level of the tank contents to see if it is lower than the outlet pipe.
9. Check for the presents of baffles on the inlet and outlet. Do not stick your head into the tank.
10. Measure the scum layer in the tank and record on the line provided. Measure both the inlet and outlet sides.
11. Measure the slug layer in the tank and record on the line provided. Measure both the inlet and outlet sides.
12. The diverter box is the box after the septic tank that diverts the effluent to one of two leaching fields. Most older STSs will not have a diverter box. If there is no record of the STS on file and a diverter box is not seen mark "NA". If a record of the STS is on file and it shows that there is a diverter box mark "Yes" or "No".
13. If there is no record of the STS on file and a diverter box is not seen mark "NA". If a record of the STS is on file and it shows that there is a diverter box mark "Yes" or "No".
14. If there is no record of the STS on file and a diverter box is not present mark "NA". If a record of the STS is on file and it shows that there is a diverter box mark "Yes" or "No". Chips and cracks on the lids are acceptable, but the entire riser opening must be completely covered and the lids must be in one piece.
15. A diverter devise will usually be an elbow or cap placed on one of the two outlet pipes inside the diverter box. If the diverter devise directs the effluent from the tank to one leaching field mark "Yes". If a diverter devise is not on one pipe mark "NO".
16. Check for sewage coming to the surface of the ground.
17. Check for sewage around the yard and in the ditch, steam, river, or tile at the edge of the property or just beyond the property.
18. If the answer to #17 is "No", a sample port must be in place (for STSs that discharge with a discharge outlet not on the property). A subsurface sand filter will have a discharge pipe. Approved Leaching tile fields (drainfield) do not have discharge pipe, but some leaching tile field have curtain drains around them that collect surface water and directs it away from the leaching field. The curtain drain will have a discharge pipe. Mark "NA" if there is a discharge on the property. Record the location of the discharge in the comment section. Mark "NA" if a sample port is not required. Mark "Yes" or "No" if a sample port is required because there is a discharge off of the property and a sewage nuisance has been identified.
19. Look and smell the discharge. Check if it is gray or black and/or has a strong odor.
20. Record if a sample was taken. A sample is only required for existing STSs if the effluent appears not to be treated adequately. If there is a strong odor or color to the effluent call the Health Department for instructions for sampling.

Comments or corrective actions needed or taken:

- If you made repairs to the STS, record the repair. Example: "Baffles were missing on the front and back of the tank, new baffles were installed."
- If repairs are needed, but not make, record the needed repairs. Example: "Septic tank risers are needed on the front and back of the tank."
- If the tank was pumped after your inspection, record the scum and slug layer thickness before pumping. Then record that the tank was pumped and by whom.

After completing the inspection form, give a copy to the homeowner, keep a copy for your company, and mail a copy to:

Shelby City Health Department
43 West Main Street
Shelby, Ohio 44875

If you have questions, please contact the Shelby City Health Department at 419-342-5226.