B - 10:30 - 12:00

Conventional System Inspection Requirements and Field Standardization

83

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STATE OF FLORIDA
DEPARTMENT OF HEALTH
ONSITE SEWAGE TREATMENT AND DIPOSAL SYSTEM
CONSTRUCTION INSPECTION AND FINAL APPROVAL

PERMIT NO: _____
DATE PAID: _____
FEE PAID: _____
RECEIPT #: _____

APPLICANT: _____

AGENT: _____

PROPERTY ADDRESS: _____

LOT: ____ BLOCK: ____ SUBDIVISION: _____ PROPERTY ID #: _____

CHECKED [X] ITEMS ARE NOT IN COMPLIANCE WITH STATUTE OR RULE AND MUST BE CORRECTED.

TANK INSTALLATION
[ ] [01] TANK SIZE [1]_____ [2]_____
[ ] [02] TANK MATERIAL _____
[ ] [03] OUTLET DEVICE _____
[ ] [04] MULTI-CHAMBERED [Y / N]
[ ] [05] OUTLET FILTER _____
[ ] [06] LEGEND _____
[ ] [07] WATERTIGHT
[ ] [08] LEVEL
[ ] [09] DEPTH TO LID

DRAINFIELD INSTALLATION
[ ] [10] AREA [1]_____ [2]_____SQFT
[ ] [11] DISTRIBUTION BOX _____ HEADER____
[ ] [12] NUMBER OF DRAINLINES _____
[ ] [13] DRAINLINE SEPARATION
[ ] [14] DRAINLINE SLOPE
[ ] [15] DEPTH OF COVER
[ ] [16] ELEVATION [ABOVE/BELOW] BM ____
[ ] [17] SYSTEM LOCATION
[ ] [18] DOSING PUMPS _____
[ ] [19] AGGREGATE SIZE _____
[ ] [20] AGGREGATE EXCESSIVE FINES
[ ] [21] AGGREGATE DEPTH

FILL / EXCAVATION MATERIAL
[ ] [22] FILL AMOUNT
[ ] [23] FILL TEXTURE
[ ] [24] EXCAVATION DEPTH
[ ] [25] AREA REPLACED
[ ] [26] REPLACEMENT MATERIAL

SETBACKS
[ ] [27] SURFACE WATER _____ FT
[ ] [28] DITCHES _____ FT
[ ] [29] PRIVATE WELLS _____ FT
[ ] [30] PUBLIC WELLS _____ FT
[ ] [31] IRRIGATION WELLS _____ FT
[ ] [32] POTABLE WATER LINES _____ FT
[ ] [33] BUILDING FOUNDATION _____ FT
[ ] [34] PROPERTY LINES _____ FT
[ ] [35] OTHER _____ FT

FILLED / MOUND SYSTEM
[ ] [36] DRAINFIELD COVER
[ ] [37] SHOULDERS
[ ] [38] SLOPES
[ ] [39] STABILIZATION _____

ADDITIONAL INFORMATION
[ ] [40] UNRESTRICTED AREA
[ ] [41] STORMWATER RUNOFF
[ ] [42] ALARMS
[ ] [43] MAINTENANCE AGREEMENT
[ ] [44] BUILDING AREA
[ ] [45] LOCATION CONFORMS WITH SITE PLAN
[ ] [46] FINAL SITE GRADING
[ ] [47] CONTRACTOR _____
[ ] [48] OTHER _____

ABANDONMENT
[ ] [49] TANK PUMPED __/__/__
[ ] [50] TANK CRUSHED & FILLED __/__/__

EXPLANATION OF VIOLATIONS / REMARKS:
[ ] _____
[ ] _____
[ ] _____
[ ] _____

CONSTRUCTION [APPROVED/DISAPPROVED]:_____ _____CHD DATE:_____

FINAL SYSTEM [APPROVED/DISAPPROVED]:_____ _____CHD DATE:_____

DH 4016, 08/09 (Obsoletes all previous editions which may not be used)
Incorporated: 64E-6.003, FAC Page 2 of 3

DH4016pg2

OSTDS Construction Inspection and Final Approval.

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Inspections:

- Inspections are required in order to verify that all rule and statute requirements have been addressed.
- The CHD verifies the permit conditions, including items submitted as existing portions the inspector on-site has not physically approved in previous inspections (for example, a recently-covered mound inspected by another CHD employee).

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Conventional System Inspection Requirements:

- Responsibilities and procedures for conventional system inspection:
  - Who can perform an inspection?
  - What tools are needed?
  - The final inspection form and standardized inspection procedures.
  - Examples of items that arise during an inspection, how are deficiencies corrected, and by whom?

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Who can perform an Inspection?

- DOH employees certified per 381.0101, FS.
- Master Septic Tank Contractors registered with the DOH per 64E-6.020, FAC.:
  - Only for System Repairs.
  - Must use form DH4016pg3 – "System Repair Certification."
    - This form is then reviewed by the CHD inspector and used to complete the "Construction Inspection and Final Approval" form (DH4016pg2).

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Conventional System Inspection Requirements:

- Responsibilities and procedures for conventional system inspection:
  - Who can perform an inspection?
  - What tools are needed?
  - The final inspection form and standardized inspection procedures.
  - Examples of items that arise during an inspection, how are deficiencies corrected, and by whom?

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Tools Required:

- At minimum, the following tools are required in order to properly conduct a standard system inspection:
  - Six–foot Auger
  - Water Bottle (with water)
  - 100-foot or longer measuring tape
  - Sharpshooter Shovel
  - Insulated Probing Rod
  - Laser Level or Surveyor's Level with Stadia Rod
  - Soil Survey of the County
  - Munsell Soil Color Book
  - 25-ft x 1-inch stainless steel and self-locking measuring tape

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Conventional System Inspection Requirements:

- Responsibilities and procedures for conventional system inspection:
  - Who can perform an inspection?
  - What tools are needed?
  - The final inspection form and standardized inspection procedures.
  - Examples of items that arise during an inspection, how are deficiencies corrected, and by whom?

90

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TANK INSTALLATION

[ ] [01] TANK SIZE [1]_____ [2]_____
[ ] [02] TANK MATERIAL _____
[ ] [03] OUTLET DEVICE
[ ] [04] MULTI-CHAMBERED [Y / N]
[ ] [05] OUTLET FILTER _____
[ ] [06] LEGEND _____
[ ] [07] WATERTIGHT
[ ] [08] LEVEL
[ ] [09] DEPTH TO LID

DH4016pg2

Tank Installation

Items [01] – [09]

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On Form DH4016pg2

TANK INSTALLATION

[ ] [01] TANK SIZE [1]_____ [2]_____
[ ] [02] TANK MATERIAL _____
[ ] [03] OUTLET DEVICE
[ ] [04] MULTI-CHAMBERED [Y / N]
[ ] [05] OUTLET FILTER _____
[ ] [06] LEGEND _____
[ ] [07] WATERTIGHT
[ ] [08] LEVEL
[ ] [09] DEPTH TO LID

- [01] Tank Size:
  - From the tank Legend.
- [02] Tank Material:
  - Visually Determined.
- [03] Outlet Device:
  - Verified at outlet end of tank.
- [04] Multi-Chambered [Y/N]:
  - Ensure compliance with 2/3 – 1/5 rule for chamber sizing and total required capacity.
  - Alternative is tanks in series.
- [05] Outlet Filter:
  - Physically remove, inspect, record make and model – verify sizing.
- [06] Legend:
  - Record to verify tank size.
- [07] Watertight:
  - Ensure proper sealing and construction.
- [08] Level:
  - Ensure level from end to end and side-to side within 0.5” with no pitch upwards. Use floor of tank.
- [09] Depth to Lid:
  - Ensure access will be within 8” of final grade and maximum cover will not exceed tank category.

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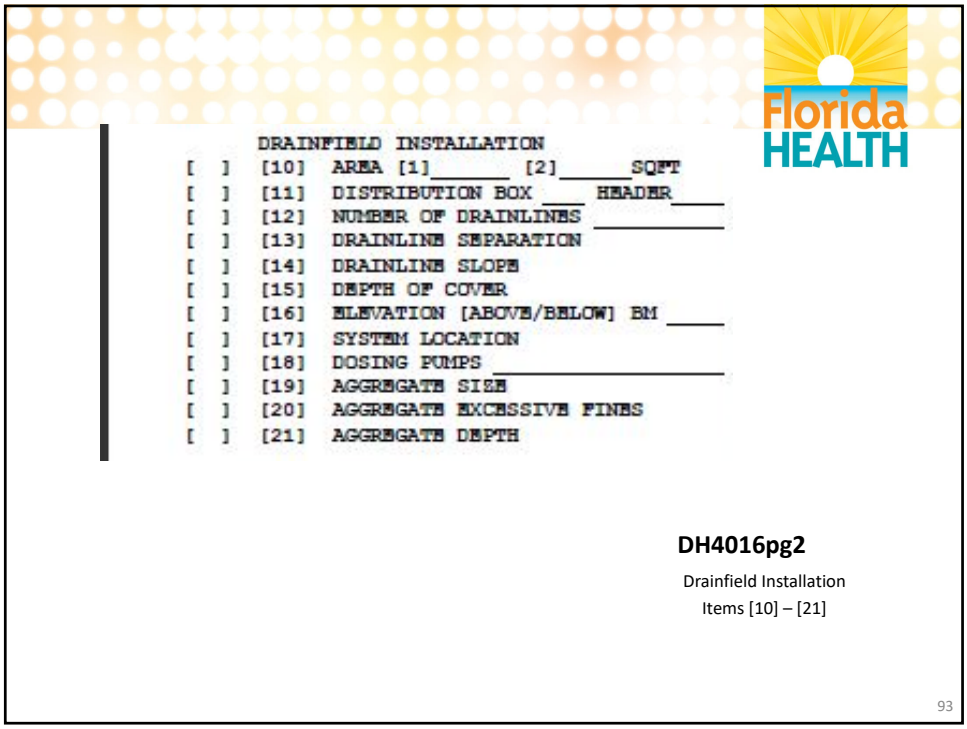

DH4016pg2

Drainfield Installation
Items [10] – [21]

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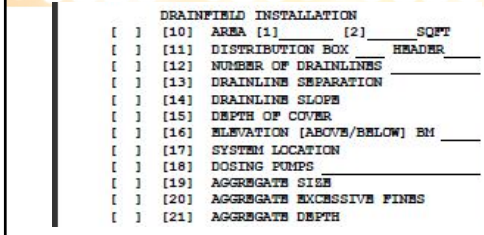
On Form DH4016pg2



- [10] Area:
  - Length & Width of aggregate drainfields.
  - Total amount of drainfield present.
- [11] Distribution Box or Header:
  - Visually Determine. Verify Level & Equal Distribution.
- [12] Number of Drainlines:
  - Count, record, & ensure equal length.
- [13] Drainline Separation:
  - Ensure proper separation between trenches or beds.
  - Ensure lines are properly looped if required.

Drainfield Installation
Items [10] – [21]

- [14] Drainline Slope:
  - Verify drainline slope does not exceed 1 (one) inch in any 10 (ten) feet.
- [15] Depth of Cover:
  - Ensure the bottom of the drainfield will not be deeper than 30" below grade.
- [16] Elevation [Above/Below] BM:
  - Use laser transit to ensure compliance with permit specification.
- [17] System Location:
  - Ensure compliance with the site plan.
- [18] Dosing Pumps:
  - Verify proper installation and float settings. Verify use for sewage effluent. Record # of pumps.
- [19] Aggregate Size:
  - Visually determine whether gradation is adequate. If unable to verify, request bill of lading or require further testing.
- [20] Aggregate: Excessive Fines:
  - Visually determine whether an excessive amount of fine particles are present.
- [21] Aggregate Depth:
  - Probe to ensure sufficient depth of drainfield aggregate.

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FILL / EXCAVATION MATERIAL

[ ]	[22]	FILL AMOUNT
[ ]	[23]	FILL TEXTURE
[ ]	[24]	EXCAVATION DEPTH
[ ]	[25]	AREA REPLACED
[ ]	[26]	REPLACEMENT MATERIAL

DH4016pg2

Fill / Excavation Approval
Items [22] – [26]

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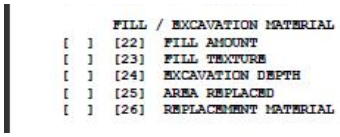
On Form DH4016pg2

Fill/Excavation Material
Items [22] – [26]



- [22] Fill Amount:
  - Ensure sufficient fill has been placed on-site to properly construct the above-grade portion of the system.
- [23] Fill Texture:
  - Ensure fill is slightly-limited, or (if LPDS) moderately limited – in accordance with permit specifications.
  - If unable to determine, require further analysis.
- [24] Excavation Depth:
  - Auger to ensure that the excavated area meets the permit requirements.
  - Ensure the excavated area meets footnote 3 or 4 requirements as appropriate.
- [25] Area Replaced:
  - Ensure the area replaced is 2' longer and wider than the drainfield area, and the drainfield area is centered in this excavation.
- [26] Replacement Material:
  - Ensure the material used to replace any unsuitable soils originally found below-grade is in accordance with permit specifications.
  - If unable to determine, require further analysis.

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SETBACKS

[ ]	[27]	SURFACE WATER _____	FT
[ ]	[28]	DITCHES _____	FT
[ ]	[29]	PRIVATE WELLS _____	FT
[ ]	[30]	PUBLIC WELLS _____	FT
[ ]	[31]	IRRIGATION WELLS _____	FT
[ ]	[32]	POTABLE WATER LINES _____	FT
[ ]	[33]	BUILDING FOUNDATION _____	FT
[ ]	[34]	PROPERTY LINES _____	FT
[ ]	[35]	OTHER _____	FT

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Setbacks

Items [27] – [35]

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On Form DH4016pg2

SETBACKS

[ ]	[27]	SURFACE WATER _____	FT
[ ]	[28]	DITCHES _____	FT
[ ]	[29]	PRIVATE WELLS _____	FT
[ ]	[30]	PUBLIC WELLS _____	FT
[ ]	[31]	IRRIGATION WELLS _____	FT
[ ]	[32]	POTABLE WATER LINES _____	FT
[ ]	[33]	BUILDING FOUNDATION _____	FT
[ ]	[34]	PROPERTY LINES _____	FT
[ ]	[35]	OTHER _____	FT

All setbacks must be measured in feet, and the actual result recorded on the inspection form.

- [27] Surface Water:
  - Measured from the MAFL or MHWL
  - Ensure all surface water bodies are accounted for
- [28] Ditches:
  - Account for all Ditches and ensure they appear on the site plan
- [29] Private Wells:
  - Verify per site plan and site evaluation
- [30] Public Wells:
  - Verify per site plan and site evaluation
- [31] Irrigation Wells:
  - Verify per site plan and site evaluation
- [32] Potable Water Lines:
  - Verify per site plan and site evaluation
- [33] Building Foundation:
  - Verify per site plan and site evaluation
- [34] Property Lines:
  - Verify per site plan and site evaluation
- [35] Other:
  - Ensure all other setbacks required by the permit, site evaluation, and site plan have been met.

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FILLED / MOUND SYSTEM

[ ] [36] DRAINFIELD COVER

[ ] [37] SHOULDERS

[ ] [38] SLOPES

[ ] [39] STABILIZATION _____

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Filled/Mound System
Items [36] – [39]

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Notes on Mound Specifications

- As in the example system, mounds are drainfields whose bottom surface is held above native soil by suitable fill.
  - In order to prevent a sanitary nuisance (sewage effluent surfacing and affecting public health or the environment), a 4-foot shoulder area of fill surrounds the drainfield.
  - To keep this structure in place, and prevent erosion, additional fill material and vegetative stabilization is required.

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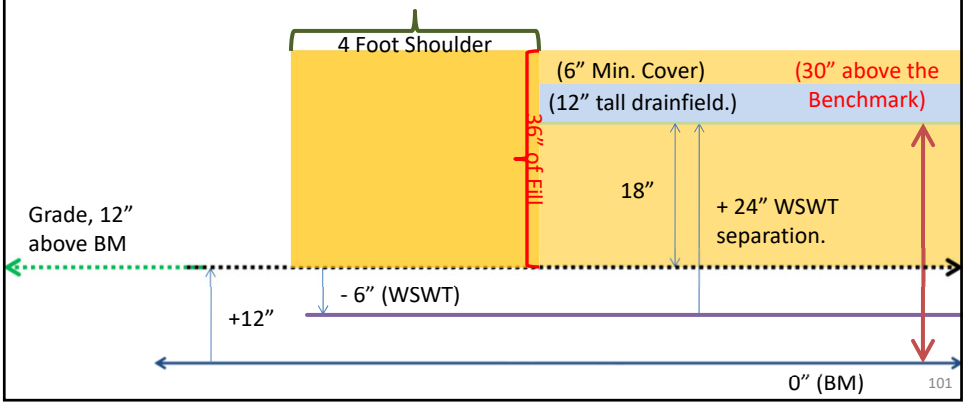
So we've added fill to the lot:

- How do we keep the drainfield effluent from spilling out into the environment?
  - We must add shoulder area around the fill already in place.
    - For new conventional systems, 4 feet of shoulder area is required.



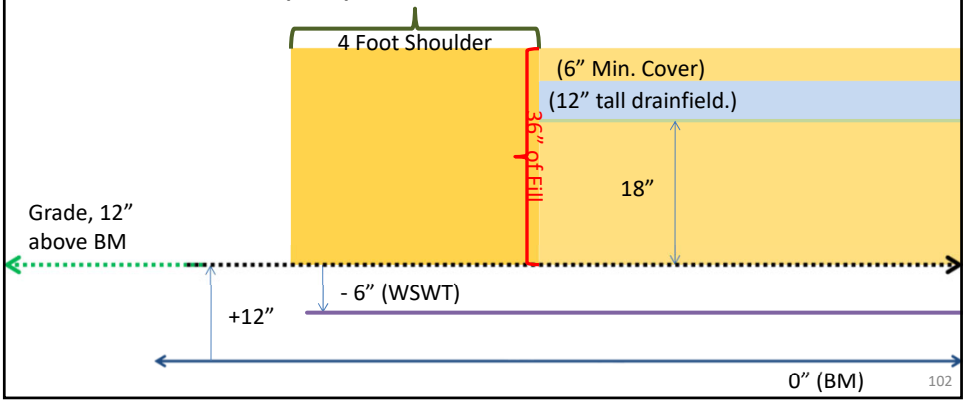
101

101

So we've added fill to the lot:

- How do we keep the drainfield and shoulder area from eroding or falling apart?
  - We must add slopes to hold up the mounded drainfield.
    - At minimum, the slope must be 2:1 (two foot horizontal to one foot vertical).
    - For mounds exceeding 36" in height, slopes must be at least 3:1.
  - How tall is our mound?
    - We only measure from natural grade to the top of the fill:
      - This mound is 36 inches tall.

What is the minimum slope required for a 36" tall mound?



102

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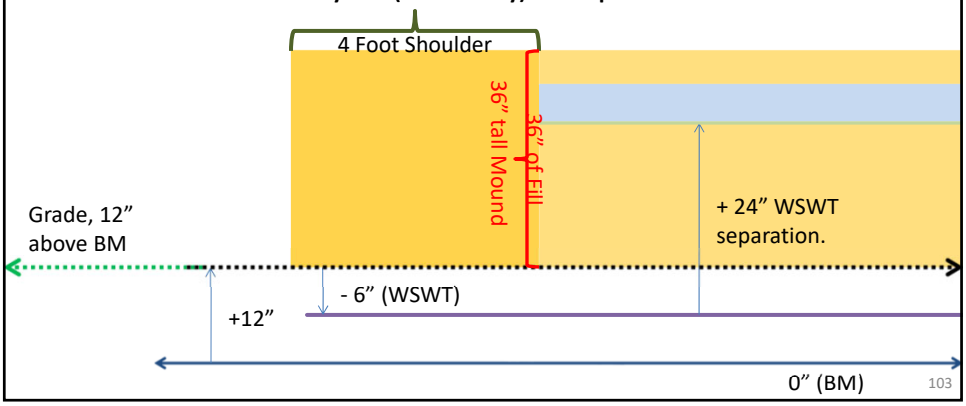
To determine the minimum slope required:

- Determine whether the mound exceeds 36 inches in height.
  - This mound is 36 inches tall, so it does not.
- Reference the rule requirement for drainfield slopes [64E-6.009(3)(f)].
  - This section requires at minimum, 2:1 slopes for mounds not exceeding 36 inches in height.
    - This mound requires at minimum, 2:1 slopes.
    - The slopes must be extended out two feet (horizontally) for every 1 foot of mound height.

How do we determine how many feet (horizontally) the slopes must measure?



103

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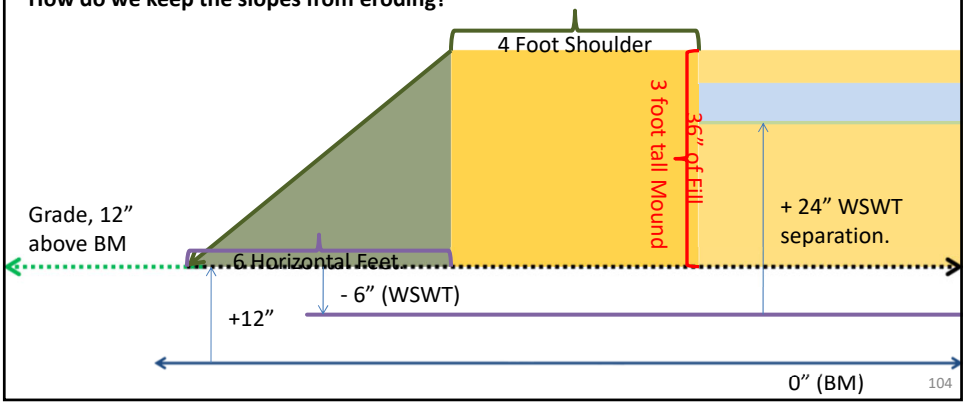
To calculate the minimum slope required:

- Determine the mound height in feet.
  - This mound is 36 inches tall, so:
  - 36" / 12" = 3 feet.
- Because the minimum slope requirement (2:1) means we must cover one horizontal foot of area for each vertical foot the mound covers, we multiply the height by 2 to determine how many feet of slope are required.
  - 3 x 2 = 6
  - 6 feet of slope must be added for a 3 foot tall mound.

How do we keep the slopes from eroding?



104

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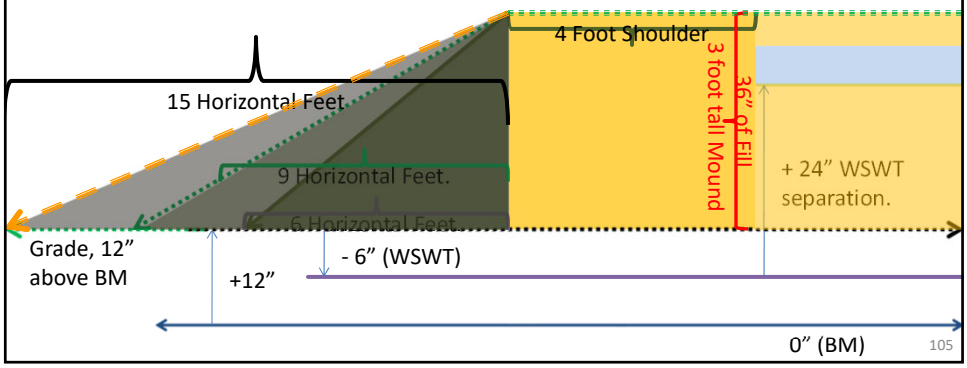
To keep slopes from eroding, stabilization material must be applied:

- The rule specifies that the required stabilization material depends on the steepness of the slope.
  - For 2:1 slopes, sod (or equivalent) is required.
  - For 3:1 slopes, sod (or equivalent) is required.
    - And if the mound height exceeds 36", the entire mound must be stabilized with sod (or equivalent).
  - For 5:1 slopes or greater, seed and hay is acceptable.



105

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On Form DH4016pg2

Filled / Mound System Items [36] – [39]

```
     FILLED / MOUND SYSTEM
[ ]  [36]  DRAINFIELD COVER
[ ]  [37]  SHOULDERS
[ ]  [38]  SLOPES
[ ]  [39]  STABILISATION _____________
```

- [36] Drainfield Cover:
  - Ensure fill material is in accordance with permit specifications.
- [37] Shoulders:
  - Ensure shoulders measure at least 4-feet from the edge of the drainlfield and is composed of suitable material.
  - Ensure the O-horizon and original vegetation were removed prior to placement of fill material.
- [38] Slopes:
  - Ensure the adequate slopes are in place based on the actual drainfield height.
  - Measure from the outermost edge of the shoulder to the toe of the drainfield slope.
  - Ensure slopes are composed of slightly or moderately limited material.
  - Ensure the O-horizon & vegetation were removed prior to slope construction.
- [39] Stabilization:
  - Ensure the type, quantity, and quality of stabilization material is appropriate for the constructed mound height and slopes. Record the type of stabilization (seed & hay, sod, etc.).

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ADDITIONAL INFORMATION

[ ]	[40]	UNOBSTRUCTED AREA
[ ]	[41]	STORMWATER RUNOFF
[ ]	[42]	ALARMS
[ ]	[43]	MAINTENANCE AGREEMENT
[ ]	[44]	BUILDING AREA
[ ]	[45]	LOCATION CONFORMS WITH SITE PLAN
[ ]	[46]	FINAL SITE GRADING
[ ]	[47]	CONTRACTOR _____
[ ]	[48]	OTHER _____

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Additional Information
Items [40] – [48]

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On Form DH4016pg2

ADDITIONAL INFORMATION

[ ]	[40]	UNOBSTRUCTED AREA
[ ]	[41]	STORMWATER RUNOFF
[ ]	[42]	ALARMS
[ ]	[43]	MAINTENANCE AGREEMENT
[ ]	[44]	BUILDING AREA
[ ]	[45]	LOCATION CONFORMS WITH SITE PLAN
[ ]	[46]	FINAL SITE GRADING
[ ]	[47]	CONTRACTOR _____
[ ]	[48]	OTHER _____

- [40] Unobstructed Area:
  - Measured area must comply with site plan and meet measured setbacks.
- [41] Stormwater Runoff:
  - Installation area and unobstructed area must not be subject to saturation due to stormwater.
- [42] Alarms:
  - Visually examine installation.
  - Check function with alarm float.
- [43] Maintenance Agreement:
  - Ensure maintenance agreement is in place for ATU and PBTS requirements.

- [[44] Building Area:
  - Ensure conformity with the approved floor plan.
- [45] Location Conforms with Site Plan:
  - Ensure all pertinent features are in place and conform to the approved site plan.
- [46] Final Site Grading:
  - Ensure the bottom of drainfield is no deeper than 30” below final grade.
- [47] Contractor:
  - Record name of contractor/company.
- [48] Other:
  - Record the make, model, and total amount of alternative drainfield units used in the system installation.

Additional Information
Items [40] – [48]

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ABANDONMENT

[ ] [49] TANK PUMPED ___/___/___

[ ] [50] TANK CRUSHED & FILLED ___/___/___

DH4016pg2

Abandonment

Items [49] – [50]

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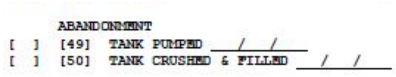
On Form DH4016pg2

Abandonment
Items [49] – [50]



- [49] Tank Pumped:
  - Require pump-out receipt from contractor.
  - Record the date the tank was pumped.
- [50] Tank Crushed & Filled:
  - Confirm that the tank has been crushed or collapsed.
  - Record the date the tank was crushed or collapsed.
  - Confirm that sufficient back-fill material was used.
  - Confirm that there is no sanitary nuisance.

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EXPLANATION OF VIOLATIONS / REMARKS:
[ ] _____
[ ] _____
[ ] _____
[ ] _____

DH4016pg2

Explanation of Violations/Remarks

111

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On Form DH4016pg2

EXPLANATION OF VIOLATIONS / REMARKS:
[ ] _____
[ ] _____
[ ] _____
[ ] _____

- Explanation of Violations/Remarks:
  - Document, Document, Document!
  - Ensure all violations are explained, using additional sheets as required.
  - Ensure any additional items of note are documented.

112

112

CONSTRUCTION [APPROVED/DISAPPROVED]:_____ _____CHD DATE:_____

FINAL SYSTEM [APPROVED/DISAPPROVED]:_____ _____CHD DATE:_____

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OSTDS Construction and Final Approval.

113

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On Form DH4016pg2

CONSTRUCTION [APPROVED/DISAPPROVED]:_____ _____CHD DATE:_____

FINAL SYSTEM [APPROVED/DISAPPROVED]:_____ _____CHD DATE:_____

DH 4016, 08/09 (Obsoletes all previous editions which may not be used)
Incorporated: 64E-6.003, FAC Page 2 of 3

Construction Approval & Final Approval

- Construction Approval:
  - Designate whether the system construction is approved or disapproved.
  - Must be signed and dated by a certified CHD employee.
  - All re-inspections must be recorded on a separate form in EHD, each approved or disapproved in turn.
- Final Approval:
  - Record as “disapproved” until all OSTDS rule and statute requirements have been met.
  - All re-inspections must be recorded on a separate form in EHD, each approved or disapproved in turn.

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Conventional System Inspection Requirements

- Responsibilities and procedures for conventional system inspection:
  - Who can perform an inspection?
  - What tools are needed?
  - The final inspection form and standardized inspection procedures.
  - Examples of items that arise during an inspection, how are deficiencies corrected, and by whom?

115

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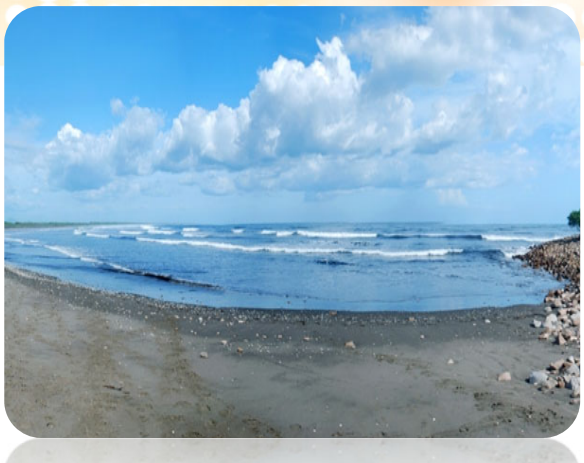
Corrections to an installation:

- What happens when deficiencies are encountered?
  - How they are corrected?
  - By whom?
  - What are the associated fees?
  - What would void an otherwise viable permit?

116

116



12:00-1:00

LUNCH (Provided)

117

117

Eat

- Eat.
- Drink.
- Pick up after yourself.
- Digest.
- Stretch your legs.
- Have a snack.

118

118

Florida
HEALTH
12:00-1:00
LUNCH (Provided)
119

119

Florida
HEALTH
C - 1:00-2:15
Conventional System Inspection Field Exercise
120

120

Conventional System Inspection Field Exercise

- Go outside. Bring Water. Dress Appropriately.
  - Show how the items discussed for inspection are collected from the field.
  - Discuss correct and incorrect methods for measuring or determining compliance.
  - Demonstrate procedure for assessing and documenting items in the field.
  - Demonstrate a system inspection, fill out the inspection form.

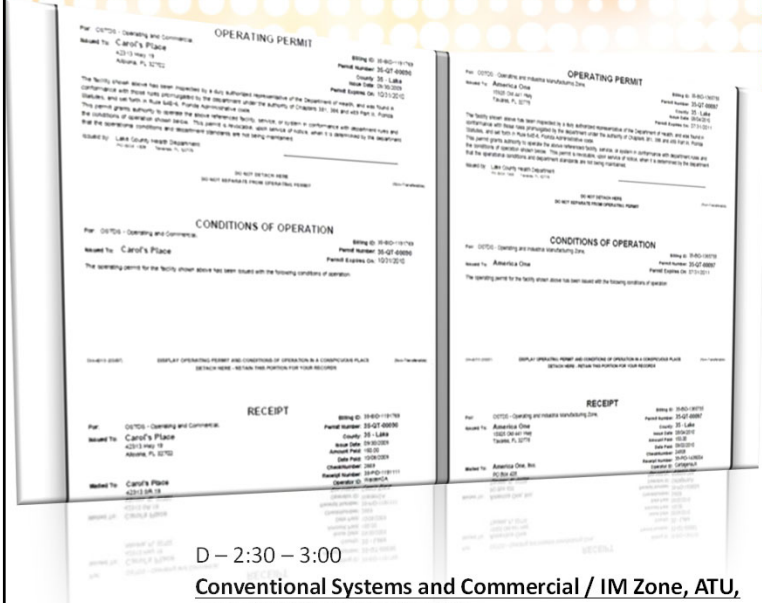
121

121

2:15-2:30 **BREAK**

122

122



D – 2:30 – 3:00

Conventional Systems and Commercial / IM Zone, ATU, and PBTS Operating Permits

123

123

Conventional Systems Requiring Commercial or I/M Zone Operating Permits

- Operating Permit Requirements for Commercial Wastewater Treatment Systems and I/M Zones.
- Annual Operating Permit System Inspections
- Maintenance Entities
- System Maintenance Requirements

124

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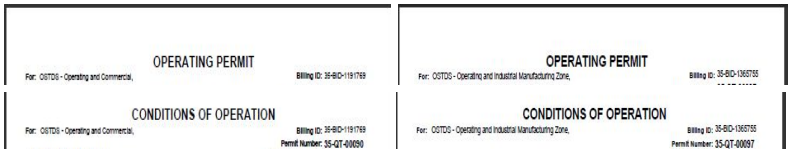
When an Operating Permit is required:

•Where commercial wastewater is generated, or any wastewater is generated within an Industrial or Manufacturing area, an annual Operating Permit is required per 64E-6.003(5), FAC and 381.0065(4)(i)2.
•What if it is suspected that non-DOH regulated wastewater might enter the OSTDS?
    •Where appropriate, sampling can be required as a condition of operation – the details and frequency of the sampling are to be determined by the County Health Department.


OPERATING PERMIT
CONDITIONS OF OPERATION
OPERATING PERMIT
CONDITIONS OF OPERATION

By statute, these permits are valid for 1 (one) year, at the end of which, they must be applied for again: they are not renewed.

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Based on these documents and regulations:

•Exempted from these requirements are systems that were in use prior to:
    •July 1, 1998 for systems that would require a Commercial Operating Permit (Memo 98-039).
    •July 5, 1989 for systems that would require an I/M Operating Permit [381.0065(4)(i)2].
•This exemption is only valid for as long as the original owner, system, and use remains unchanged. Examples of items that void this exemption are:
    •Change in ownership.
    •Change in estimated sewage flow.
    •New system installation.
    •System expansion or addition.
    •System repair.
    •Change in wastewater characteristics.
    •Change in wastewater strength.
    •Change in original permit conditions.

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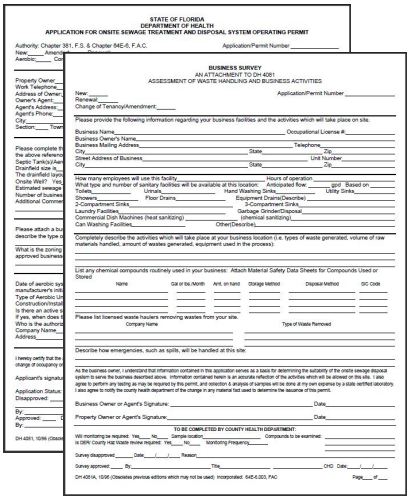
Commercial and I/M Operating Permits are applied for on forms:

- DH4081 – Application for Onsite Sewage Treatment and Disposal System Operating Permit…and…
- DH4081A – Business Survey
- These forms:
  - Document the proposed operating conditions.
  - Must be amended prior to changes in operating conditions.
  - Are filled out each year, and reviewed for compliance with the original system approval.
  - Must be submitted with fees before an OSTDS receives final approval.
  - Must be reviewed and approved by the County Health Department annually prior to Issuing the Operating Permit.


STATE OF FLORIDA
DEPARTMENT OF HEALTH
APPLICATION FOR ONSITE SEWAGE TREATMENT AND DISPOSAL SYSTEM OPERATING PERMIT

BUSINESS SURVEY
AN ATTACHMENT TO DH 4081
ASSESSMENT OF WASTE HANDLING AND BUSINESS ACTIVITIES

Operating Permit Application Considerations

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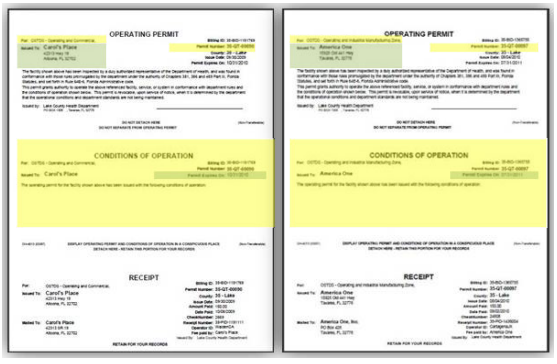
I/M and Commercial Operating Permits:

- The permits bear:
  - Permit Type
  - Permit Number
  - Permit Owner and Location
  - Conditions of Operation
  - Expiration Date


OPERATING PERMIT
CONDITIONS OF OPERATION
RECEIPT

Regulatory Items **Location on the Permit**

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Annual Operating Permit: System Inspections

- In order to ensure compliance with the conditions of operation specified on a Commercial or I/M Operating permit, an annual inspection is required.
- These inspections serve to determine whether any changes have occurred which would require the permit conditions to be amended or the permit to be revoked.
- The standard for determining if such is required, is comparison of the existing conditions to those specified on the originally approved permit and application.

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Commercial and I/M Operating Permits Annual Inspections:

•Annual site inspections are conducted to verify that the conditions of operation stated on the permit are not being exceeded.

•These inspections serve to document the operating conditions and determine if there have been any changes from the permitted and approved operating conditions.

- •These inspections are conducted annually by the CHD.
- •If the operating conditions have changed, an existing system evaluation and permit amendment is required.
- •If there is sufficient change in the operating conditions, a system modification, repair, new system installation, or denial of the permit may be required.

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Performing the Annual Inspection:

- **Minimum requirements for the CHD's annual inspection:**
  - At minimum, the County Health Department Inspector must verify that there is no change from:
    - The approved system construction.
    - The approved structure.
    - The approved conditions of operation.
  - The specifics for these items will differ based on the establishment being inspected.

What are examples of different conditions of operation that should be inspected?

Use the Operating Permit Inspection Form as a guide.

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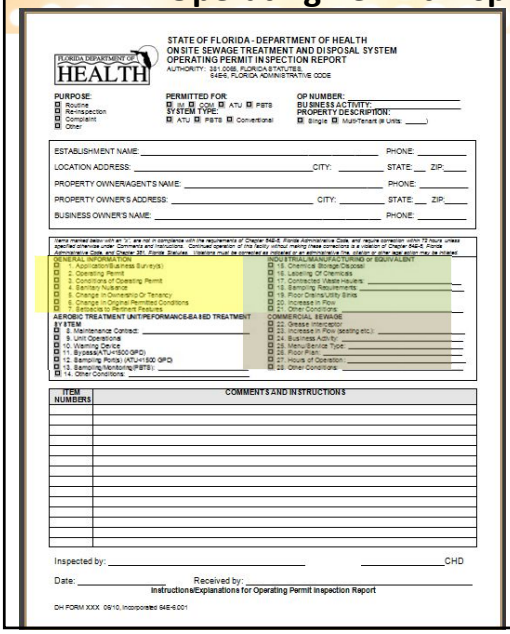
Operating Permit Inspection Form:



STATE OF FLORIDA - DEPARTMENT OF HEALTH
ON SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
OPERATING PERMIT INSPECTION REPORT
AUTHORITY: 381.0065, FLORIDA STATUTES
64E-6, FLORIDA ADMINISTRATIVE CODE

PURPOSE: Routine, Re-Inspection, Complaint, Other
PERMITTED FOR: (M, COM, ATU, PBTS)
SYSTEM TYPE: ATU, PBTS, Conventional
OP NUMBER:
BUSINESS ACTIVITY:
PROPERTY DESCRIPTION: Single, Multi/Tenant (# Units: ____)

ESTABLISHMENT NAME: PHONE:
LOCATION ADDRESS: CITY: STATE: ZIP:
PROPERTY OWNER/AGENT'S NAME: PHONE:
PROPERTY OWNER'S ADDRESS: CITY: STATE: ZIP:
BUSINESS OWNER'S NAME: PHONE:

Items marked below with an 'X', are not in compliance with the requirements of Chapter 64E-6, Florida Administrative Code, and require correction within 15 hours unless specified otherwise under 'Comments and Instructions'. Continued operation of this facility without making these corrections is a violation of Chapter 64E-6, Florida Administrative Code, and Chapter 381, Florida Statutes. Violations must be corrected as indicated or an administrative fine, citation or other legal action may be initiated.

GENERAL INFORMATION
1. Application/Business Survey(s)
2. Operating Permit
3. Conditions of Operating Permit
4. Sanitary Nuisance
5. Change in Ownership Or Tenancy
6. Change in Original Permitted Conditions
7. Backlogs to Remain Resolved

AEROBIC TREATMENT UNIT/PERFORMANCE-BASED TREATMENT SYSTEM
8. Maintenance Contract:
9. Unit Operations
10. Warning Device
11. Bypass(ATU<1500 GPD)
12. Sampling Ports (ATU>1500 GPD)
13. Sampling/Monitoring(PBTS):
14. Other Conditions:

I/M EQUIVALENT MANUFACTURED or EQUIVALENT
15. Chemical Storage/Disposal
16. Labeling Of Chemicals
17. Contracted Waste Haulers:
18. Sampling Requirements:
19. Floor Drains/Utility Sinks
20. Increase in Flow
21. Other Conditions:

COMMERCIAL SEWAGE
22. Grease Interceptor
23. Increase in Flow (seating etc.):
24. Business Activity:
25. Menu/Service Type:
26. Floor Plan:
27. Hours of Operation:
28. Other Conditions:

ITEM NUMBERS	COMMENTS AND INSTRUCTIONS

Inspected by: CHD
Date: Received by:
Instructions/Explanations for Operating Permit Inspection Report

DH FORM XXX 09/10, Incorporated 64E-6.001

- General Information
- I/M or Equivalent Information
- Commercial Sewage Information

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Maintenance Entities and Requirements

- Entities performing maintenance of these systems are the same that are authorized to install them.
- Minimum recommended maintenance for conventional systems in these circumstances is the same as for residential systems, but should occur more frequently depending on the operating conditions.
  - Pump the septic tank at least once every 3 to 5 years.
  - Service the outlet filter as needed between pump-outs.
  - Maintain the original site conditions as permitted and approved by the department.
  - Operate the system without exceeding the design parameters.

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E - **ATU Construction and Operating Permits**

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Operating Permit Requirements:

- By rule and statute, a Biennial Operating Permit is required prior to use of an ATU or PBTS.
  - The permit application, fee, and maintenance contract must be received by the County Health Department prior to final approval of system construction.
  - The permit must specify the operating conditions, including the sampling and testing requirements that must be provided by the design engineer.
  - The property owner is responsible for ensuring the operating permit is obtained, unless the approved maintenance entity has also contracted to do so.
    - The Maintenance Entity is then responsible for submitting the minimum number of reports to the DOH.
    - The operating permit is non-transferrable. At the time the owner of a residence or business changes, or a tenant of a business changes, a new permit must be applied for.
    - Operating permits are applied for, reviewed, and issued at the beginning of each permit cycle.

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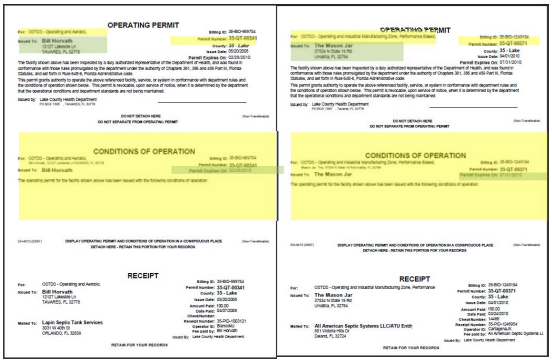
ATU and PBTS Operating Permits:

- The permits bear:
  - Permit Type
  - Permit Number
  - Permit Owner and Location
  - Conditions of Operation
  - Expiration Date

ATU and PBTS Operating Permits require multiple inspections throughout the permit cycle.



Regulatory Items **Location on the Permit**

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ATU and PBTS Annual Inspections:

- The minimum inspection and monitoring associated with the Operating Permit:
  - Is dependent on what level of treatment was deemed appropriate through the permitting process.
  - Is specified on the construction application and permit by the design engineer.
  - Must, at minimum, address the required operating parameters.
  - Must appear on the DOH Operating permit.
  - Is in addition to the annual site inspections by the CHD.
  - Must be carried out by an approved maintenance entity.

Minimum standards are summarized in memo 08-003.

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Maintenance Entities:

- Before servicing a system, a Maintenance Entity must:
  - Be or employ a Registered Septic Tank Contractor, Licensed Plumber, or Class D Wastewater Plant Operator and:
    - Be trained by the manufacturer of each product they wish to service.
    - Obtain a Maintenance Entity Service Permit from the Health Department in the county where their business is based (Application form DH4066).
    - Sign a maintenance contract with the owner of each system they wish to service.
- While a system is under their care:
  - The Maintenance entity must:
    - Service the system as prescribed by the manufacturer, and submit reports to the County Health Department where the system is located. The number of service reports to be submitted is 2 per year for residential, and 4 per year for commercial systems.
    - Respond to emergency calls within 36 hours, and notify the CHD of any emergency service to the system.
    - Report to the CHD when a property owner refuses to renew a maintenance contract, or when there must be an amendment to the permit.

Besides prescribed visits and monitoring or sampling requirements, the maintenance requirements are based on the manufacturer's training.

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Memo HSES 08-003 INSPECTION AND MONITORING FOR ATU'S AND PBTS 64E-6 FAC Summary

PERFORMANCE STANDARDS	CONVENTIONAL SEPTIC SYSTEM	AEROBIC TREATMENT UNIT	> 1500 gpd AEROBIC TREATMENT UNIT	SECONDARY TREATMENT STANDARDS	ADVANCED SECONDARY TREATMENT STANDARDS	ADVANCED WASTEWATER TREATMENT STANDARDS	FLOIRDA KEYS TREATMENT STANDARDS	OTHER[6]
INSPECTION/ MAINTENANCE FREQUENCY	Recommended every 3 to 5 years	1 x per year - CHD 2 x per year - ME	1 x per year -CHD 2 x per year -ME (Class D Operator)	1 x per year - CHD 2 x per year -ME	1 x per year - CHD 2 x per year - ME	1 x per year – CHD 2 x per year - ME	1 x per year – CHD 2 x per year – ME[5]	1 x per year – CHD 2 x per year – ME[5]
MONITORING/SAMPLING (This is for all systems designed to meet the specified treatment standards)	not applicable	not applicable	CBOD5 and TSS or Ponding Depth [1] and Fecal Coliforms Semi-annually	Specifications To Be Set By Design Engineer[4]	Specifications To Be Set By Design Engineer[4]	CBOD5 and TSS or Ponding Depth [1] Frequency varies[2]	Specifications To Be Set By Design Engineer[4]	Specifications To Be Set By Design Engineer[4]
For Drainfield Reductions	not applicable	not applicable	not applicable	Ponding Depth [1] Quarterly[3]	Ponding Depth [1] Quarterly[3]	Ponding Depth [1] Quarterly[3]	Ponding Depth [1] Quarterly[3]	Ponding Depth [1] Quarterly[3]
For Reduced Setbacks and/or Increase Authorized Flows	not applicable	not applicable	not applicable	Fecal Coliforms Semi Annually	TN, P and Fecal Coliforms Semi Annually	TN, P and Fecal Coliforms Frequency varies[2]	not applicable	not applicable

Though the Operating Permits are Biennial, the inspection frequency is required on an Annual basis.

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