

Assessment for Septic Tank Pumping Frequency How often a septic tank needs to be pumped depends on the system design and how your household uses the system. Complete this assessment to determine how often you should have your tank pumped.

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	System Information:		
1	Is your septic tank connected to an off-site community or shared drainfield?	Yes	No
2	During times of snow melt, or when it rains heavily, does the runoff go away from the septic tank and/or drainfield?	Yes	No
3	Do you have an effluent screen/filter installed on the septic tank outlet? Note: An effluent filter is found on the outlet side of your septic tank and prevents solids from going out into your drainfield	Yes I don't kno	No
4	Is the septic tank and/or drainfield located in any of the following areas? Check all that apply:	Yes	
-	□Driveways □Utility easements □ Patios □ Decks □Livestock □ Gardening □ Vehicular traffic □ Construction □ None		N
5	Is the replacement area for your septic tank and/or drainfield area located in any of the following areas? <i>Note: The replacement area is a</i> <i>location on the property that can be used to replace your existing drainfield</i> <i>and/or septic tank when it fails.</i> Check all that apply: Driveways Utility easements Detected Livestock Gardening Vehicular traffic Construction None	Yes	No
	If NO to #2, please explain. If YES to #4 and/or 5, please explain		
			· · · · · · · · · · · · · · · · · · ·
1	Is there any odor within 10 feet of the septic tank and/or drainfield?MildStrongSourChemical	Yes	No
2	Are there trees or other large vegetation planted in the drainfield area? Check N/A if you do not have a drainfield.	Yes	No N/A
3	Excessive, uneven or poor vegetation over the tank and/or drainfield? Note: It is common to have greener vegetation that grows more than the rest of the yard. However, too much vegetation or vegetation that is dead may be an indication of a drainfield that is not working properly or needs attention.	Yes	No N/A
4	To your knowledge, has the septic system ever backed up?	Yes	No
5	To your knowledge, has the effluent screen in the septic tank ever plugged? Check N/A if you do not have an effluent screen.	Yes	No N/A
6	To your knowledge, has sewage ever surfaced at the drainfield or outside of the septic tank?	Yes	No
7	To your knowledge, has the high water alarm ever sounded in the septic tank or pump tank? (<i>Note: High water alarms are found on septic systems that require a pump, They are usually not installed on standard gravity systems.</i>) Check N/A if you do not have an alarm.	Yes	No N/A
	If YES to any of the above, please explain:		
ł	Residential Information:		
	Have you ever received a copy of the permit for your septic system?	Yes <u>No</u> No <u>I</u> don't have a permit	
	Number of Bedrooms: (Check N/A if non-residential)		
	Do you or have you ever used septic system additives? Type?	Yes	No
L			

Please return this form with:

- ✓ Your most recent septic tank pumping record from a licensed septage hauler. You can submit this form without it, but your application will be put in an On-Hold status until it is received. This happens more during winter months when pumping is more difficult. This can be a receipt, pumping report or a cancelled check with all account numbers marked out; AND
- ✓ \$50 report fee to:

Lewis and Clark Public Health Environmental Division 316 North Park, Room 230 Helena, MT 59623

406-447-8385





September 30, 2019

SEPTIC SYSTEM OWNER/RESIDENT 534 DIEHL DR HELENA, MT 59601

SEPTIC MAINTENANCE REPORT DUE NOVEMBER 15, 2019

Dear Septic System Owner/Resident:

In reference to the septic system located at ______ our records show that it's time for you to check the maintenance status of your septic system, as required by the Lewis and Clark County Onsite Wastewater Treatment Regulations. Please submit a report on the system's operation and maintenance to the Health Department by **NOVEMBER 15, 2019.**

You may choose **<u>one</u> of two ways** to determine and report the status of your septic system. Those options are described on the back of this letter.

The Septic Maintenance Program at the Health Department was established in 2011 to control pollution and protect health in the Helena Valley. When you regularly monitor the operation and maintenance of your septic system through this program, you:

- help to protect your family and neighbors from diseases transmitted through wastewater;
- protect the quality of ground water used for drinking and irrigating;
- extend the life of your septic system; and
- help to avoid costly repairs.

Thank you for helping to make Lewis and Clark County a safe and healthy place to live and work.

Sincerely,

Bith Makerg, RS

Beth Norberg, R.S. Environmental Health Specialist

Enclosures: "Caring for Your Septic System" "Assessment for Septic Tank Pumping Frequency"

REPORTING THE STATUS OF YOUR SEPTIC SYSTEM (Please choose the option you prefer.)

OPTION 1: Online Self-Assessment	OPTION 2: Professional Inspection
 Visit <u>www.lewisandclarkhealth.org</u>. In the left-hand navigation menu, under Environmental Services, click on Septic Systems→Septic Maintenance→Assessment Form. Complete the "Assessment for Septic Tank Pumping Frequency" for <u>each</u> septic system on your property. 	1. Visit <u>www.lewisandclarkhealth.org</u> . In the left-hand navigation menu, under Environmental Services , click on Septic Maintenance to find a list of certified operation and maintenance (O and M) service providers.
 The assessment form will help you determine how often you need to report and pump your septic system (every 3-5 years depending on how heavily you use it). 	2. Hire the certified provider of your choice to inspect each septic system on your property. Be sure you schedule your inspection(s) so that you can meet the reporting deadline listed on the other side of this document.
 3. When you submit the assessment form online, you pay the \$50 reporting fee electronically using a Visa or MasterCard. If you prefer not to submit your assessment online, you must mail in the enclosed paper assessment form. This method also has a \$50 reporting fee. The reporting fees are not annual; they are for administration of the program. You pay reporting fees every time your report (Every 3-5 years). <u>PUMPING RECORD:</u> With this option, you must include a copy of your most recent pumping receipt. Online you can attach it to the assessment, or you may mail it to our office and we can attach it for you. If you have not recently pumped your septic tank and weather does not permit pumping, we place your application "On Hold" until pumping can be completed. 	 3. The certified provider will collect a \$50 reporting fee in addition to their fee for service and submit the results of your inspection(s) to the Health Department. If the provider determines that your septic tank needs to be pumped, the provider will submit the pumping record to the Health Department. The reporting fees pay for administration of the program. This is not an annual fee. You pay reporting fees every time your report (Every 4 years).
 You will be notified by mail or email that we have received and reviewed your report. If there appear to be any problems with your system, we'll work with you to resolve them. 	 You will be notified by email that we have received and reviewed your report. If there appear to be any problems with your system, we'll work with you to resolve them.

The Septic System Maintenance Program was established in 2011 when the City-County Board of Health adopted Section 8.4 (6) (a) or (b) of the Lewis and Clark County On-Site Wastewater Treatment Regulations. A copy of the regulations is available online at http://www.lccountymt.gov/health/environmental-services/septic-systems/septic-maintenance.html or in Room 230, City-County Building, 316 North Park Avenue, Helena.