

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.

Applicant's Address:

First Name _____ Last Name _____
 Business Name _____
 Street 1 _____ Apt/Space # _____
 City _____ State _____ Zip _____
 E-mail _____ Phone _____

Property Owner: Same as above

First Name _____ Last Name _____
 Business Name _____
 Street 1 _____ Apt/Space # _____
 City _____ State _____ Zip _____
 E-mail _____ Phone _____

Property Address: Same as above

Street 1 _____ Apt/Space # _____
 City _____ State _____ Zip _____

EFFECTS	FACTOR POINTS	
Is the age of your septic system (tank and/or drainfield): a. Less than 5 years old b. Less than 10 years but greater than or equal to 5 years old c. Less than 20 years old but greater than or equal to 10 years old d. Greater than or equal to 20 years old	<ul style="list-style-type: none"> • Less than 5 = 1 • Less than 10 but greater than or equal to 5 = 2 • Less than 20 but greater than or equal to 10 = 3 • Greater than or equal to 20 = 5 	_____
Do you have a pump for your septic system (pressure dosed) and/or do you have a sump pump that puts water other than sewage into the septic tank?	<ul style="list-style-type: none"> • No = 0 • Yes = 2 	_____
Do you have an elevated sand mound or a sand filter type of septic system? (not standard gravity feed)	<ul style="list-style-type: none"> • No = 0 • Yes = 3 	_____
Do you have a water softener where the backwash water goes into the septic tank?	<ul style="list-style-type: none"> • No = 0 • Yes = 3 	_____
Do you have a washing machine that conserves water? (Example: Water-conserving top-loading washer or a front-loading washing machine)	<ul style="list-style-type: none"> • N/A=No washing machine=0 • Yes = 1 • No = 3 	_____
How often do you use a garbage disposal?	<ul style="list-style-type: none"> • No garbage disposal or never used = 0 • Yes, not more than 3 times/week=2 • Yes, Every day = 3 	_____
Do you use low flow showerheads and/or toilets, do not leave faucets running, and/or repair leaks quickly?	<ul style="list-style-type: none"> • Yes to all = 0 • Sometimes or have made some changes = 2 • No = 3 	_____
How often do you wash laundry? <i>Did you know: On average, laundry accounts for approximately 20% of the water going into a septic system on a daily basis.</i>	<ul style="list-style-type: none"> • No washing machine=0 • Spread throughout the week=1 • No more that 2 loads per day = 3 • 3 loads/day several times/week = 4 	_____
Is your home used for seasonal use only? (no more than 120 days out of the calendar year)	<ul style="list-style-type: none"> • No = 0 • Yes = 2 	_____
Does your septic system serve a commercial business? (Such as a daycare, taxidermy shop, hair salon, restaurant, etc.)	<ul style="list-style-type: none"> • No = 0 • Yes = 2 	_____
Are there more people living in your home than there are bedrooms? Answer "No" if it is a commercial business.	<ul style="list-style-type: none"> • No = 0 • Yes = 2 	_____
When was the last time the septic tank was pumped?	<ul style="list-style-type: none"> • Less than 3 years ago = 0 • 3-5 years ago = 1 • More than 5 years ago = 4 	_____

OVER 

Add your total points, enter here.

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? <i>Note: An effluent filter is found on the outlet side of your septic tank and prevents solids from going out into your drainfield</i> Yes ___ No ___ I don't know ___
4	Is the septic tank and/or drainfield located in any of the following areas? Check all that apply: <input type="checkbox"/> Driveways <input type="checkbox"/> Utility easements <input type="checkbox"/> Patios <input type="checkbox"/> Decks <input type="checkbox"/> Livestock <input type="checkbox"/> Gardening <input type="checkbox"/> Vehicular traffic <input type="checkbox"/> Construction <input type="checkbox"/> None Yes ___ No ___
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 location on the property that can be used to replace your existing drainfield and/or septic tank when it fails.</i> Check all that apply: <input type="checkbox"/> Driveways <input type="checkbox"/> Utility easements <input type="checkbox"/> Patios <input type="checkbox"/> Decks <input type="checkbox"/> Livestock <input type="checkbox"/> Gardening <input type="checkbox"/> Vehicular traffic <input type="checkbox"/> Construction <input type="checkbox"/> 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? <input type="checkbox"/> Mild <input type="checkbox"/> Strong <input type="checkbox"/> Sour <input type="checkbox"/> Chemical 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? <i>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.</i> 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: _____ _____	
Residential Information:	
Have you ever received a copy of the permit for your septic system?	Yes ___ No ___ I 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 ___

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



Lewis & Clark
Public Health



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 **one 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,

A handwritten signature in cursive script that reads "Beth Norberg, R.S."

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
<p>1. Visit www.lewisandclarkhealth.org. 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.</p>	<p>1. Visit www.lewisandclarkhealth.org. 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.</p>
<p>2. 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).</p>	<p>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.</p>
<p>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. <i>The reporting fees are not annual; they are for administration of the program. You pay reporting fees every time you report (Every 3-5 years).</i></p> <p>PUMPING RECORD: 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.</p>	<p>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.</p> <p><i>The reporting fees pay for administration of the program. This is not an annual fee. You pay reporting fees every time you report (Every 4 years).</i></p>
<p>4. 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.</p>	<p>4. 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.</p>

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.