iv. Inspections shall be conducted on a more frequent basis if required by the manufacturer or system integrator, as applicable.

3. All inspection results shall be recorded on an inspection form, copies of which shall be made available by the manufacturer/system integrator. The forms must be signed by the authorized service provider and shall be submitted to the administrative authority within 30 days after the inspection. Online access or electronic submission of the data may be substituted for the physical form, at the administrative authority's discretion.

4. At each regularly scheduled maintenance visit the authorized service provider shall, at minimum, observe, monitor and record:

i. The wastewater level in the tanks;

ii. Any effluent/pump filter for clogging and clean as needed;

iii. Clarity in NTUs;

iv. The final effluent for odor;

v. All tanks for oily film;

vi. All tanks for foam;

vii. The pH of final effluent;

viii. The ponding of effluent around the advanced wastewater pretreatment device and/or disposal area;

ix. Pump cycle and run time meters;

x. The condition of drip dispersal system headworks and filters and service as needed; and

xi. Any other requirement established by the manufacturer or system integrator.

5. At least once per year the authorized service provider shall, at a minimum:

i. Measure the sludge and scum levels in the septic tank and notify the homeowner if the tank is in need of pumping; and

ii. Check the effluent filter for clogging and clean it, as needed.

6. The authorized service provider shall have proper equipment and training to access and program any system control panel on site.

7. The authorized service provider shall monitor the telemetry control panel or auto dialer alarms required by N.J.A.C. 7:9A-8.3(b)6 and respond to any alarm condition in the manner specified by the manufacturer of the advanced wastewater pretreatment device and/or system integrator of a drip dispersal system.

7:9A-12.4 [Reserved]

7:9A-12.5 [Reserved]

7:9A-12.6 System inspection protocol for inspections conducted during real property transfer

(a) To be a Department recognized method of inspection, a septic system inspector shall conduct all system inspections for a transfer of real property in accordance with this section and the protocol described in chapter Appendix E, incorporated herein by reference.

(b) Septic system inspectors shall follow all inspection requirements established by the manufacturer of a product used in lieu of laterals and/or filter material pursuant to N.J.A.C. 7:9A-9.8, advanced wastewater pretreatment device used pursuant to N.J.A.C. 7:9A-8.3, or system integrator of a drip dispersal system used pursuant to N.J.A.C. 7:9A-10.8, as applicable, in addition to the protocol in chapter Appendix E.

(c) The septic system inspector shall describe all observations as to the condition of a system during an inspection without the use of the terms "malfunctioning", "failure" or "non-compliant". A system may only be classified as "malfunctioning", "failure" or "non-compliant" by the administrative authority or the Department in accordance with N.J.A.C. 7:9A-3.4(d).

(d) The septic system inspector shall report the results of inspections to the administrative authority in accordance with the following:

1. An initial report shall be made within 24 hours after the inspection by telephone, facsimile, e-mail or another means by which delivery can be verified when any of the conditions identified in the "Health Department Reporting" section of chapter Appendix F is observed; and

2. The completed chapter Appendix F Onsite System Inspection Form, incorporated herein by reference, shall be provided within 10 business days after the system inspection is completed.

(e) In addition to the Onsite System Inspection Form in chapter Appendix F, the septic system inspector shall provide a written analysis of the possible effects of the precipitation event or snow melt on the results of the inspection when inspections are conducted within 48 hours after a precipitation event or snow melt.

(f) The Department's inspection protocol technical manual detailing the methods for conducting an inspection in accordance with the protocol in chapter Appendix E is available through the Department at the address listed in N.J.A.C. 7.9A-3.9.

(g) The inspection form in chapter Appendix F is not applicable to cesspools, privies, outhouses, pit toilets or latrines. When the septic system inspector identifies such sanitary sewage disposal units, the presence of the unit shall be reported to the administrative authority in writing within 48 hours of the inspection. The septic system inspector shall additionally notify their client of the requirements of N.J.A.C. 7:9A-3.16(b).

7:9A-12.7 System testing

No person shall test an individual subsurface sewage disposal system in a manner that will adversely affect the functioning of the system. Hydraulic loading shall not be applied in excess of the design flow capacity of the septic tank and/or grease trap unless all solids have been removed from the septic tank and/or grease trap prior to testing or unless the hydraulic loading is applied at a point that will bypass the septic tank and/or grease trap. All testing of operating systems which requires a hydraulic loading which is in excess of the design flow shall be performed under the supervision of a licensed professional engineer.

7:9A-12.8 Abandoned systems

(a) When it is necessary to abandon a system or components of a system in place for any reason other than connection to a sanitary sewer line, all septic tanks, dosing tanks, seepage pits, dry wells and cesspools which are to be abandoned shall be emptied of wastes and filled completely with gravel, stones or soil material in a manner which is acceptable to the administrative authority. In cases where the individual subsurface sewage disposal system, or components thereof, is being abandoned due to the connection of the facility to a sanitary sewer line, the local plumbing inspector shall ensure the system is abandoned in accordance with the requirements of this section.

(b) Gravel filter material, fill material, soil or other similar material from an abandoned individual subsurface sewage disposal system that is removed from the ground shall be managed as follows:

1. If the abandoned system served single family or multi-family dwelling unit(s), the material shall be either:

i. Placed into trenches or pits excavated on the property and covered using the soil removed during the excavation of the trenches or pits; or

ii. Disposed of, or reused beneficially, in accordance with the New Jersey Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq., and implementing rules at N.J.A.C. 7:26; or

ONSITE SYSTEM INSPECTION FORM

Inspection Overview:

- Preliminary system information
- Inspection of treatment tanks
- Absorption system inspection
- Disposal/conveyance system assessment
- Identification of any alternative technology approved components
  - Requires additional inspection

INTERNAL USE ONLY:

CLIENT INFO

Client Name: _____
Different from owner? () Yes () No

Client Address: _____
_____
_____
_____

Contact Method:
Home tel. _____
Work tel. _____
E-mail _____

ONSITE SYSTEM LOCATION

Inspector Name: _____

Date: _____

ISSDS Address (including municipality):
_____
_____
_____

New Jersey Coordinate: Block:___ Lot: __
Was GPS used? () Yes () No

Preliminary Information:

Weather: _____
Last Precipitation: _____
Age of System: _____
Type of Dwelling?
() Residential Number of Bedrooms: ___
() Non Residential Describe: _____
How many systems are being inspected?
List any commercial activities or high impact hobbies:
_____
_____
_____

Describe prior problems and/or repair history including soil fracturing or use of chemical additives. Include dates and explain why the remedial measures have been applied to the system (if available):
_____
_____
_____

Date file review requested with administrative authority:
_____

	Yes	No
Is there a site plan or septic map available?	()	()
Is the dwelling currently being occupied?	()	()
If so, how many occupants? _____		
If no, date last occupied? _____		
If there is a washing machine, is it connected to a separate greywater disposal system?	()	()
Is the dwelling free of additional greywater systems?	()	()
Is the dwelling free of garbage disposal systems?	()	()
Is the dwelling free of sump pump discharges to the system?	()	()
Is the dwelling free of any historical sewage back ups into the structure?	()	()
Does all sewage enter the septic system and no type of sewage bypass exists?	()	()
Septic Tank Pumping:		
Is the septic tank pumped regularly?	()	()
Frequency: _____		
Date of Last Pumping: _____		
Was file review completed prior to inspection?	()	()
If no, explain why below.		

Comments: _____
_____
_____
_____

Treatment Tank:

() Septic Tank () Other
() Greywater () Multi-Compartment:# _____

Name the material of the system?
() Concrete () Block
() Steel () Other _____

Approximate treatment tank volume:_____gal.

Evaluate the conditions of tank below:

	Satisfactory	Unsatisfactory	N/A
Top and Lids	()	()	()
Inlet Baffle	()	()	()
Outlet Baffle	()	()	()
Cracks or Leaks	()	()	()
Sewage Flow from Structure	()	()	()

	Yes	No
Main tank lid opened for inspection?	()	()
Liquid level below the tank's inlet invert?	()	()
Liquid level below the tank's outlet invert?	()	()
Treatment tank pumped for this inspection?	()	()
Are all portions of the tank(s) clear of structures like a deck or a driveway?	()	()
Is the area clear of evidence that sewage has surfaced above the treatment tank?	()	()
Does water flow unimpeded from the treatment tank?	()	()
Is an effluent filter a part of the system?	()	()
If yes, does it appear properly maintained?	()	()
Are there any other types of accessory units present?	()	()

Depth to top of tank: _____inches
Depth to top of tank access:_____inches
Comments:_____
_____

Absorption Area:

Name the type of the absorption system?
() Disposal Bed () Disposal Trench
() Seepage Pit () Mounded
() Other

Was the absorption system located? () Yes () No If no, explain below.
Are inspection ports present? () Yes () No
If yes, how many?_____
Were the inspection ports checked? () Yes* () No () N/A *All levels observed must be included in report
Was a separate probe dug in the absorption area to confirm the observations in the inspection ports? () Yes () No () N/A
Is the area of the absorption system free of sewage odors? () Yes () No
Does sewage flow from the treatment tank to the absorption system without flowing back? () Yes () No
Is the area above or near any of the system components free from visible signs of effluent or sewage? () Yes () No
Are the areas at or near the inlet invert of any absorption area component free of visible signs of sewage or effluent? () Yes () No
Are areas above or near system components free of lush vegetation? () Yes () No
If exposed, is the distribution box in satisfactory condition? () Yes () No () N/A
If not exposed, explain why not:_____
Is the area directly over any part of the absorption system free of any evidence of, large objects (cars, pools, etc.)? () Yes () No () N/A

Comments:_____
_____
_____
_____
_____
_____

Sketch the approximate system location in this space provided:

Dosing or Pump Tank:	Yes	No	N/A
Does the system contain a pump tank?	()	()	()
Is the pump operating?	()	()	()
Do the alarm(s) on the pump work?	()	()	()
Is the pump elevated above the tank floor?	()	()	()
Is the lid in satisfactory condition?	()	()	()
Is the tank in satisfactory condition?	()	()	()
Is the tank free of accumulated solids?	()	()	()

Summary:	Satisfactory	Satisfactory with Concerns	Unsatisfactory	Requires Additional Investigation	N/A
Condition of the treatment tank(s)	()	()	()	()	()
Condition of the conveyance and pump system(s)	()	()	()	()	()
Condition of the absorption area(s)	()	()	()	()	()
Condition of any accessory components	()	()	()	()	()

Comments: _____

Health Department Reporting:

Note if any of the following conditions were observed during the inspection:

( ) **1. Ponding or breakout of sewage or effluent onto the surface of the ground**
( ) **2. Seepage of sewage or effluent into portions of buildings below ground**
( ) **3. Backup of sewage into the building served which is not caused by a physical blockage of the internal plumbing**
( ) **4. Any manner of leakage observed from or into septic tanks, connecting pipes, distribution boxes and other components that are not designed to emit sewage or effluent**

Pursuant to N.J.A.C. 7:9A-3.4 notification of any observation that is consistent with a condition noted above must be reported to the local administrative authority within 24 hours of the observation. Regardless of observations made, a copy of this report must be provided to the local administrative authority within 10 days of the issuance of this report.

If encountered, describe all observed noncompliant conditions encountered during this inspection:

_____
_____
_____
_____
_____

Customer Authorization:
I authorize "The Company" to enter the above listed property for the purpose of performing a sub-surface sewage disposal system inspection. I authorize "The Company" to expose parts of the system if required, to determine location and condition. I understand that "The Company" relies on information supplied by the owner(s) of the listed property or their agent and the local administrative authority in the evaluation of the sub-surface disposal system. I authorize "The Company" to provide this form to all parties as required.

Customer signature: _____ Printed name: _____

Inspector's signature: _____ Printed name: _____

Disclaimer:
Based on today's observations and the information provided by the owner(s) or their agent, "The Company" submits this sub-surface sewage disposal system inspection form. The inspection is based on the current condition of the onsite sewage disposal system. "The Company" makes no representation that the system was designed, installed or meets N.J.A.C. 7:9A-1.1 et seq.. "The Company" has not been retained to warrant, guarantee, or certify the proper functioning of the system for any period of time. Because of numerous factors (usage, soil type, installation, maintenance, etc.) which affect the proper operation of a sub-surface disposal system, as well as the inability of "The Company" to supervise or monitor the use and maintenance of the system, this form shall not be construed as a warranty by "The Company" that the system will function properly for any prospective buyer. "The Company" disclaims any warranty, either expressed or implied, arising from the inspection of the septic system.

This form was developed as a cooperative effort of:
Pennsylvania/New Jersey Sewage Management Association;
Rutgers Cooperative Extension New Jersey Agricultural Experiment Station; and
The New Jersey Department of Environmental Protection Septic System Inspection Protocol Subcommittee

APPENDIX E. SYSTEM INSPECTION PROTOCOL

1. Procedures for preparing and reporting a system inspection

   (a) Obtain a signed inspection authorization from the owner of the property or its authorized agent before commencing any of the following.

   (b) Contact NJ ONE CALL at 1-800-272-1000 to delineate subsurface utilities.

   (c) Conduct a file review of the administrative authority's records.

   (d) Obtain the following minimum preliminary information regarding the subject system from the homeowner prior to the inspection:

      i. Statistics regarding the type, age, number and use of onsite system(s) and structure(s) being inspected.

      ii. The presence of garbage grinding equipment.

      iii. The date of last treatment tank pumping and frequency.

      iv. Any sanitary sewage discharges that bypass the system.

      v. The summarized results of previous inspections conducted on the system.

2. Procedures for conducting the preliminary field investigation

   (a) Record the weather at the time of inspection.

   (b) Walk the entire interior of the structure(s) and examine for unexpected fixtures, plumbing or discharges.

   (c) Walk the exterior property looking for abnormally lush vegetation or other indications of discharges on or through the surface of the ground, streams, road ditches, storm drains or unexpected pipes.

   (d) Note and record if vegetation with invasive root systems have been located above any system component or within ten (10) feet of the perimeter of the disposal area.

   (e) Note and record the presence of any structures or heavy objects placed above any of the system components. Include any evidence of heavy objects, such as tire tracks from vehicles, being previously present.

   (f) Create a site sketch of all relevant onsite wastewater treatment system components and water supply wells.

   (g) Locate and gain access to the treatment tank(s) and determine their composition.

   (h) Check for surface leakage into tanks and then locate other system components.

   (i) Compare the information obtained onsite to the information gathered previously and identify any discrepancies.

3. Procedures for inspecting the internal plumbing

   (a) Confirm the number, size and general exit point(s) of the waste lines.

   (b) Determine if any sanitary sewage generating fixture can not reasonably be piped to the observed exit point.

   (c) Confirm that the discharge points of all sump pumps are separate from sanitary sewage lines and that the sanitary sewage is not directed to this equipment.

4. Procedures for inspecting treatment tanks

(a) Confirm liquid level is below the inlet invert and equal to the height of the outlet invert.

(b) Evaluate and record scum thickness and sludge depth through the main access port.

(c) Do not pump any treatment tank until the disposal field area has been investigated.

(d) Pump all treatment tanks and compartments using the main access (largest opening). Sanitary sewage must be removed, at a minimum, to within two inches of the tank bottom.

(e) Identify sanitary sewage flows into the tank or defective septic system components and deficiencies including the tank bottom.

(f) Verify that all fixtures discharge to the treatment tank.

(g) Check for continuous flow through the building sewer and into the treatment tank.

(h) Determine treatment tank construction, composition (material), and condition of the tank, the baffles, and the cover by accessing the interior of the tank.

(i) Aerobic treatment tanks must be checked by observing the electrical and mechanical operation of the pumps and compressors in operation.

(j) No inspection may be considered complete until every tank is pumped and its condition evaluated.

5. Procedures for inspecting holding tanks

(a) Identify that the holding tank has audible and visual alarms.

(b) Determine the tank's capacity.

(c) Measure and record the liquid level; then pump all tanks and compartments. Examine for any defects, including the tank bottom.

(d) Determine the tank does not leak and is watertight.

(e) Recommend specific actions of ongoing maintenance.

6. Procedures for inspecting dosing and lift pumps/tanks and siphon tanks

(a) Check the disposal field area before turning on any pump.

(b) Check the condition and integrity of all pump and siphon tanks, using the tank inspection procedures described previously, including the alarm system.

(c) If the system has a pump, verify the operation of every pump and control system.

(d) Visually inspect all electrical components. Verify that the alarm and pump are on separate circuits.

(e) Verify that pumps are elevated above the tank bottom and resting on a concrete block.

(f) For siphon pressurized systems, open the observation port and check for continuous trickling.

(g) Measure and record the liquid level; then pump the tanks using the main access.

7. Procedures for inspecting effluent delivery and distribution systems

(a) If the liquid level in the distribution system is above the lowest point of the outlet of the treatment tank, further investigation is needed.

(b) If a distribution box is found and exposed, it must be evaluated; if a distribution box is not found, the absorption area investigation should proceed. If known to exist, the location of the distribution box (D-box) shall be noted on the site sketch or a notation that further investigation would be needed to locate the D-box.

(c) Evaluate the structural integrity of the D-box and check for the presence of solids, which must be removed. D-boxes must be watertight. Confirm the D-box is level and that effluent is equally distributed to the laterals.

8. Procedures for inspecting subsurface systems: seepage pits

(a) Determine the structure's capacity; then measure the distance from the water level to the bottom of the inlet pipe.

(b) Determine total design volume using the design criteria in N.J.A.C. 7:9A-7.4.

(c) Determine the available storage capacity below the bottom of the inlet pipe.

(d) Confirm there is one day's storage capacity below the bottom of the inlet pipe.

(e) Evaluate the liquid, scum and sludge levels; then pump the seepage pit. Note all deficiencies and excessive inflow.

(f) If a system has both a seepage pit and a disposal area, evaluate each separately.

9. Procedures for inspecting disposal fields: beds or trenches

(a) Determine the type, location and size of the disposal field.

(b) Determine if there is standing liquid in the disposal field by probing or other means available. Measure the depth of the effluent throughout the disposal field. Measure the difference between the liquid's depth and the invert of the laterals at the distribution box/manifold or the base of a lateral as best determined by the inspector. This depth (distance) is called the dry aggregate. Inspection ports may not be used for this evaluation.

(c) If there are six (6) or more inches dry aggregate below the invert of the laterals, the disposal field is satisfactory. If there are less than six (6) inches of dry aggregate, a high water condition must be noted.

(d) When liquid is present in the disposal field, it should be of an equal depth and evenly distributed throughout the entire bed.

(e) If the disposal field is completely saturated, do not pump the treatment tank.

10. Additional inspection criteria for trench systems

(a) In serial distribution systems, confirm that higher trenches are saturated prior to lower trenches.

(b) In gravity supplied trenches, confirm that trenches receive effluent equally from the D-box.

11. Additional inspection criteria for mounded systems

(a) Probe the aggregate in mound systems. Note any standing liquid.

(b) Examine the mound for leakage on the top, side slopes, and toe of the slope; sufficient depth of soil cover at the top edges, animal burrows, deeply rooted vegetation and erosion.

12. Procedures for conducting hydraulic load testing

(a) When a hydraulic load test is determined to be necessary, describe why the recommendation is being made and what the test will entail.

(b) All hydraulic load test which does not follow the methodology in the Department's inspection protocol technical manual, must be designed and sealed by a septic system designer to evaluate how liquid levels in a disposal field respond to an appropriate volume of introduced clean water.

(c) Whenever possible, water from a public supply or brought in from off-site should be used to conduct hydraulic load testing. Permission to use water supplied from a private well for conducting hydraulic tests on systems must be obtained from the current well owner, in writing, prior to use. In no case shall the use