

<p style="text-align: center;">Procedures "A" Approved septic systems less than 10 years old</p> <ul style="list-style-type: none"> • Provide copy of septic system permit. • If tank has not been pumped in the last 5 years, suggest pumping. • Walk over lateral field and note any observations of surfacing, damage, fill material, etc. • Cycle pump & alarm if applicable. • If system uses a diversion valve, is it accessible? • Complete Form X noting all observations. Attach separate sheet of paper if necessary. • Have client sign form Y. • Give copy of Septic System Do's and Don'ts. 	<p style="text-align: center;">Procedures "C" Septic Systems in which there is no permit or previous inspections on file.</p> <ul style="list-style-type: none"> • Must locate septic tank, distribution device and lateral lines. This is best accomplished by hiring a professional with video inspection capabilities. • If there is no septic system, note this on Form X. • Tank: pump, inspect, determine size, condition, etc. • Walk over lateral field and note any observations of surfacing, damage, fill material, etc. • Cycle pump & alarm if applicable. • Complete Form X noting all observations. Attach separate sheet of paper if necessary. • Sketch location of all components (incl. measurements) • Have client sign form Y. • Give copy of Septic System Do's and Don'ts.
<p style="text-align: center;">Procedures "B" Approved septic systems more than 10 years old.</p> <ul style="list-style-type: none"> • Provide copy of septic system permit. • Tank to be pumped and inspected. Note if baffles, tees, risers, etc. need replacing. • Walk over lateral field and note any observations of surfacing, damage, fill material, etc. • Cycle pump & alarm if applicable. • If system uses a diversion valve, is it accessible? • Complete Form X noting all observations. Attach separate sheet of paper if necessary. • Have client sign form Y. • Give copy of Septic System Do's and Don'ts. 	<p style="text-align: center;">Vacant Structure Procedure "D" Inspections when structure is not currently occupied or in use.</p> <ul style="list-style-type: none"> • Follow the appropriate Guideline A, B or C as appropriate. • Advise client that information about the functioning of the system is limited when the home is not occupied.