






# Homeowner Septic System Checklist

## Septic System Description

Date system installed \_\_\_\_\_  
 Installer \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Tank size \_\_\_\_\_ gallons  
 Capacity \_\_\_\_\_ bedrooms  
 Type \_\_\_\_\_

### Things to Keep In Mind:

-  Inspect your system at least once every 3 years and pump your tank at that time.
-  Use water efficiently
-  Don't dispose of household hazardous wastes in sinks and toilets
-  Plant only grass over and near your septic system. Roots from nearby trees or shrubs might clog and damage the drainfield.
-  Don't drive or park vehicles on any part of your septic system. Doing so can compact the soil in your drainfield or damage the pipes, tank, or other septic system components.

### Septic System Maintenance Record

Next Service	Scheduled Activity	Pumping Co/Phone	Activities completed	Comments



## System Design

There are two components of on-site system design: soil evaluation and actual design. Soil evaluation consists of noting where your property lines may be so that test holes can be dug. These holes will locate your soil absorption system, which handles the fluid part of septic wastes. This step may include actually digging the test holes with a backhoe, augering the soil or performing a soil examination.

You can find a well-qualified consulting soil scientist who will do soil and landscape evaluations for on-site wastewater disposal systems or for other purposes. The registered soil scientists have the technical credentials required by state law (Indiana Code 25-31.5) and have agreed to follow a Code of Professional Conduct which states that they hold paramount the health and welfare of the public and the protection of soil and water quality. To find a soil scientist visit [http://www.isco.purdue.edu/irss/obtaining\\_services.html](http://www.isco.purdue.edu/irss/obtaining_services.html) or to obtaining printed copies of the Roster - There is an additional cost to have IRSS mail you a printed copy; contact the IRSS office at (765) 494-1492 for cost information.

### *Questions to ask Prior to Choosing a Soil Evaluator*

1. Will you provide a written estimate for all phases of the proposed work? Will you charge us for determining where our property lines are located, or use general fieldwork as determined from meeting with us today?
2. If you cannot determine the location from our plans, or from property bounds, drill holes, stakes or other property line markings, how will you determine property lines for location of the system components and soil absorption system?
3. Will the soil examination and percolation test be performed by you or a subcontractor? Will you be present to show the subcontractor where to dig the holes for location of the soil absorption system? Do the subcontractor and the heavy machine operator work directly for you, and do they carry the necessary liability insurance?
  4. Will they be responsible for calling \*Holey Moley, if required?
5. Will the dug holes and tractor (tire) damages be filled in, graded and seeded?
6. When the soil examination is completed, will you submit a copy to the Health Department, our chosen design engineer and us?

### *Questions to ask Prior to Choosing a System Designer*

1. Will you provide the system design to include:
  - o Site visits and written estimate for all phases of the proposed work
  - o Survey work for the system design

- Review of soil evaluation test and opinion to us of the type of systems that could be installed, along with price estimates for each one
- Draft plans for review and approval of approved system
  - Final plans submitted to Board of Health.
- 2. Will you provide Engineering Oversight of Construction?
- 3. What is your hourly charge for inspection of the contractor's work?
- 4. What is your estimate of total time required for this inspection, and the likely maximum costs?

## **Engineering Services**

### *Questions to Ask an Engineer Prior to Completing a Contract*

1. When was the last year and how many systems have you submitted and received approval for by the Health Department?
2. Do you have a current professional registration (civil or environmental engineering)? Can you provide a copy for my records?
3. Will you provide up to three most recent references for your work, from local property owners?
4. Are you insured and do you carry professional liability insurance?

## **General Contractor**

### *Questions to Ask a General Contractor Prior to Agreeing to a Contract*

1. How many installations have you performed, and how long have you been in business?
2. How many have been done in our Town/City/Community over the past two years?
3. Would you say the Health Department and its agent has been satisfied with your work 100% of the time?
4. Are there any on-site systems that you have worked on, or are presently working on, that have not been completed? If so, why not?
5. How long will it be before you provide a written estimate, if we provide a set of plans and written specifications right now?
6. If your written estimate is accepted, how long will it be before you show up on the job?
7. Will you provide a written estimate for all phases of the proposed work?
8. Will you provide us references from your last three jobs?
9. Do you carry insurance? If so, does it consist of:
  - Property Liability
  - Vehicle Liability
  - Workers Comp
10. How long will our toilets, dishwasher, sinks, etc. be off line (can't be used)?

11. How long will this job take from start until completion?

***\*Call Holey Moley  
Before You Dig!!***

In Indiana, it is a law to call the Indiana Underground Plant Protection Service, Inc. at 1.800.382.5544 at least two working days in advance of digging near underground utility lines.

Your responsibility as a homeowner is to call 2 days before you plan to dig anywhere on your property. This will give the utility companies time to locate and mark all of the underground lines and pipes, to prevent damage to you and your property. There is no charge or fee for this service. To begin the process, here are the steps needed for a smooth project:

- (1) Outline your project with white paint
- (2) Call IUPPS at 800-382-5544
- (4) Know your county and township where you are digging
- (5) Provide the name and phone number of the person digging (if not you)
- (6) Give the utility companies time to respond
- (7) Dig with care!