



# MAINE CDC DRINKING WATER PROGRAM

Department of Health & Human Services

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## Voluntary Septic System Inspection - Supplemental Key

### Supplemental Explanations Key for Page 2

INSPECTION ITEM (From Page 2)		OBSERVATION & EXPLANATION	
1	System Records Search	YES	A record search was conducted, including owner, municipal, and state sources.
		NO	A record search was not conducted - reason noted in narrative.
		UNKN	A record search was not conducted - reason noted in narrative.
		N/A	Not applicable to this item.
a.	Design Plan Exists	YES	A system design plan (HHE-200 Form) was located.
		NO	The system was installed prior to June 1974; the design plan could not be located and may not exist.
		UNKN	The system was installed after June 1974, but the design plan (HHE-200 Form) could not be located.
		N/A	A record search was not conducted - reason noted in narrative.
b.	Permit Exists	YES	An external plumbing permit was located.
		NO	The system was installed prior to June 1974; an external plumbing permit could not be located and may not exist.
		UNKN	The system was installed after June 1974, but an external plumbing permit could not be located.
		N/A	A record search was not conducted - reason noted in narrative.
c.	System Inspection Record Exists	YES	A certificate of inspection was located.
		NO	The system was installed prior to June 1974; certificate of inspection could not be located and may not exist.
		UNKN	The system was installed after June 1974, but certificate of inspection could not be located.
		N/A	A record search was not conducted - reason noted in narrative.
d.	Maintenance Records Exist	YES	Septic tank pumping and/or system repair records exist.
		NO	The septic tank has not been pumped and/or system repaired.
		UNKN	The current owner has not pumped the tank and/or repaired the system; verification with prior owners is not possible.
		N/A	A record search was not conducted - reason noted in narrative.
e.	Water Use Records Exist	YES	Property is served by metered public or private water.
		NO	Property is served by unmetered public or private water.
		UNKN	A record search was not conducted - reason noted in narrative.
		N/A	Not applicable to this item.

Supplemental Explanations Key for Page 2 Continued

INSPECTION ITEM (From Page 2)		OBSERVATION & EXPLANATION	
2	Internal Plumbing Review	YES	A review of the items related to internal plumbing was completed.
		NO	A review of the items related to the internal plumbing was not completed - reason noted in narrative.
		UNKN	Not normally applicable to this item.
		N/A	No internal plumbing exists on the property.
a.	Structure Currently Occupied	YES	The owner and/or tenant have resided on property within the last six months.
		NO	Property has been vacant for the previous six months or longer.
		UNKN	Unable to verify occupancy during the previous six months.
		N/A	No internal plumbing exists on the property.
b.	Garbage Disposal Present	YES	One or more garbage disposals are present.
		NO	No garbage disposals are present.
		UNKN	Unable to verify presence - reason noted in narrative.
		N/A	No internal plumbing exists on the property.
c.	Water Treatment Unit Present	YES	One or more water treatment units are present.
		NO	No water treatment units are present.
		UNKN	Unable to verify presence - reason noted in narrative.
		N/A	No internal plumbing exists on the property.
d.	Clothes Washer Present	YES	One or more plumbing connections for clothes washers are present.
		NO	No plumbing connections for clothes washers are present.
		UNKN	Unable to verify presence - reason noted in narrative.
		N/A	No internal plumbing exists on the property.
e.	All Fixtures Connected to System	YES	All plumbing fixtures are physically connected to a subsurface disposal system.
		NO	One or more fixtures discharge to the ground surface or an open ditch.
		UNKN	Unable to verify - reason noted in narrative.
		N/A	No internal plumbing exists on the property.
f.	Plumbing Fixtures Without Leaks	YES	All faucets close tightly without drips and all plumbing fixtures shut off properly.
		NO	One or more plumbing fixtures do not shut off properly and/or one or more faucets drip when shut off.
		UNKN	Unable to verify the condition of all water supplied plumbing fixture(s) - reason noted in narrative.
		N/A	No internal plumbing exists on the property.

# Supplemental Explanations Key for Page 2 Continued

INSPECTION ITEM (From Page 2)		OBSERVATION & EXPLANATION	
3	Treatment Tank Present	YES	A septic tank or aerobic treatment tank is part of the disposal system.
		NO	Design plan specifies a treatment tank; no septic tank or aerobic tank is part of the disposal system.
		UNKN	Unable to verify - reason stated in narrative.
		N/A	No tank is present as part of the disposal system.
a.	General Condition OK	YES	Observable portions of treatment tank in serviceable condition.
		NO	Observable portions of treatment tank are deteriorated or cracked.
		UNKN	Unable to observe treatment tank - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
b.	Size OK	YES	Liquid volume is adequate for the current use of the property.
		NO	Liquid volume is not adequate for the current use of the property.
		UNKN	Unable to observe treatment tank - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
c.	Access for Pumping OK	YES	Access cover can be located and removed with 18 inches or less of excavation and/ or riser to grade.
		NO	Access cover cannot be located and/or removed - reason noted in narrative.
		UNKN	Unable to observe treatment tank - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
d.	Baffles OK	YES	Inlet and outlet baffles are present and in serviceable condition.
		NO	Inlet and/or outlet baffle(s) are missing or are not in serviceable condition.
		UNKN	Unable to observe treatment tank - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
e.	Liquid Level OK	YES	Liquid level at or below outlet invert.
		NO	Liquid level above outlet invert.
		UNKN	Unable to observe treatment tank - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
f.	Solids Level OK	YES	Solids and/or scum occupy one-third or less of treatment tank volume.
		NO	Solids and/or scum occupy more than one-third of treatment tank volume.
		UNKN	Unable to observe treatment tank - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
g.	Inlet and outlet pipes OK	YES	Inlet and outlet pipes are intact and lack defects.
		NO	Inlet and outlet pipes are broken, collapsed or clogged.
		UNKN	Unable to observe - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.
h.	Outlet Filter OK	YES	The outlet filter is functioning as designed.
		NO	The outlet filter is clogged, or malfunctioning.
		UNKN	Unable to observe - reason noted in narrative.
		N/A	No tank or outlet filter is present as part of the disposal system.
i.	Distribution Box OK	YES	The distribution box is level, free of solids, and functioning as designed.
		NO	The distribution box is not level, contains solids, or is otherwise malfunctioning.
		UNKN	Unable to observe - reason noted in narrative.
		N/A	No tank is present as part of the disposal system.

Supplemental Explanations Key for Page 2 Continued

INSPECTION ITEM (From Page 2)		OBSERVATION & EXPLANATION	
4	Pump & Wetwell Present	YES	A grinder and/or effluent pump and tank are part of the disposal system and riser to grade, if installed after September 23, 2023.
		NO	Design plan specifies grinder and/or effluent pump and tank; no pump(s) and tank(s) is present.
		UNKN	Unable to verify - reason stated in narrative.
		N/A	No grinder and/or effluent pump and tank is present as part of the disposal system.
a.	General Condition OK	YES	Observable portions of pump(s) and tank(s) in serviceable condition.
		NO	Observable portions of pump(s) and tank(s) in serviceable condition.
		UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
		N/A	No pump(s) or tank(s) are present as part of the disposal system.
b.	Alarm & Circuit OK	YES	Pump power and high-water alarm circuits have separate breakers.
		NO	Pump power and high-water alarm circuits have common breaker.
		UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
		N/A	No pump(s) or tank(s) are present as part of the disposal system.
c.	Access for Service OK	YES	Access cover can be located and removed with 6 inches or less of excavation and riser to grade if installed after September 23, 2023.
		NO	Access cover cannot be located and/or removed - reason noted in narrative.
		UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
		N/A	No pump(s) or tank(s) are present as part of the disposal system.
d.	Float Switches OK	YES	Pump on, pump off, and high-water alarm float switches present and functional.
		NO	Pump on, pump off, and/or high-water alarm float switches missing or not functional.
		UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
		N/A	No pump(s) or tank(s) are present as part of the disposal system.

Supplemental Explanations Key for Page 2 Continued

INSPECTION ITEM (From Page 2)		OBSERVATION & EXPLANATION	
5	Disposal Area Present	YES	A subsurface wastewater disposal area is part of the disposal system on the property.
		NO	Design plan specifies a subsurface wastewater disposal area; one is not present on the property.
		UNKN	Unable to verify - reason stated in narrative.
		N/A	A disposal area is not part of the disposal system for this property.
a.	General Condition OK	YES	All disposal system pipes and components are covered, and the surface area is clear of obstructions.
		NO	Disposal system pipe(s) and/or components are exposed; or surface area is not clear of obstructions.
		UNKN	Unable to verify - reason stated in narrative.
		N/A	A disposal area is not part of the disposal system for this property.
b.	Effluent Contained Below Surface	YES	Subsurface wastewater disposal area functioning per definition - no malfunction present.
		NO	Subsurface wastewater disposal area not functioning per definition - malfunction present.
		UNKN	Unable to verify - reason stated in narrative.
		N/A	A disposal area is not part of the disposal system for this property.
c.	Ground Cover OK	YES	The ground surface on wastewater disposal area is stable, with no visible evidence of surface erosion.
		NO	The ground surface on wastewater disposal area is not stable, with visible evidence of surface erosion.
		UNKN	Unable to verify - reason stated in narrative.
		N/A	A disposal area is not part of the disposal system for this property.
d.	Water Supply Setback OK	YES	Observed disposal system to water supply setback(s) concur with design plan - (HHE-200 Form).
		NO	Observed disposal system to water supply setback(s) do not concur with design plan (HHE-200 Form).
		UNKN	Unable to verify - reason stated in narrative.
		N/A	A disposal area is not part of the disposal system for this property.
e.	Waterbody Setback OK	YES	Observed disposal system to water body setback(s) concur with design plan (HHE -200 Form).
		NO	Observed disposal system to water body setback(s) do not concur with design plan (HHE-200 Form).
		UNKN	Unable to verify - reason stated in narrative.
		N/A	A disposal area is not part of the disposal system for this property.