

Received Date:

Innovative/Alternative Maintenance and Inspection Report Coversheet*

*Field Inspection Report must be attached.

Permit Number (WW#)		Lot ID	SPAN(if available)	
Current Landowner				
System Address				
Mailing Address				
I/A Technology		Model Number		
Date Inspected (mm-dd-yy)		<input type="checkbox"/> Start-up <input type="checkbox"/> 6 month <input type="checkbox"/> Annual <input type="checkbox"/> Other		
<input type="checkbox"/> System operational and meets vendor requirements. <input type="checkbox"/> System operational recommended work is preventative maintenance and is not urgent. <input type="checkbox"/> System operational but needs minor repairs. <input type="checkbox"/> System does not meet vendor requirements.				
Explain issues and corrective actions below or <input type="checkbox"/> See attached report <input type="checkbox"/> Effluent cloudy /pungent (check if applicable)				Recommended Due Date(s)

Vendor Approved Licensed Designer Service Provider

(Print) _____

(Signature) _____ Date _____

Regional Office Use Only:

Annual inspection condition(s) satisfied: Year _____ Yes No

Action needed by: Check all that apply and enter Corrective Action(s)/Due date(s)

- Landowner Vendor Service Provider Regional Office
- IA Manager Licensed Designer Compliance Enforcement

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- No access to property/unit Blower or alarm turned off (Circle one or both)
 - Treatment performance compromised Pump or alarm failed (Circle one or both)
 - Effluent cloudy/pungent Flooded Unit
 - Analytical testing required Media needs replacement
 - Container or other Leaks Absorption system compromised

Regional Office Engineer Signature _____ Date _____

Guidelines

Innovative/Alternative Maintenance and Inspection Report Coversheet

1.0 Service Provider (SP): Vendor Approved Licensed Designer (LD), or Service Provider:

It is important that the service provider is aware of any permit conditions associated with the service and maintenance of the System being inspected. Special conditions may exist. The correct Wastewater (WW) permit number and lot number (if applicable) are to be documented on the form. Permits and permit numbers can be obtained from the system owner or may be located using the document search tool on the Departments Web site. <http://drinkingwater.vt.gov/cfm/wwdocs/index.cfm>

The coversheet is to be used to summarize Maintenance and Inspection visits (start-up, 6 month, annual or other) and is submitted with the vendor approved Field Inspection Report. The Field Report must be legible when scanned (avoid colored paper, small and lightly colored writing and highlighting). Field Inspection Reports are required to be reported to the landowner and submitted to the appropriate Regional Office within 60 days of the service date and must include the coversheet .

Until the State establishes a formal policy on how to record the WW number and lot number at the system site we would appreciate the SP recording the WW number and lot number (if applicable) inside the systems control panel or inside the lid to access the unit. This will help homeowners, service providers and the State.

Completing Coversheet:

Please complete the upper portion of the form down to the Regional Office Use Only Section. Use the following guidelines.

System operational and meets vendor requirements.

This box is checked when the system is operational and there are no outstanding repairs, or preventative maintenance recommendations.

System operational, recommended work is preventative maintenance and is not urgent.

This box is checked when the system is operational and preventative maintenance is not urgent. System information is documented on the Field Inspection Report and does not need to be transferred to the coversheet. Examples include:

- Floats should be replaced next year
- Mound is overgrown. Recommend mowing.

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System operational but needs minor repairs.

This box may be checked when the repairs are minor and will be completed in a reasonable time frame or have already been addressed at the time of the site visit. A Field Inspection Report describing the minor repairs or deficiencies must be attached and information must be legible and does not need to be transferred to the coversheet.

Examples of items that can be noted on the Field Inspection Report and not transferred to the Coversheet are:

- Septic tank needs to be pumped ASAP.
- System in alarm. Thought to be a result of too much water entering System. Recommended fixing running toilet.
- Floats are not working and must be replaced.

System does not meet vendor requirements.

This box is checked when there are significant outstanding system deficiencies that need corrective action and follow-up. *Deficiencies will need to be identified on the coversheet and a recommended corrective action date(s) provided.* If the systems effluent is cloudy or pungent, check the box.

Explain issues and corrective actions below or <input type="checkbox"/> See attached report <input type="checkbox"/> Effluent cloudy /pungent (check if Applicable)	Recommended Due Date(s)

Examples of items that are carried over from the Field Inspection Report to the Coversheet:

- System Failed
- Effluent cloudy and pungent. Unknown causes. Recommend sampling within a week and Service Provider follow-up immediately after receiving results of sample.
- Pump failed. Recommend immediate replacement.
- Tank cracked

2.0 Regional Engineers:

If reports are submitted without coversheets or are deficient contact the individual that submitted the report to try to resolve the problem. Individuals completing the form may not be able to locate the WW numbers using the document search tool. Landowners should be contacted only if deficiencies cannot be resolved with the Service Provider. Most are willing to help within reason. If no WW number is on the form Regional Office Administrative staff will attempt to locate the required information prior to filing the Report in a Town folder. If a WW permit number is found the Service Provider should be contacted and the number provided so that future reports will include the number. Landowners may need to check with the Town and do a deed search to locate a correct WW permit number.

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Reviewing Reports:

Please prioritize Reports that have the following box checked:

System does not meet vendor requirements.

The Individual(s) that need to take action and the recommended due date(s) need to be established. Contacting the individual that completed the report to learn more about the problem may be necessary.

If the system does not meet vendor requirements, write a letter to the landowner identifying the Rule /Permit requirement that is not being met and corrective actions needed to correct the problem(s). The correspondence must be archived in the corresponding WW folder in the Scanning Directory. Archive the document in the **Compliance Folder** and use the following file naming convention (remember the underscore between the WW# and description):

WW-#-####-#_Correspondence Or

WW-#-###-#_Correspondence Lot## (When there is a lot number)

Email a copy of the report and letter or document to landowner and copy Chris Russo and Mary Clark. Eventually, the tracking of information and the creation of a compliance schedule will be performed in the WW Regional Office Tracking System.

Our Current Tracking System is unable to track Compliance follow-up. Until we have a System in place we will rely on the Service Provider to track and report on subsequent years Reports if preventative maintenance and minor repairs have not been made. Sign-off on the following Coversheets and pass them to Administrative Staff for scanning according to Procedure 2.

System operational, recommended work is preventative maintenance and is not urgent.

System operational but needs minor repairs.

System operational and meets vendor requirements.