

INSTRUCTIONS/INFORMATION
HOW TO PROPERLY FILL OUT THE INDIVIDUAL MECHANICAL
TREATMENT PLANT
WARRANTY INSPECTION / SERVICE REPORT

Section 1. SITE INFORMATION:

All fields in this form must be filled in accurately and must be legible. The form was designed so that it can be filled out on a computer and then printed; however, you can print the version of the form that can be filled in by hand if necessary. If a form is not submitted with the correct information it will be returned to the individual submitting it for correction.

The portion of the State Sewerage Identification tag that is attached to a portion of the system (generally on the aerator or alarm panel at time of installation) should be initialed at the time of each warranty service inspection (use a permanent marker to put your initial). The drop down menu (in the computer version) for the ID tag should state yes on all the required warranty service inspections that are included in the purchase price of all mechanical treatment plants.

Reason for inspection choices: **1. Two year warranty inspection.**

A 2-year initial service policy shall be furnished to the owner by the manufacturer or the authorized representative; the cost of the initial service policy shall be included in the original price. The initial policy shall contain provisions for four inspection/service visits (scheduled once every six months over the two-year period) during which electrical, mechanical, and other applicable components are inspected, adjusted, and serviced.

Enter inspection 1, 2, 3, or 4 or circle if not using computerized version.

2. Extended service contract/NEW.

A manufacturer or authorized representative shall make available, for purchase by the owner, an extended service contract with terms comparable to those in the initial service policy. Note: Copies of extended contracts shall be submitted to the local health unit.

Enter the date for the extended service contract.

3. Emergency/malfunction service

Emergency service shall be available within 48 hours of a service request.

4. Routine Maintenance

Any service conducted after the two year warranty and after the initial extended service contract, i.e. if the owner/responsible party purchases an extended service contract for 2 years; after the initial contract visit each subsequent maintenance performed should go under number 4-Routine Maintenance.

Section 2. MAINTENANCE PROVIDER:

All maintenance providers must have an endorsement from the licensed manufacturer of all systems they perform maintenance on.

Maintenance provider name and license must be legible. Telephone number must be entered and Company, if applicable. For new contracts, maintenance provider must enter necessary information.

Section 3. MECHANICAL TREATMENT PLANT:

Manufacturer and model number of plant must be filled in.

Visual Assessment: The visual assessment of the effluent quality meets the manufacturer's recommendations as specified in the operation and maintenance manual for this particular brand of mechanical plant. If using the computerized version, in the drop down menu choose yes or no and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Access/Sample Ports: All required access and sample ports are sized and located at or above grade to facilitate the installation, removal, sampling, examination, maintenance, and servicing of components and compartments that require routine maintenance. If using the computerized version, in the drop down menu choose yes or no and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Access Covers Secured: Access ports shall be protected against unauthorized intrusions. Acceptable measures include, but are not limited to:

A padlock

A cover that can be removed only with specialized tools

A cover having a minimum net weight of 29.5 kilograms (65 pounds)

If using the computerized version, in the drop down menu choose yes or no and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Electrical Components: Proper electrical connections must be made to the air pump/blower and/or any other electrical components that are integral parts of an individual mechanical sewage treatment plant, and a qualified electrician should perform or examine the installation(s) for appropriate wiring and installation, as well as the connection to the ground fault current interrupter. Electrical components shall be protected by safety devices, such as circuit breakers and fuses. NFPA 70, 1993 *National Electrical Code* shall be followed for all electrical components, electrical connections, system installation, and system operation.

Note: Extension cords are not considered proper electrical connections and if found, the homeowner should be notified and a comment should be included in the comment section.

Alarm Components: The visual and auditory signals shall continue to be functional in the event of an electrical, mechanical, or hydraulic malfunction of the system. The visual portion of the signal shall be conspicuous from a distance of 15 meters (50 feet) and the audible portion of the signal shall be discernable from a distance of 15 meters (50 feet) from the system and its appurtenances. If using the computerized version, in the drop down menu choose yes or no, and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Pump Out: Pumping of the system should follow the manufacturer's recommendations as specified in the operation and maintenance manual for this particular brand of mechanical plant and/or as determined by installer using an acceptable method.

System pump out required: if yes, list method used to determine need for pump-out.

List the date of last pump out if applicable and if known.

List hauler company name, if applicable.

A person shall not engage in the business or practice of hauling the contents of septic tanks, cesspools, vaults, or similar facilities without first obtaining a license from the Louisiana Department of Environmental Quality.

Section 4. AERATOR: (Please note any problems in the comment section)

Manufacturer, model, and serial number must be filled in.

Indicate if proper electrical connection.

If using the computerized version, in the drop down menu choose yes or no, and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics. (**Again, should not be connected by an extension cord**)

Replacement Aerator: Input the manufacturer, model, and serial number if replacement is needed.

Section 5. PUMP STATION: (If applicable please note any problems in the comments section)

Pump and all other required components and connections functioning to manufacturer's recommendations?

When the elevation of a site prevents the use of gravity flow to convey liquid from one location to another, a pumping station, consisting of a holding tank, pump(s), piping, electrical controls, and other equipment as necessary, must be provided. If using the computerized version, in the drop down menu choose yes or no, and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Section 6. EFFLUENT REDUCTION: (If applicable please note any problems in the comments section)

Effluent reduction type is operating and functioning to manufacturer's recommendations?

Effective October 20, 2000, this rule applies to new individual sewerage system installations, upgrades and/or modifications to existing systems required as a result of an investigation by the Office of Public Health (OPH) into an allegation that a violation of Part XIII of the Louisiana sanitary code has occurred or is occurring, and has the potential for causing harm or creating a nuisance to the general public (R.S.40:1154). Such individual sewerage systems with a capacity up to and including 1,500 gpd, that produce treated effluent, and which, by design, do not significantly reduce the amount of off-site effluent, shall be followed by an effluent reduction system constructed as described in Chapter If using the computerized version, in the drop down menu choose yes or no, and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

7 Subchapter B, §§731 and 733 of Part XIII of the Public Health Sanitary Code.

Backwater Valve: (If applicable please note any problems in the comments section)

A backwater valve must be provided at the end of the effluent reduction field whenever the discharge line is less than 12 inches above the ditch flow-line. If you are inspecting a mechanical treatment plant that was required to a backwater valve installed at the time of installation, your inspection should ensure the valve is still present and not allowing liquid/effluent to enter the effluent reduction field during high water conditions. If using the computerized version, in the drop down menu choose yes or no, and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Section 7. CHLORINATOR: (If applicable please note any problems in the comments section)

Chlorinator is functioning as required and effluent disinfection meets required standards. Where effluent discharges are required to be disinfected, and chlorine is used as the disinfectant, a chlorine contact chamber is required. Calcium hypochlorite, labeled for wastewater disinfection, shall be added in sufficient concentrations to maintain a minimum residual of 0.5 ppm total chlorine in the effluent. In order to achieve the required chlorine contact time, a baffled chlorine contact chamber designed to meet the needs for each system with the specified liquid holding capacity shall be used as follows.

Disinfectant Chamber Minimum Liquid Capacity	
Treatment Capacity of Sewerage System	Contact Chamber Liquid Capacity
500 GPD or less	30 gallons
501-750 GPD	45 gallons
751-1000 GPD	60 gallons
1001-1500 GPD	90 gallons

If using the computerized version, in the drop down menu choose yes or no, and in the writable version circle yes or no. **Anytime No is chosen** a comment should be added in the comment section detailing specifics.

Section 8. COMMENTS: Please describe any problems in detail that you have found which may cause this plant not to function to manufacturer specifications which may create a nuisance or public health hazard.

NOTE:

The owner shall be notified, in writing, about improper system operation that cannot be remedied at the time of inspection; this notification shall include an estimated date of correction.

Provide signature of Installer or Maintenance provider and License Number.