



## "AS-BUILT RECORD" INSTRUCTION SHEET

"As-built Record", must be completed after the system is installed and submitted to our office to request a pre-cover inspection. We will then use this document to perform the inspection of your installed septic system. You may mail the form, drop it by the office, or fax a copy to us. Our fax number is (541) 926-2060. If you have questions regarding your as-built, call us at (541) 967-3821.

The "as-built" is an important part of your septic system's final records. Therefore, it must be accurately completed before we can issue the Certificate of Satisfactory Completion (CSC) for your system. We can inspect your system with a copy of the as-built, **but we must have the original copy of the completed as-built form before we can issue the CSC.** The following information is provided to guide you through the completion of the as-built form. This form applies to all different types of sewage disposal systems and not all of the information requested will be pertinent to your system so please fill out only the sections that are pertinent to your system.

- 1. Permit Number, Map Number, and Owner:** Enter the permit number, map number, and owner in the space provided.
- 2. Watertightness Testing:** Perform the steps below to certify that the tank has been tested and demonstrated watertight. Be certain you read and observe the tank manufacturer's written instructions for doing so.
  - Plug the inlet and outlet of the tank and fill the septic tank with water to a level **no more than** 1-2 inches above the seam between the riser and the top of the tank. Wait 24 hours and check the level – it may be slightly lower due to evaporation and absorption. The allowed limit is 1 gallon in 24 hours. If it is significantly lower, the tank is leaking and must be repaired or replaced. When the tank has been demonstrated to be watertight, certify this by checking the appropriate box on the as-built form.
- 3. Standard Pumping System:** Testing includes filling the tank so that the alarm goes off (verify visual and audio alarm signals), then activating the pump and completing one full pumping cycle. While pumping, check the effluent line for leaks and ensure proper flow into the distribution or drop box.

To test **any pressurized distribution system**, do the following:

  - Complete system installation, up to installation of the orifice shields.
  - Add water to tank and initiate a pumping cycle. Measure the squirt height at all orifices and verify on the line provided. Also, verify that the squirt height is equal (within an inch) at each orifice in the system. Clear any blocked orifices and be sure all debris is flushed from pipes.
  - Leave orifice shields off until the Environmental Health inspector has issued approval to backfill the system. After getting backfill approval, install the orifice shields, complete the rock layer, and place the filter fabric before backfilling.
- 4. Gravity Effluent Piping Fall:** Is the measurement (in inches) of the downward slope of the pipe from the septic tank outlet to the perforated pipe in the highest drainfield trench. Fill this part out only if you have a gravity system (meaning there are no pumps).

**It must be measured as follows:**

  - Using a device such as a transit or laser, take a reading of the top of the effluent sewer pipe where it exits the septic tank.
  - Next, measure the top of one of the headers connected to the distribution box. If you are using drop boxes, measure the top of the header between the highest drop box and the drainfield pipe to which it is connected.
  - Find the difference between the two measurements as the fall of the effluent line. Enter this on the line provided.
- 4. Tracer Above Effluent Transport Piping:** All effluent sewer and pressure piping must have a minimum 18-gauge, green-jacketed tracer wire or green color-coded metallic material placed above the pipe.
- 5. Building Department Permits:** Systems that require pumps or alteration of the building sewer require the appropriate permits from the Building Department.
- 6. Deviation from Approved Plans:** If the installation of the system deviated from the plans that were submitted and approved, note the changes in this section, and if the installation significantly deviated from the Application System Plans that were approved, draw the changes in the space provided. Attach any appropriate documentation (such as an amended plot plan, pump curves, etc documenting the changes).