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ON-SITE SEWAGE DISPOSAL SYSTEM MAINTENANCE REPORT

(PLEASE COMPLETE IN FULL AND RETURN TO CITY OF ANDOVER)

**THANK YOU IN ADVANCE FOR YOUR COOPERATION IN THIS MATTER
- ANDOVER BUILDING DEPARTMENT -**

The purpose of this form is to serve as a reminder to homeowner's and businesses that per city code 10-4 - requires a septic tank be pumped every 3 years or if required sooner. Please provide the name of septic pumper and date of service. The State requires proper documentation that a permit was obtained and pumped by a licensed pumper. This rule is under the Individual Sewage Treatment Systems Program (ISTS) - Chapter 7080 – Section 0175 – Maintenance.

Today's Date: _____

1. **Address:** _____

2. **Homeowner's Name (PLEASE PRINT):** _____

3. **Date of original septic installation (if known):** _____

4. **Date of last repair or reconstruction of system (if known):** _____

5. **Date of last septic tank pumping:** _____

6. **Name of septic pumper who pumped tank:** _____

7. **Was maintenance cover removed for cleaning?** _____

If no please explain: _____

8. **Were baffles inspected?** _____

9. **Conditions of baffles?** _____ **Good** _____ **Need Replacement**

Explain: _____

10. **Depth of scum?** _____ **Depth of sludge?** _____

11. **Fluid level in tank was:** _____ **Below normal** _____ **Normal** _____ **Above Normal** _____

12. **Evidence of drain field failure?** **YES** _____ **NO** _____

13. **Contractor:** _____

MPCA License Number: _____

OTHER COMMENTS: _____

Owner's Signature: _____ **Date:** _____

The City of Andover has a Private Septic System Ordinance. Copies of this Ordinance are available at City Hall. Failure of individual systems results in problems not only for the homeowners but also for the City Council.

Included in the Ordinance is a section on the maintenance of on-site sewage disposal systems. The purpose of this letter is to inform you of the Private Septic System Ordinance and to give you suggestions on operation and maintenance of your system.

SUMMARY OF MAINTENANCE PORTION OF ORDINANCE

- a) The City shall mail, on or before March 1 of every other year, to each owner having an on-site sewage disposal system a set of instructions and a form to be used in reporting on your sewage disposal system.
- b) The City will be divided into two areas for purposes of biennial reporting by property owners. The area west of C.S.A.H. No. 9 (Round Lake Boulevard) shall report on odd years and the area east of C.S.A.H. No. 9 on even years.
- c) Each property owner shall complete the maintenance report on his on-site sewage disposal system and submit the form by September 1st of that year. The City requires that each property owner have his septic tank pumped as often as required by inspection, but not less than once every three (3) years. Failure on the part of the property owner to submit the forms certifying that septic tank cleaning has been done shall be cause for the City to have septic tank cleaned. The City shall contract for the cleaning service and provide the property owner with an advanced notification of the date the system will be cleaned. The cost of this service shall be assessed to that property.
- d) A permit is required for pumping septic tanks. The application for this permit shall be made in writing on a form provided by the City. A \$15.00 fee is required for this permit. The Septic pumper is responsible for this permit. This permit information (pumping, repair, etc.) is posted as a permanent record for your septic system.
- e) A permit is required for installing, altering, repairing or extending an on-site sewage disposal system. The application for this permit shall be made in writing on a form provided by the City. A \$50.50 fee is required for this permit if said system is a typical installation, \$100.50 fee is required for this permit if said system is a mound installation.
- f) The City must license the contractor pumping the septic tank systems. The contractor must conform to the Minnesota Department of Health and Minnesota Pollution Control Agency regulations. Disposal of sludge and scum removed from the systems shall be into a municipal sewer disposal system at a disposal site approved by the City.
- g) Each property owner shall cooperate with the City in taking water well samples, if required, to check the adequacy of the on-site sewage disposal system.

OPERATION OF SYSTEM

1. **DO NOT ALLOW COFFEE GROUNDS TO ENTER THE SEPTIC TANK.** They are not broken down by bacterial action and contribute directly to sludge build-up.
2. **A GARBAGE GRINDER/DISPOSAL IS NOT RECOMMENDED WITH A SEPTIC TANK.** While it does not harm the action in the tank, many more solids are placed in the tank. The solids will need to be removed from the septic tank more frequently when a garbage grinder/disposal is used. A garbage grinder/disposal about doubles the rate of solids accumulation.
3. **DO NOT INTRODUCE ADDITIVES TO SEPTIC TANKS.** According to the Public Health Service, U.S. Department of Health, Education and Welfare, some 1200 products – many containing enzymes – are on the market for use in septic tanks. Extravagant claims have been made for some of them. However, none proved advantageous in properly controlled tests. Some additives cause the sludge to “bulk”, i.e., expands in volume and is carried into the soil treatment system. This sludge will plug the soil treatment unit and require its replacement.
4. **ROOF DRAINS, FOUNDATION DRAINS AND DRAINAGE FROM OTHER SOURCES.** These produce large constant or intermittent volumes of clear water, which should not be piped into the septic tank. Such volumes of water will stir up the contents of the tank and carry some of the solids into the drain system.
5. **DRAINAGE FROM GARAGE FLOORS.** These or other sources of oily waste should not be put in the septic system.
6. **WASTE BRINES FROM HOUSEHOLD WATER SOFTNER UNITS.** These units have no adverse effect on the action of the septic tank, but *may* cause a slight shortening of the life of the disposal field.

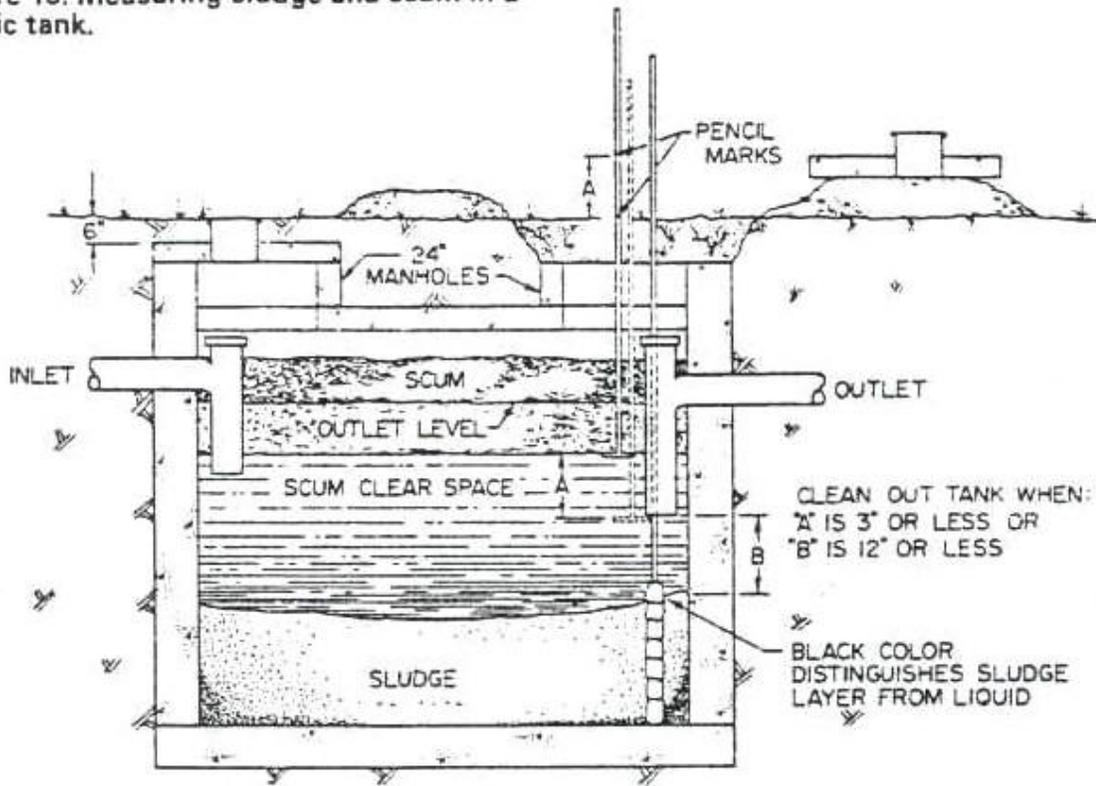
Septic tank pumping is more than just removing the liquid wastes. Liquid must be drawn out and backwashed into the tank to get the sludge into suspension and to break up the floating scum layer. To do a proper job of removing solids it is usually necessary to open the tank manhole. Unless this is done, it is likely that all the solids cannot be removed.

With proper septic tank maintenance, the soil treatment system will continue to accept sewage effluent at a given rate for an indefinite time. The soil treatment system can be overloaded by discharging more effluent into it than it was designed for.

Measuring the sludge and scum layers in your septic tank can be easily done by the homeowner. See Figure for instructions on how to proceed.

The City Council has provided this information to assist you and if you have any questions regarding this article, please contact the City Building Official at (763) 755-8700, Fred Patch, City Building Official.

Figure 18. Measuring sludge and scum in a septic tank.



1. The scum is measured with a pole that has a 3" x 3" piece of plywood fastened to the bottom.
2. The pole is forced through the scum mat and then raised until resistance from the bottom of the scum is felt. With the same tool, measure the distance to the bottom of the outlet device. If the layer and bottom of the outlet device are less than three inches apart, your septic tank should be pumped. See Figure.