

Form 8.1 Troubleshooting guide

Survey completed by: _____

Reference #: _____

Client contact information

Client name: _____	Time: _____	Date: _____	Yes	No
Address: _____				
Phone #: _____	Cell #: _____			
Designer: _____	Installer: _____			
Design flow: _____ GPD	Date of last pumpout: _____			
Is the facility in a rural setting?			<input type="checkbox"/>	<input type="checkbox"/>

Basics of troubleshooting

1. Research claims
 - a. Technology is able to handle :
Hydraulic loading: ____ gpd Organic loading: ____ mg/L Mass loading: ____ lbs/day
 - b. List possible interferences: _____
2. Review plans
 - a. Hydraulic loading (design): Peak flow: _____ gpd Average flow: _____ gpd
 Hydraulic loading (actual): Peak flow: _____ gpd Average flow: _____ gpd
 - b. Organic loading: _____ lbs/day (BOD₅) Actual: _____ lbs/day
 - c. Number of people living in the house:
 - i. Design
 Adults: Teenagers: Children:
 M ____ F ____ M ____ F ____ M ____ F ____
 - ii. Actual
 Adults: Teenagers: Children:
 M ____ F ____ M ____ F ____ M ____ F ____
 - d. Number of bedrooms: _____ (design) Number of bedrooms: _____ (actual)
 - e. Number of bathrooms: _____ (design) Number of bathrooms: _____ (actual)
 - f. Days of operation Plan: _____ Actual: _____
3. Review regulations
 - a. Is system compliant with regulations?
 - b. Are regulations the cause of malfunction?
4. Determine the source
 - a. Has evaluation survey been filled out by system owner or manager?
5. Constituent testing
 - a. Has the system been sampled?
 - b. Please list any constituents that are out of the expected range: _____
6. Operation and maintenance
 - a. Has proper O&M been performed on the system according to the plans?
7. System accessibility
 - a. Is wastewater treatment system accessible at the surface?
8. Power outages
 - a. Have there been recent power outages in the system?
9. System misuse
 - a. Is the facility owner aware of the dos and don'ts of onsite wastewater treatment systems?
 - b. Has the system been used properly?
10. Clear water addition
 - a. Is clear water being added to the onsite wastewater treatment system?

System history

- 11. How old is the system? _____ years
- 12. Has the system ever backed up? Yes No
- 13. Are baffles present Yes No
 Have the baffles ever plugged? Yes No
- 14. Has the system ever been repaired? Yes No
- 15. Has effluent ever surfaced? Yes No
- 16. Has the alarm ever sounded? Yes No

Site evaluation

- 17. Percolation or infiltration test: _____ gal/foot²/day
- 18. Groundwater table
 - a. Seasonal : _____ in.
 - b. Average: _____ in.
- 19. Property use
 - a. Is the system free of encroachments? Yes No
 - Driveways: Patios: Utility easements: Decks: Livestock:
 - Gardening: Pets: Vehicular traffic: Construction: Other: _____
- 20. Topography and landscape position
 - a. Is surface water effectively managed/diverted away from site? Yes No
 - b. Is surface water effectively managed/diverted away from system and components? Yes No
 - c. Are the system components free from settling or erosion? Yes No
- 21. Subsurface water management
 - a. Type: _____ Gravity: Pump: Not present:
 - b. Outlet open to drainage Yes No
 - c. Rodent guard on outlet Yes No
 - d. Is the sump pump working? Yes No
 - e. Outlet for sump pump discharge Yes No
- 22. Vegetation
 - a. Trees in distribution field Yes No
 - i. Type(s): _____
 - ii. Location(s): _____
 - b. Excessive vegetation Yes No
 - i. Location(s): _____
 - c. Uneven vegetation Yes No
 - i. Location(s): _____
 - d. Poor vegetation Yes No
 - i. Location(s): _____

Storage and pretreatment components

- 23. Septic tank size: _____ gal HDT: _____ days
- 24. Sludge levels in septic tank:
 - Sludge: _____ inches Clear: _____ inches Scum: _____ inches
- 25.
 - a. Effluent screen in septic tank outlet Yes No
 - b. Has effluent screen ever been plugged? Yes No
- 26. Grease trap
 - a. Is it in acceptable condition? Yes No
- 27. Flow equalization tank
 - a. Is it in acceptable condition? Yes No
- 28. Holding tank
 - a. Is it in acceptable condition? Yes No

Advanced pretreatment components

29. Indicate the presence of the following components:

Media filter:

ATU:

Disinfection unit:

Type: _____

Final treatment and dispersal system

30. Soil type at soil treatment area depth or lower: _____

31. Type of distribution/dispersal system: _____

System controls

32. Dosing tank size: _____ gal.

33. Sludge level in dosing tank: _____ inches

34. Correct setting of time components

ON: _____ OFF: _____ Man: Auto: Off:

35. Is the pump working?

36. Duration of pump cycle

Pump run time: _____ Present meter reading: _____ Last meter reading: _____

37. Pump drawdown

GPI: _____ Drawdown: _____ inches Pump delivery rate: _____ gpm

Microscopic Examination: _____

Additional Comments

Site Sketch

