



COMMUNITY DEVELOPMENT AGENCY
ENVIRONMENTAL HEALTH SERVICES DIVISION

OWTS ALTERNATIVE SYSTEMS OPERATING PERMIT RESPONSIBILITIES

UNDERSTANDING YOUR OPTIONS Monitoring Inspections and Reports

The Septic Professional's Report

Marin County Environmental Health Services is required by the Bay Area Region Water Quality Board to ensure that the septic professional reports are submitted annually for each system operating permit.

The Professional's report addresses the performance of the alternative septic system and may itemize any maintenance that was performed. Regular maintenance is critical to ensure good performance and the longevity of the system. It is also required by Marin County Regulations.

The report can be submitted by a qualified service provider or by EHS staff. Property owners who opt to have EHS conduct the annual inspection/monitoring should be aware that *EHS staff does not conduct any required repairs or maintenance to the system.* Therefore, it is very important that the property owner ensures that a qualified person conducts routine maintenance and service of the entire septic system.

What About Self-Monitoring Reports?

For those who wish to qualify for biennial professional monitoring, two self-monitoring reports must be submitted on time **every year** by December 1st and May 1st.



Property owners may elect **not** to do self-monitoring, but they must then submit **annual** professional monitoring reports.

Though not mandatory, self-monitoring *is highly encouraged*, as it provides an opportunity for the homeowner to access the performance of their septic system and allows them to be eligible for the biennial monitoring schedule.

How To Qualify For Biennial Monitoring:

- Your system was installed more than two years ago.
- You have owned the property a minimum of two years.
- Your self-monitoring reports are submitted on time (Dec. 1st and May 1st) each year.
- Your professional's report is submitted on time (April 15th).
- Your Operating Permit fee is submitted within 30 days of receiving the invoice.
- Average daily water use remains within the limits of your Operating Permit, and any needed-maintenance is promptly taken care of.

INTERPRETING YOUR OPERATING PERMIT

Annual or Biennial?

Your Operating Permit identifies the frequency of your Professional's reporting requirements.

If you do not see the word "Biennial", your professional's report is due every year (annually) by April 15th.

If you see the word "Biennial" on your Operating Permit, your professional's report is due every other year by April 15th.

Biennial Reports: The year the biennial professional's report is due is based on *the location of your property:*

If your property is in San Rafael, Fairfax, Woodacre, San Geronimo, Forest Knolls, Lagunitas, Nicasio, Mill Valley, Tiburon, Muir Beach, or Sausalito, then your Professional Report is due April 15th in **odd** years (e.g. 2013, 2015, and so on).

- or -

If your property is in Bolinas, Olema, Point Reyes Station, Inverness, Marshall, Tomales, Petaluma, or Novato, then your Professional Report is due April 15th in **even** years (e.g. 2014, 2016, and so on).

