

# INSTRUCTIONS FOR COMPLETING THE SELF-MONITORING FORM

In an effort to assist you in completing the Self-Monitoring of your alternative septic system the form has been broken into four sections.

The next few pages and steps will provide you the information needed on complete the form.

Items/tools that you will need:

- a) Measuring tape
- b) Wrench or other tools
- c) Screw driver
- d) Allen wrench
- e) Rubber gloves
- f) Flash light

The **FIRST SECTION** of the form is self-explanatory and needs to be completed to assure we have the correct site address and property information.

**SELF-MONITORING FORM**  
**Alternative Septic System – System Performance Report**

Site Address: \_\_\_\_\_

System Type\*: (Mound, P.D., Other) \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ - \_\_\_\_\_

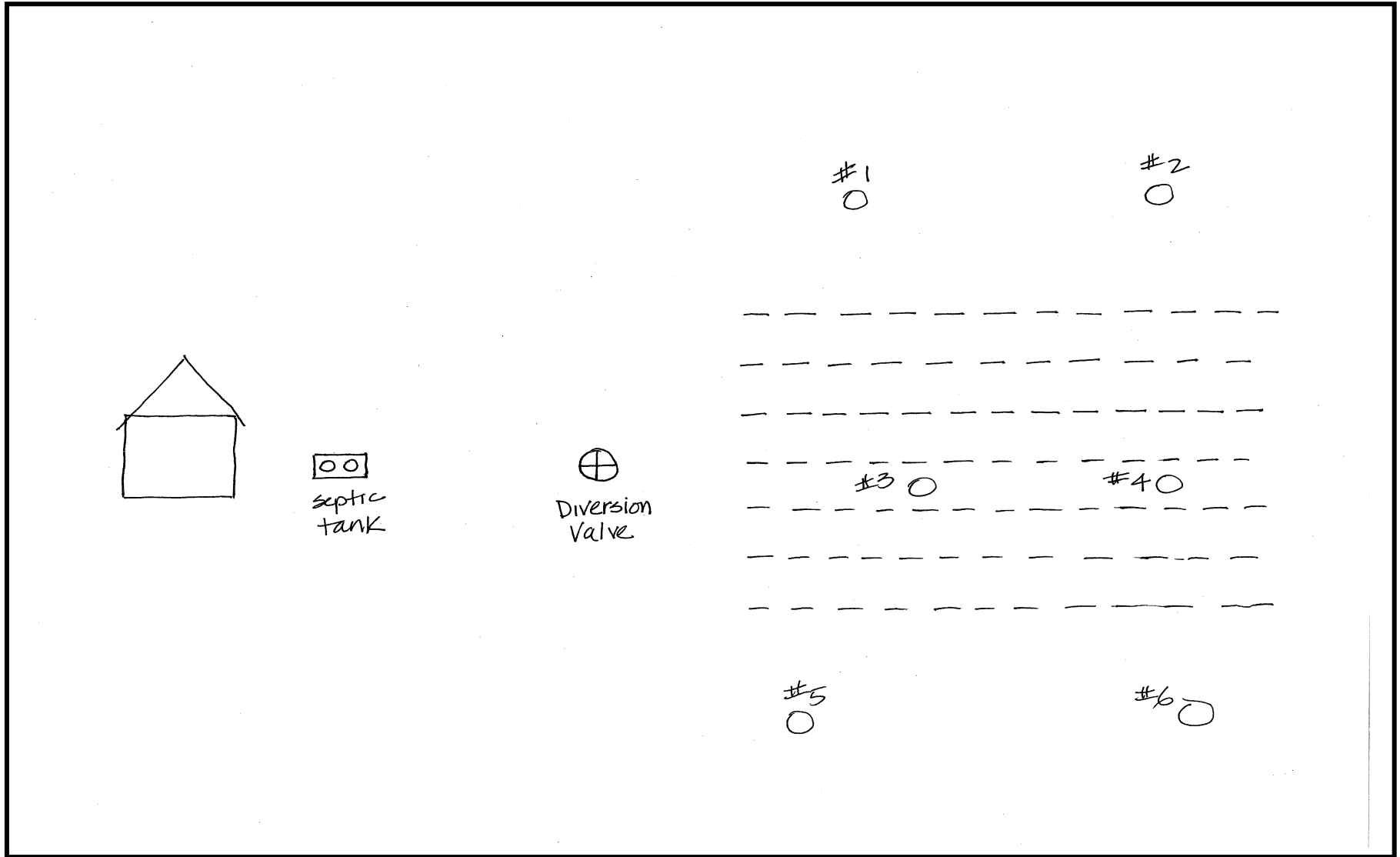
Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

\* Typical System Types: Mounds, Steep-Slope Mounds, Sand Filters, Pressure-Dosed Sand Trenches, Drip Dispersal Systems with Pre-Treatment Units

The approved plans you received when your permit to construct the septic system was issued will help you locate the different components of the system.

To complete the **SECOND SECTION** of the form you will need to sketch a layout of your alternative septic system and label the performance wells (previously known as monitoring wells) for the system. Sketch this layout on the back of the Self-Monitoring form. Keep a copy of that sketch, for future use and reference. Below is an example.



This section of the Self-Monitoring Form focuses on performance well and/or monitoring port information. Below is a photo of a typical performance well at grade.

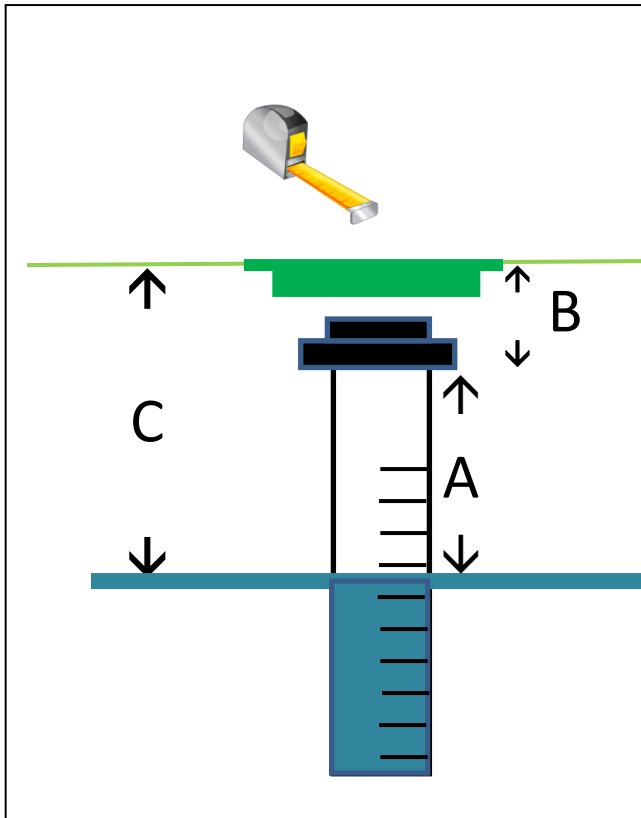


There is a difference between a performance well and a monitoring port. The monitoring ports are within a leach field trench. These ports indicate how the trench is dispersing the effluent. A performance well measures the level of ground water or wastewater in or around the area of the dispersal system.

After you have drawn your sketch of the system and numbered the performance wells and/or monitoring ports the next step is to measure the level of liquid in the well.

**PERFORMANCE WELL AND/OR MONITORING PORT INFORMATION:**

Well Number	Distance from the top of the <u>ground surface</u> to the top of the <u>water</u> (if dry, write "dry")	Well Number	Distance from the top of the <u>ground surface</u> to the top of the <u>water</u> (if dry, write "dry")
1	(C) inches	6	inches
2	inches	7	inches
3	inches	8	inches
4	inches	9	inches
5	inches	10	inches

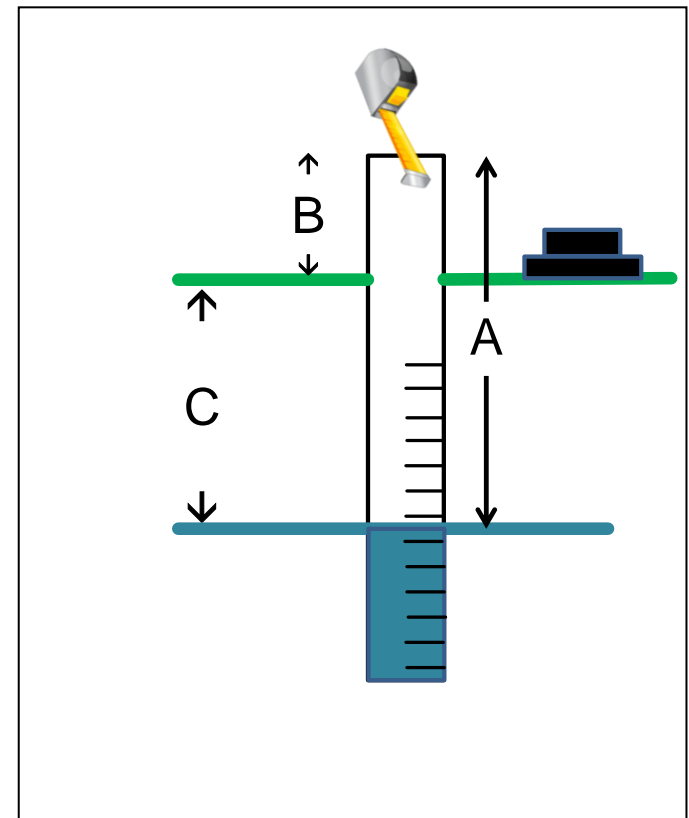


Perform the following steps to measure the depth of water from the surface.

← **If the performance well is below ground in a valve box:**  
 Remove valve box lid and well lid and measure inches from top of pipe to water, but add inches from top of pipe to surface.  
 $A + B = C$   
 Enter data in the appropriate column.

**If the performance well extends above ground:** →  
 Remove lid and measure inches from top of pipe to water, but subtract inches of exposed pipe above the surface.  
 $A - B = C$   
 Enter data in the appropriate column.

**If there is no liquid, simply write "dry."**



The **THIRD SECTION** of the form deals with the Control/Alarm Box information.

Locate the control panel of your alternative septic system to complete the entire section of the form.

Most alternative systems have pumps and a dose counter, so the answer to the first few questions will likely be “YES.”

**CONTROL/ALARM BOX INFORMATION:**

Does the system have a pump?  Yes  No

Does the system have a Dose Counter  Yes  No

Do you have a diversion valve?  Yes  No

Which field is now operating? \_\_\_\_\_

Does Audible Alarm work?  Yes  No  Not Sure

Does Alarm Light work?  Yes  No  Not Sure

If you have a pretreatment unit does it work?

Yes  No  Not Sure

**FILL OUT THE INFORMATION BELOW IF YOU HAVE A DOSE COUNTER:** (If you do not have a dose counter but have a timer that reads in elapsed minutes, please write the elapsed minutes in the dose counter reading space below.)

Current dose counter reading	If you do not have a dose counter and have an ETM ( <i>elapsed time meter</i> ) write in the box ETM and the readings.	Today's date	Fill in date
Previous dose counter reading		Date of previous counter reading	N/A unless you have a previous reading. You would fill in the readings next time.
Number of doses		Number of days	N/A unless you have a previous reading. You would fill in the readings next time.

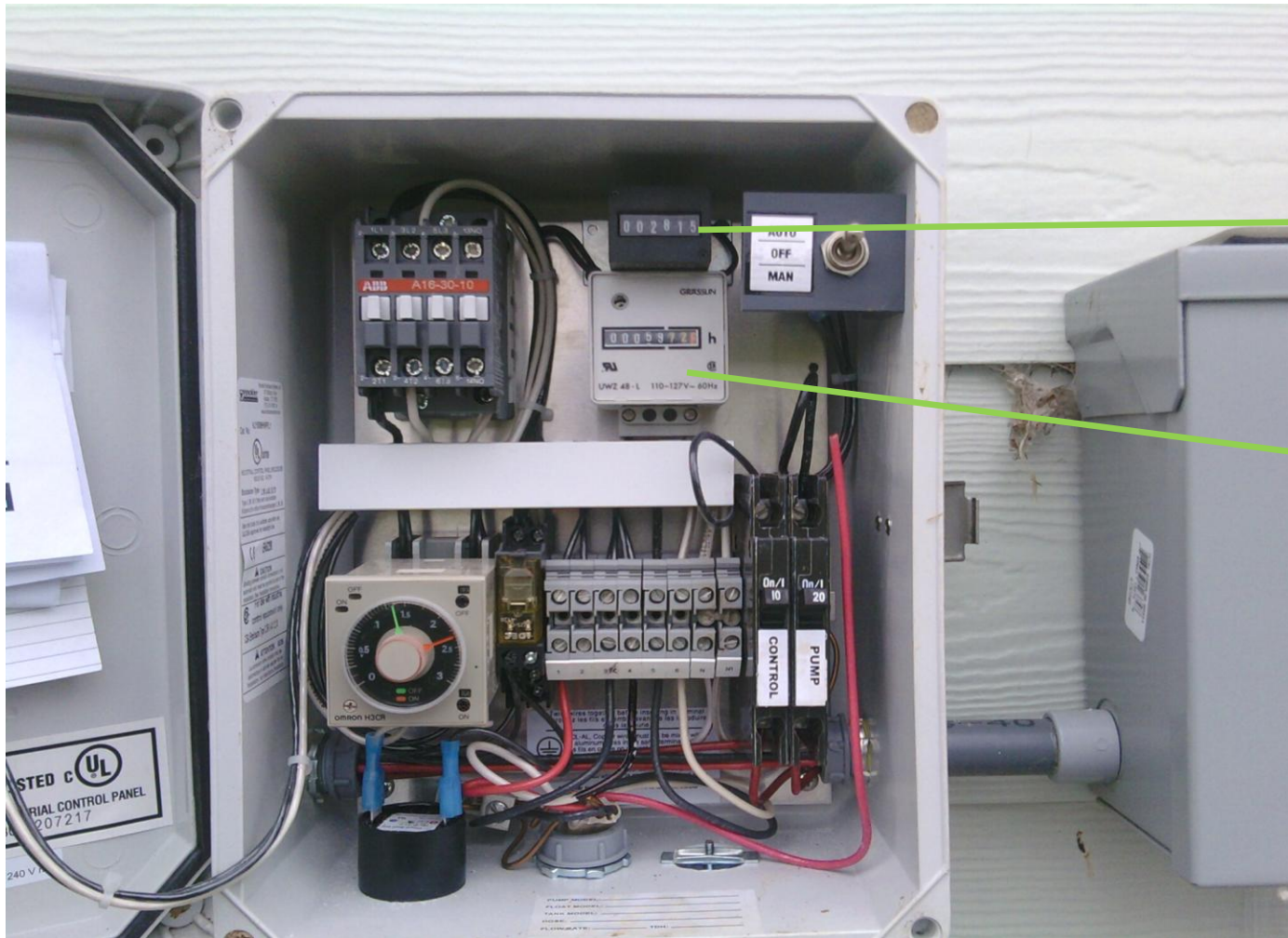
There should be an audio visual alarm on the box and there may also be an alarm inside the residence as required for new systems. We DO NOT WANT YOU TO TURN THE ALARM ON (you will not be able to unless you engage it) so you will want to check “not sure” unless of course you know your alarm is not working properly.

Most systems also have a diversion valve with the exception of a single mound system.

Which field is the diversion valve turned to? If you do not know what field is in operation put “don’t know” or “?”

Pretreatment – unless you know the pretreatment is not working, the answer should be ‘yes’ or ‘not sure.’

The control panel should be located in close proximity to the pump chamber.



DOSE  
COUNTER

ELAPSED  
TIME METER

Open the control panel door. Look inside for the dose counter and elapsed time meter (ETM). If you do not have a dose counter and have an ETM (*elapsed time meter*) write in the box ETM and the readings. The dose counter tells us how many times the pump has turned on. The ETM tells how long the pump has pumped for. By reading these meters one can determine how many gallons are flowing to the septic system each day and compare it with the maximum peak flow of the system design.

The **FINAL SECTION** of the form is for determining the daily flow rate or how many gallons per day (gpd) are going into the septic system.

**EXAMPLE:**      200 doses since the last reading divided by 50 days = 4 doses per day  
4 doses times 150 gallons per **DOSE** = 600 gallons per **DAY**

Number of doses divided by number of days = \_\_\_\_\_ doses per day  
Doses per day multiplied by \_\_\_\_\_ gallons per dose\* for your system = \_\_\_\_\_ gallons per day (for this time period)  
System is designed for: \_\_\_\_\_ gallons per day

\* Gallons per Day and Gallons per Dose should be available on the septic plans (you can obtain that information from EHS or the design consultant). For those with a timer and no dose counter, the gallons per minute and minutes per dose can be found in the septic plan calculations. Make sure this reading is for the leach field, not the pretreatment unit.

**General Condition of System – Note any maintenance/repairs done on system since last monitoring, i.e.: tank pumped, alarm repaired, pump and or floats replaced, system purged & balance and by whom.**

Monitored By: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

You will not be able to determine the number of doses per day and number of days to complete the calculation if this is the **first** self-monitoring event done.

Please record notes of any maintenance or repairs done as this may change the dose counter and other items.

**Please be sure to sign and the self-monitoring form and submit to EHS by the required due date.**