



State of Florida
 Department of Environmental Protection
 Onsite Sewage Treatment and Disposal System (OSTDS)
Master Septic Tank Contractor Repair Certification

Permit No. _____
 Date Paid _____
 Fee Paid _____
 Receipt No. _____

Applicant: _____

Agent: _____ Email: _____ Phone: _____

Property Address: _____

Lot: _____ Block: _____ Subdivision: _____ Property ID No.: _____

Observation: IN (In compliance); OUT (Out of compliance); UN (Unobserved); NA (Not applicable)

<u>Tank Installation</u>		<u>Setbacks</u>	
_____ [01] Tank Size [1] _____ <input type="checkbox"/> ATU [2] _____ <input type="checkbox"/> ATU	_____ [27] Surface Water _____ ft	_____ [28] Ditches _____ ft	_____ [29] Private Wells _____ ft
_____ [02] Tank Material: [Conc / FG / Poly / Other]	_____ [30] Public Wells _____ ft	_____ [31] Irrigation Wells _____ ft	_____ [32] Potable Water Lines _____ ft <input type="checkbox"/> Sleeved / SCH40
_____ [03] Inlet / Outlet Device	_____ [33] Building Foundation _____ ft	_____ [34] Property Lines _____ ft	_____ [35] Other _____ ft
_____ [04] Multi-Chambered [Y / N]	<u>Filled / Mound System</u>		_____ [36] Drainfield Cover
_____ [05] Outlet Filter	_____ [37] Shoulders	_____ [38] Slopes	_____ [39] Stabilization _____
_____ [06] Legend [1] _____ [2] _____	<u>Additional Information</u>		_____ [40] Unobstructed Area
_____ [07] Watertight	_____ [41] Stormwater Runoff	_____ [42] Alarms	_____ [43] Supporting Documentation
_____ [08] Level	_____ [44] Building Area	_____ [45] Compliance with Site Plan (sketch if OUT)	_____ [46] Final Site Grading
_____ [09] Depth to Lid <input type="checkbox"/> Riser(s) Installed	_____ [47] Contractor _____	_____ [48] Alt. Drainfield Product _____	<u>Abandonment / Soils Verification</u>
<u>Drainfield Installation</u>	_____ [49] Tank Pumped _____ / _____ / _____	_____ [50] Tank Crushed & Filled or Removed _____ / _____ / _____	_____ [51] Soil Verification (document profile if OUT)
_____ [10] Area [1] _____ [2] _____ sq. ft.			
_____ [11] Distribution Box _____ Header			
_____ [12] Number of Drainlines [1] _____ [2] _____			
_____ [13] Drainline Separation [Trench / Bed]			
_____ [14] Drainline Slope			
_____ [15] Depth of Cover			
_____ [16] Elevation [Above / Below] BM _____ in.			
_____ [17] Drainfield Location (sketch if OUT)			
_____ [18] Dosing Pumps _____			
_____ [19] Aggregate Size _____			
_____ [20] Aggregate Excessive Fines _____			
_____ [21] Aggregate Depth _____			
<u>Fill / Excavation Material</u>			
_____ [22] Fill Amount _____			
_____ [23] Fill Texture _____			
_____ [24] Excavation Depth _____			
_____ [25] Area Replaced L _____ W _____			
_____ [26] Replacement Material _____			

Explanation of Violations / Remarks:
 [] _____
 [] _____
 [] _____

Master Septic Tank Contractor Repair Certification:

Under penalty of law, I hereby certify that I have personally inspected the installation of this onsite sewage treatment and disposal system with the results indicated above. The system installed is in full compliance with the permit and Section 381.0065, Florida Statutes, and Chapter 62-6, Florida Administrative Code. I understand that falsification of this report is grounds for imposition of an administrative fine or suspension or revocation of my septic tank contracting registration and authorization.

Signature: _____ SM _____ Date: _____

Registration Number

System Construction Inspection and Final Approval, Instructions (Version 2022)

Inspector marks items for compliance with construction permit and statute or rule as in compliance (IN) / out of compliance (OUT) / unobserved (UN) / not applicable (NA).

In compliance: Item is in compliance with permit and regulations. Note as IN.

Out of compliance: Item is out of compliance. Note as OUT.

Unobserved: Item cannot yet be observed/not yet installed. Note as UN and document reason in the Explanation of Violations / Remarks.

Not applicable: Item does not exist at this system. Note as NA and document reason in the Explanation of Violations / Remarks.

All information must be legible. All setback measurements are to be made with a tape measure or other Department-approved device. Setback measurements must be from closest point of system to the feature. Evaluator must record the actual distance measured, recorded in feet or with "NA" for non-applicable features. Features on the approved site plan or within 75 feet of the applicant lot (or parcel drawn when property ≥ 5 acres), within 100 feet of the system, must be measured. The location of any public drinking well within 200 feet of the system must also be measured.

Num.	Item	Procedure and Instructions
--	Application Information	Copy from Permit: Permit Number: Number assigned by Environmental Health Database. Example: 00-SE-1234567. Applicant: Property owner's full name. Agent: Property owner's legally authorized representative. Agent email and phone number. Property Address: Street address for property. Lot, Block, Subdivision: Lot, Block and Subdivision for lot. Property ID No.: 27-character number for property (property appraiser ID number; GIS coordinates).
[01]	Tank Size	Record capacities of all tanks (use comments or additional sheets if more than two tanks, as needed). Effective capacity in gallons for tanks other than ATUs or PBTS for which hydraulic treatment capacity in gallons per day is used. Tank size must be confirmed by visual inspection of Department approval number and capacity for all tanks used in the system (e.g., treatment, dosing, laundry and grease traps). Tank size must conform to permit and rule requirements. Treatment tanks for new systems must meet sizing criteria in Table II, modifications must be within one tank size and repairs must be within two tank sizes. Occasionally (or if mismatch is suspected) verify approved tank dimensions (i.e., length, width and depth and liquid depth (outlet) to confirm capacity. [62-6.013] A 25' x 1" stainless steel, rigid and self-locking measuring tape can be used.
[02]	Tank Material	Tank material must be visually confirmed and recorded on the form (Conc=Concrete; FG=Fiberglass; Poly=polyethylene/polypropylene; Other). Verify no material defects.
[03]	Inlet / Outlet Device	Visually confirm installation of a solids deflection device. An outlet tee with a 90 degree turn is required for septic tanks, unless there is an outlet filter required and installed. Verify use of inlet device if required. [62-6.013(2)(d); 62-6.013(8)(b); 62-6.013(10)(c)] Must be visually confirmed and measured to verify its opening is not located less than 30% nor greater than 40% of the liquid depth and that it extends at least 4" above the liquid level. A 25' x 1" stainless steel, rigid and self-locking measuring tape can be used. Must be visually observed unless existing/repair tank certification documents present.

Num.	Item	Procedure and Instructions
[04]	Tank Multi-Chambered or Tanks in Series	<p>Multiple chambered tanks or tanks in series must have correct capacities, tank configurations and proper baffle and baffle opening placement. [62-6.013(2)(a) and (e)]</p> <p>Check for proper connections between tanks and use of correct fittings.</p> <p>Openings for sewage flow in walls of multi-chambered tanks must be cleanly cut and measured for proper opening depths (30-40% of liquid level) and opening size (4" diameter or minimum 12.57 sq. inches of open area) or use inverted U-fitting or tee. A 25' x 1" stainless steel, rigid and self-locking measuring tape can be used. [62-6.013(2)(h)]</p> <p>Check visually if compartment walls are in place per tank approval and rule.</p>
[05]	Tank Outlet Filter	<p>Record make and model of outlet filter (if present), which must be an approved filter (<i>check program website for current product approvals</i>). Filter must be physically inspected (i.e., removed, visually checked for defects and replaced) unless existing/repair tank certification documents presence. [62-6.008(2)]</p>
[06]	Tank Legend / State Approval Number (All Tanks)	<p>Record state approval number of all tanks used in the system and verify tank legend matches installed tank and current product approval website listing. If more than two tanks, use comments or additional sheets as needed. Verify legend lettering is on the inlet side, at least 2" tall and begins within 6" of the top of the tank wall.</p>
[07]	Tank Sealed / Watertight with No Visible Defects	<p>Inlet and outlets must be checked for proper inlet and outlet seals. Visually inspect for mastic sealant material between tank and tank lid. [62-6.013(1)(b)(3) and 62-6.013(2)(i)]</p> <p>Verify pipes and electrical conduit exit through approved ports, outlets or risers. [62-6.013(9)(b)]</p> <p>Water tight inspection includes verifying the sewer and effluent pipes are not installed with more than 7 degrees from perpendicular to tank wall. This equates to the pipe leaning no more than 1" over a distance of 8" in any direction.</p> <p>A water tightness test is required for tanks manufactured with water stops below the invert of the outlet and tanks with seams below the invert of the outlet [62-6.013(1)(b)3.]</p> <p>Visually observe all interior areas of tanks for compliance with 62-6.013, F.A.C. After the interior of the tank is inspected for holes and cracks, manhole covers must be sealed.</p> <p>Manhole covers for concrete tanks must be sealed with foam sealant or concrete. [62-6.013(2)(k)]</p> <p>For repair inspection of certified tanks, observe entire inside of tank only if outlet pipe, outlet filter or outlet device is modified or if inlet device is installed.</p>
[08]	Tank Level with Correct Inlet / Outlet Fall	<p>Elevation difference between the inlet and the outlet must be measured using a laser or surveyors level and stadia rod.</p> <p>Must comply with the approved tank design (check Department's website for current product approvals) levelness of tank must be checked. To accurately assess levelness, measure elevations along the interior bottom of the tank by inserting the stadia rod through the tank manholes and checking across the width and length of the tank. For tanks that have inaccessible interiors, the inspector should use the best available location to obtain level of tank. There cannot be more than 1/2" fall over entire length or width of tank and tank cannot slope uphill at all from inlet to outlet end. [62-6.013(10)(b)]</p>
[09]	Depth of Tank Lid, Access Manhole or Risers	<p>Measure depth of lids, access manholes or risers for tanks to ensure that access to the tank interior is no more than 8" below finished grade. A 25' x 1" stainless steel, rigid and self-locking measuring tape or stadia rod can be used. [62-6.013(2)(k)]</p> <p>Ensure riser is sealed watertight to tank lid with ASTM C-990-09R19 bonding compound, penetrations of riser wall are water-tight if riser opens directly to tank interior.</p>

Num.	Item	Procedure and Instructions
[10]	Drainfield Area	Using a measuring tape, measure the length and width of the drainfield bed or trenches and determine the square footage installed. For mineral aggregate systems, include the area of the header pipe in this calculation. For alternative drainfield products, use the product comparability rating to determine square footage (comparability ratings for alternative drainfield products are listed on the Department’s website). Record the amount which must conform to minimum permitted specifications and comply with rule requirements and product comparability ratings. [Table I for new systems and modifications, 62-6.015(6)(b)-(c) for repairs]
[11]	Distribution Box / Header Pipe	D-box or header pipes must be checked for levelness and equal distribution with individual connection from header or distribution box to each drainline. For aggregate system, header pipes must be encased in the mineral aggregate. Aggregate must be 18” from tank. Drainline connections to header pipes must be soil tight in gravity systems and watertight in dosed or pumped systems. Header must be supported by soil if not part of aggregate system and it must be 18” from tank. Approved configurations utilized [62-6.014(1)-(2)].
[12]	Number of Drainlines / Drainfield Distribution Units	Record the number of drainlines installed and compare with permit specifications. Record length of each individual drainline. If alternative drainfield products are used, the number of units per drainline must be recorded (in item 48). Drainlines must be equal in length or there should be no more than a 10’ or one alternative product unit difference in length between any two drainlines.
[13]	Drainline Separation	Using an approved measuring device, drainline separation must be measured and verified for rule compliance. For trenches ≤ 12 ”, there must be a minimum separation distance of 12”. Trenches of >12 ” require a 24” separation. In beds, the distance between the centers of distribution lines must not exceed 36”. [62-6.014(5)(b)] Circle whether a trench or bed configuration is used. For multiple drainfields with different drainline separations, specify in the comments.
[14]	Slope Of Drainlines	Using a laser or surveyors level and stadia rod, check the slope of each drainline at minimum of every 10 feet. No system may exceed 1” of fall within any 10’ of drainline. For alternative drainfield products, check the product’s Florida-specific installation guide to determine whether any slope is allowed. [62-6.014(5)(h)]
[15]	Depth Of Drainfield Cover	Using a laser or surveyors level and stadia rod, measure the maximum distance from the projected finished grade around the perimeter of the drainfield to the bottom of the drainfield. Bottom of infiltrative surface cannot exceed 30” below grade [62-6.014(5)(f)]
[16]	Bottom of Drainfield Elevation - Above or Below Benchmark	Using a laser or surveyors level and stadia rod, at the lowest point of the drainfield, determine the elevation of the bottom of the drainfield in relation to the benchmark and compare to permit specifications for compliance. Record the measurement in inches. If INRB, include elevation of bottom of Media Layer 1 in the comments.
[17]	Drainfield Location	Visually examine the drainfield location to ensure it was installed in the area indicated on the site plan and that the soil borings are within the drainfield area. An as built is required if the drainfield installed differs from what was depicted on the approved site plan. Examples could be installed as bed when permitted as trench, system is installed outside of proposed location, well location moved, structure location moved, etc.
[18]	Dosing Pumps	Visually examine the dosing pump(s). Record the number of pumps, verify that all pumps are certified by the manufacturer for sewage effluent disposal and meet all criteria specified by the design engineer or master septic tank contractor. Determine whether the pump floats are set for the correct dose volume. For low-pressure dosing systems pump float levels must be set in accordance with the specifications of the design engineer or master septic tank contractor. [62-6.014(3)-(4)] If a pump chamber insert is utilized, pump float levels must be set to not exceed 25% of the daily sewage flow and no higher than within 1” of the inlet invert. [62-6.013(9)(d)4.] For lift dosed systems inspect and record pump type (suitable for purpose) and pump float levels set by installer. [62-6.013(9)]

Num.	Item	Procedure and Instructions
[19]	Aggregate - Size	Aggregate must be visually examined for compliance with gradation requirements. If visual examination indicates gradation non-compliance, a copy of the freight bill-of-lading for the aggregate used must be requested from the contractor and the mineral aggregate must be replaced. If the contractor/applicant disputes the determination, the mineral aggregate must be sampled and analyzed for compliance with gradation requirements. [62-6.014(5)(c)]
[20]	Aggregate - Excessive Fines	Aggregate must be visually examined for excessive fines and the presence of non-mineral aggregate or extraneous material. Mineral aggregate must not contain excessive fines (by weight, no more than 3.75% passing through number 200 sieve). Examine a minimum of two locations; one at the beginning and one at the end of the drainfield system. If the drainfield system in a trench configuration, examine two locations for each trench. If visual examination reveals excessive fines, the mineral aggregate must be replaced. If the contractor/applicant disputes the determination, the mineral aggregate must be sampled and analyzed for compliance with gradation requirements. [62-6.014(5)(c)]
[21]	Aggregate - Depth	When inspecting a drainfield bed, the area drainfield must be examined in four equally sized quadrants and aggregate depth must be checked in each quadrant. When inspecting a drainfield trench, the area of the trench must be examined. Four equally sized segments per drain trench and aggregate depth must be checked in each segment. Measure with a steel probe marked with a 12" interval. [62-6.014(5)(c)-(d)]
[22]	Fill Material - Amount	The amount of fill material on site must be visually examined and determined to be sufficient for use in the construction of the system. If INRB, for Media Layer 1, verify the texture and color of the soil meets rule requirements. [62-6.009(7)(b)(10)] Measure the elevation of the top of Media Layer 1 relative to the benchmark. The vertical thickness of Media Layer 1 must be ≥ 18 ". Media Layer 1 must extend beyond the drainfield ≥ 12 " and must be 4"-6" above the portion of Media Layer 2 that extends vertically up Media Layer 1 (the Media Layer 2 "collar"). [62-6.009(7)(b)(1)-(2); Figure 1]
[23]	Fill Material - Texture	Using the USDA NRCS field methodology for texturing soils and the information given in rule 62-6.016, examine the texture of the fill material. Fill material used to construct the system must be examined in a minimum of four locations, including under the drainfield. If texturing reveals non-compliant fill material, the fill material must be replaced. If the contractor/applicant disputes the determination, the fill material must be sampled and analyzed for compliance. Also note carbonate fill material is prohibited in drainfields. If you suspect the presence of carbonate fill, request contractor to identify the fill material source and follow the testing guidance provided in memo 98-022. If INRB, for Media Layer 2, measure the elevation of the top and bottom of Media Layer 2 in at least 3 locations and verify that the lowest location is ≥ 6 " above the wet season water table. Media Layer 2 must be ≥ 12 " thick and extend ≥ 24 " beyond the perimeter of the proposed drainfield. Record the elevation of the bottom of Media Layer 2 relative to the benchmark in remarks. Measure the elevation of the top of the Media Layer 2 "collar" to verify it extends ≥ 12 " vertically above top of Media Layer 2. [62-6.009(7)(b)(2)-(3); Figure 1] Verify the aggregate and the lignocellulose materials meet composition, texture, color and mixture rule requirements. [62-6.009(7)(b)(8); 62-6.009(7)(b)(11)] Measure setbacks from Media Layer 2. [62-6.009(7)(b)(14)]
[24]	Excavation Depth	Boring must be conducted to confirm replacement depth to permit specifications. Excavation depth must be checked at a minimum of four locations, using a soil auger. Must have a 54" effective soil depth and complete removal of moderately or severely limited soil. For rapidly percolating soil, used a 42" effective soil depth. [62-6.008, Table III, footnotes 3, 4]

Num.	Item	Procedure and Instructions
[25]	Fill Area Replaced	Using an approved measuring device, measure and record the excavation area. For trenches must be 2' wider and longer than each trench. For beds the entire area must be 2' wider and longer than the bed. [62-6.008, Table III, footnote 3] If INRB, document length and width of the area within the collar of Media Layer 1.
[26]	Replacement Material	Using the USDA NRCS field methodology for texturing soils and information given in 62-6.016, examine the texture of the replacement material. Must be slightly limited and have no extraneous material. Replacement material used to construct the system must be examined at a minimum of four locations, including under the drainfield. If texturing reveals inadequate replacement material, the replacement material must be removed. If the contractor/applicant disputes the determination, the replacement material must be sampled and analyzed for compliance.
[27]	System Setback to Surface Water	If the Mean Annual Flood Line or the Mean High Water Line occurs within 100 feet of the system, the setback must be measured from the appropriate delineation line to the system. Surface water setbacks must be measured with an approved measuring device. Record the measured distance in feet.
[28] – [35] Except Item [30] Public Wells	System Setback to Ditches, Private Wells, Irrigation Wells, Water Lines, Foundations, Property Lines, Other	All appropriate setbacks within 100 feet of the system must be measured with an approved measuring device and record actual setbacks in feet. Record whether the water line is sleeved and sealed or Schedule 40 PVC or stronger and if within 10 feet of the system.
[30]	System Setback to Public Wells	All appropriate setbacks within 200 feet of the system must be measured with an approved measuring device and record actual setbacks in feet.
[36]	Mound / Fill - Cover	Fill must be examined using an auger and USDA NRCS methodology. Fill must be free of extraneous material. Measure amount of soil cap. Measure with a steel probe marked with a 6" interval. A minimum 6" soil cap of slightly or moderately limited soil is required. Verify grading will shed stormwater from top of mound to prevent ponding. [62-6.009(3)(g)]
[37]	Mound / Fill - Shoulders	Measure shoulder distance from outermost edge of the drainfield product, which has a minimum of 6" of cover, to the outermost extent or point with a minimum of 6" of cover above the elevation of the top of the drainfield product (beginning of slope). A minimum 4' shoulder distance is required. No landscaping features, trees or boulders (obstructions) may be placed on the shoulders. Use auger to verify removal of o-horizon and assess fill material using USDA NRCS methodology. Texture must be same as used for drainfield sizing. [62-6.009(3)(c),(f)]
[38]	Mound / Fill - Slopes	Measure mound slopes from outermost edge of shoulder to toe of mound slope. Must conform to permit and rule requirements. May utilize slightly limited or moderately limited fill. Use auger to verify removal of o-horizon and assess fill material using USDA NRCS methodology. [62-6.009(3)(f)]
[39]	Mound / Fill - Stabilization	Mound must be visually inspected for type, quality and quantity of stabilization material. Verify shoulder and slope have not eroded since prior inspection. Record the stabilization material. If stabilization is contracted to the system owner or authorized agent, obtain copy of contract and notify system owner or authorized agent in writing of the stabilization requirement and need to request a final system approval inspection. Copy of approved construction inspection report may serve as written notification. [62-6.009(3)(f),(h)]
[40]	Unobstructed Area	Verify that measured unobstructed area complies with approved site plan. Unobstructed area is 1.5 times as large as the absorption area required by rule. Verify that all unobstructed area meets setbacks. [62-6.005(4)]
[41]	Stormwater/Roof Runoff	The site of the installation and additional unobstructed area must be visually examined to ensure it is not subject to saturation from sources such as artificial drainage of ground surface, driveways, roads or roof drains (stormwater/roof runoff). [62-6.006(5)]

Num.	Item	Procedure and Instructions
[42]	Alarms	<p>Visually assess whether the audio and visual alarm have been installed in a conspicuous location. Confirm alarm associated with the system is functioning by raising the alarm float switch above the activation level and checking for both visual and audible response. [62-6.013(9)(d)2]</p> <p>When a pump chamber insert is used, visually examine the alarm float to ensure it is set to activate when the liquid level of the tank will exceed the invert of the inlet. [62-6.013(9)(d)4.b.]</p>
[43]	Supporting Documentation	<p>For systems needing an operating permit for ATU and PBTS a permit application, fee and a signed and dated maintenance agreement between the property owner and an approved Maintenance Entity must be received prior to final system approval. [62-6.012(2)(m) and 62-6.027(6)(d)]</p> <p>Other required documentation must be submitted (property notice for PBTS, INRB, engineer certification, as-built for PBTS).</p>
[44]	Building Area	<p>Visually examine the interior and exterior of the as-built structure to verify it conforms to the approved floor plan submitted and to ensure that it complies with permit specifications.</p>
[45]	System Location Conforms with Site Plan	<p>Must visually examine the location of the system and other pertinent features drawn on the approved site plan to ensure the system is installed as indicated on the site plan and in a location that does not violate any rule requirements.</p> <p>An as built is required if the system installed differs from what was depicted on the approved site plan. Examples could be installed as bed when permitted as trench, system is installed outside of proposed location, well location moved, structure location moved, etc.</p>
[46]	Final Site Grading	<p>After final site grading, visually examine the system installation area and measure cover over drainlines. Bottom of infiltrative surface is not to exceed 30" below grade for new and modification permits. [62-6.014(5)(f)]</p>
[47]	Contractor	<p>Record name of contractor/contracting service and confirm proper licensing as a Septic Tank or Plumbing Contractor under F.S.489.</p>
[48]	Alt. Drainfield Product	<p>Record the make, model and number of units or linear feet of alternative drainfield product used in the system, based on its comparability rating.</p>
[49]	Abandonment - Tank Pumped	<p>Examine tank pump-out receipt and area of abandonment to ensure there is no sanitary nuisance present. Record the date the tank was pumped-out prior to abandonment. [62-6.011]</p>
[50]	Abandonment - Tank Crushed or Collapsed and Filled	<p>Visually examine the amount of fill material on site and determine if it is sufficient and satisfactory to fill the abandoned tank. Visually examine and probe to determine the tank has been crushed or collapsed. Record the date the tank was crushed or collapsed and filled or confirm the tank has been removed. [62-6.011]</p>
[51]	Soil Verification	<p>Soil profile conforms with site evaluation (soil texture, Munsell colors, redoximorphic features, water table elevations and depth of satisfactory soils)</p> <p>When a site evaluation was performed by non-departmental personnel or by a site evaluator different from the master septic tank contractor using the USDA NRCS soil evaluation methodology, a minimum of one confirmation soil boring is to be done to verify the soil conditions. If the master septic tank contractor finds the original site evaluation is invalid, the inspection must be disapproved, and the permit may be amended or denied.</p>

Approval	Procedure and Instructions
Master Septic Tank Contractor Repair Certification	Sign, enter Department-issued master septic tank contractor registration number and date of inspection.

Example of elevation calculations with level:

<u>Elevation Worksheet</u>		Elevation of Benchmark or Reference Point: _____	
	<u>Existing Ground</u>	<u>Top of Aggregate</u>	Other: _____
[+] SHOT _____	H.I. _____	H.I. _____	H.I. _____
H.I. _____	[-] SHOT _____	[-] SHOT _____	[-] SHOT _____
Elevation _____	Elevation _____	Elevation _____	Elevation _____

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