



FLORIDA DEPARTMENT OF Environmental Protection

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Memorandum

TO: County Health Department Directors/Administrators Environmental Health and Engineering Directors

FROM: Michael Lynch, Director, Division of Water Resource Management

SUBJECT: Interim Guidance for Private Provider Inspections

DATE: June 28, 2022

On July 1, 2022, a new law becomes effective allowing owners of onsite sewage treatment and disposal systems (OSTDS) to authorize certain persons to serve as private provider inspectors for construction inspections of OSTDS. This law, Chapter 2022-105, Laws of Florida, was signed by Governor DeSantis on May 12, 2022, and amends section 381.0065, Florida Statutes (F.S.). The law authorizes the Florida Department of Environmental Protection (DEP) to adopt rules to implement this new section. This memo provides interim guidance on private provider inspections. DEP is publishing a notice of rule development and draft rule language. Until the draft rule is ultimately adopted, the Onsite Sewage Program will operate under this interim guidance, which may be updated as needed.

Supplemental Documents:

The guidance includes the following supplemental documents.

- a. A flow chart to illustrate the processing of applications, permits and inspections by the county health departments (CHDs) implementing this program (flow chart).
- b. A recommended template authorization form (Draft DEP4015A) that OSTDS owners can use to notify the CHD that they choose to authorize certain private provider inspectors to perform inspections.
- c. A recommended template inspection form for private provider inspectors that modifies the existing inspection form to enable private provider inspectors to record their inspections and reserves final installation approval to the CHD program staff (Draft DEP4016 page 2).

1. What does the new private provider inspector law allow?

New statutory requirements allow the owner of an OSTDS to authorize certain qualified persons to perform inspections that, up until now, were required to be completed only by CHD staff. The owner must provide notice to the CHD with the application or by 2 pm local time two business days before the first scheduled CHD inspection. Subsequently, the private provider inspectors will perform construction inspections, construction approvals and assess

that the OSTDS is installed in compliance with all regulations. At the end of this process, the private provider inspector (or owner) will provide to the CHD the records of the completed inspections and all necessary documentation. The CHD will review the inspections and supplied documentation and will, depending on the quality of what was submitted, approve the final installation, request additional information or disapprove. The attached flow chart illustrates how the private provider inspections interact with the current application, permitting and inspection procedures.

2. What authorization information must the OSTDS owner provide to the CHD?

The OSTDS owner must provide the following information to the CHD in writing.

- a. Identification of themselves and, if applicable, the contractor authorized to hire private provider inspectors.
- b. The property in question and the permit number (if known at time of noticing).
- c. The acknowledgement statement required by law.
- d. For each private provider inspector authorized, their name and license or certification, the firm and the firm's business authorization number, email address, telephone number and mailing address and the qualification statement or resume.
- e. Signature and date of the notice.

Attached Draft DEP4015A serves as a template with which to provide this information to the CHD.

3. Who can be a private provider inspector?

As part of this notice, the owner must show that the private provider inspector has the credentials required to perform the inspection. These credentials must be one of the following.

- a. Certified environmental health professional (CEHP) certified in OSTDS under section 381.0101, F.S.
- b. Master septic tank contractor (MSTC) registered under part III of Chapter 489, F.S.
- c. Professional engineer (P.E.) licensed under Chapter 471, F.S., who has also passed all parts of the OSTDS Accelerated Certification Training (ACT).
- d. Person under the supervision of a licensed P.E. and who has passed all parts of the OSTDS ACT.

4. How will private provider inspector qualifications be verified?

As part of the notice provided to the CHD, the owner must include professional license or certification numbers and qualification statements as described above. As implementation of this new law continues, DEP will develop and maintain a registry of qualified private provider inspectors. In the interim, DEP will provide and maintain a list of persons who are qualified (based on current information on file with DEP) to the CHDs. If additional persons document their proper qualifications to CHDs and want to serve as private provider inspectors, CHDs will forward the information to the Onsite Sewage Program Office for review and updating of this list.

- a. CEHPs under section 381.0101, F.S. – Department of Health (DOH) publishes a [listing](#) of all CEHPs including their area of certification.

- b. MSTC registered under part III of Chapter 489, F.S. – DOH provides a [search tool](#) for septic tank contractors. The registration numbers for MSTC begin with “SM.”
- c. P.E. licensed under Chapter 471, F.S., who also has passed all parts of the OSTDS ACT – There is an interim [list](#) maintained by Florida Onsite Wastewater Association (FOWA).
- d. Person working under the supervision of a licensed P.E. – The P.E.’s number should be included for verification; this number can be verified using the [Department of Business and Professional Regulation’s licensure search](#). Individuals in this category working under the supervision of a P.E. must have passed all parts of the OSTDS ACT (interim [list](#) of persons having passed at least one part of the exam maintained by FOWA).

5. What is the fee for private provider inspections?

Until a more specific fee is established by rule, or alternative guidance is given, use section 62-6.030(1)(b), Florida Administrative Code (F.A.C.), "Application and approval for existing system, if system inspection is not required." This \$35 fee is for the processing, review and approval or disapproval of inspection forms and documentation by the private provider inspector submitted for final installation approval by the CHD. Note: the CHD cannot charge the routine initial inspection fee unless the CHD will perform the inspection.

6. When does the OSTDS owner or their authorized contractor provide the notice of private provider inspector to the CHD?

This notice can be provided with the application and must be submitted by 2 p.m. two business days before the first scheduled inspection by the CHD. For example, if a first scheduled inspection is scheduled for a certain Wednesday, the notice would need to be submitted by the owner to the CHD no later than 2 p.m. the preceding Monday. It is preferable that the owner submit the notice with the application to simplify processing.

The law allows the owner to make changes to the authorization; if this is the case, the owner must notify the CHD within one business day. The same submittal information is required for the changes as was required for the original notification, so the same documentation should be used (see 2. above). Based on these requirements, there can be up to one business day during which the effective authorization differs from the documentation provided to the CHD.

7. Will there be a change to the actual permits?

No. The permits are written the same as previously written. To ensure that the private provider inspector has the same information as DEP, it is recommended that the owner or their agent as indicated on the application receive a copy of the site evaluation along with the permit. The owner or their agent will already have the site plan and floor plan, which they will have submitted as part of the application.

8. Will there be a change to what gets inspected, and how those inspections occur? How will this be documented?

No. Private provider inspections must ensure compliance of the OSTDS with all applicable requirements, exactly as CHD inspections must. To facilitate documentation, see the

attached Draft DEP4016 page 2 form and instructions. This form contains some adaptations from the currently used CHD form to reflect DEP's procedures and the information gathered by DOH's Environmental Health Database (EHD). The private provider inspector must be physically on site and personally perform the inspection. Each inspection must be properly documented. After each inspection, the private provider inspector must provide to the installer and owner a signed construction approval notice that indicates what has been approved/disapproved and what inspections, corrections or documentation are needed. Note: for private provider inspectors qualified by having passed the OSTDS ACT exam and working under the supervision of a P.E., the P.E. is required to sign, date and seal the inspection report as well. It is recommended that Draft DEP4016 page 2 be used; this form can show that all items are either in compliance or not applicable (e.g., mound inspection items for subsurface systems).

9. Can multiple private provider inspectors be involved?

Yes. The new law provides that an owner can authorize multiple private provider inspectors to conduct inspections for their OSTDS. This emphasizes the need to document each inspection, and for the owner to maintain a complete record of these inspections to provide to subsequent private provider inspectors and for submission to the CHD.

10. What happens after the inspections are complete?

The owner or the private provider inspector who conducted the last inspection will gather all inspection forms (one form per inspection) and other required documentation and assemble the final permit package to be submitted to the CHD. The final permit package is only expected when all required permit conditions are met, after all the inspections are complete and approved and all supporting information has been gathered. The usual document submittal processes employed by a CHD should be followed (some CHDs have implemented a central email address for the purpose of receiving OSTDS-related documents). The final permit package is only expected when all required permit conditions are met, after all the inspections are complete and approved and all supporting information has been gathered.

Once received, the CHD will perform the following steps.

- a. Confirm that the private provider inspection notice was received for the permit and included the required information for the private provider inspectors that conducted the inspections.
- b. Review all submitted information for completeness and request additional information as required.
- c. Record the inspections and the final installation approval status in EHD.
- d. Review documentation to confirm that the inspections show compliance with all applicable requirements.
 - i. If there are problems, a final system/installation approval cannot be granted until resolved.

- ii. If amendments are needed due to changes in the permit conditions, the CHD will follow its normal business process.
- e. Issue a final system/installation approval. This determines if occupancy can be authorized by sister agencies waiting for OSTDS approval.

11. How will these changes be documented and addressed in EHD?

Until adaptations are made to EHD, the comments in the record will be heavily utilized as part of the official record.

The attached flow chart illustrates the CHD's process. Draft DEP 4016 page 2 aligns inspection items with current EHD fields. The following is guidance on how to make clear in EHD that private provider inspections are used for the permit.

- a. When the authorization form is received, make an annotation on the application that this OSTDS will be inspected by private provider inspectors (date and "private provider inspector").
- b. Keep the authorization form (Draft DEP4015A) and any changes to it with the permit application package, as that is routed through review per local CHD processes.
 - o Scanning the authorization form into the EHD is recommended and saving with a file name including the string "4015A," and a type of "application form."
- c. Include any requests for additional information regarding the private provider inspector authorization form in "Requests for additional information about the permit application."
- d. Once the inspection forms are received, review and enter into EHD similar to process used for inspections performed by CHD staff.
- e. Verify that all inspection forms are signed and submitted, all items on Draft DEP4016 page 2 are complete (In Compliance or Not Applicable), additional required documents are included, and the latest inspection form indicates that no further corrections/inspections are needed (see Draft DEP 4016 page 2).
- f. Enter a standardized comment on each inspection: "Inspection performed by private provider inspector, recorded and reviewed for sufficiency by Department staff or designee."
- g. In "General Comments," enter the name of the private provider inspector who conducted the inspection.
- h. Enter the information provided on each inspection form, including any violation comments. Except for the last inspection, all inspections must receive a final system/installation disapproval by default. *Note: The final system/installation approval must be authorized by a certified CHD staff.*
- i. Once the review reaches the last inspection, determine if final system/installation approval can be given by the CHD. If information shows all items in compliance or not

applicable, the certified CHD staff gives final system/installation approval. Send the final installation approval to the owner.

12. What if there are problems that need to be addressed prior to final system/installation approval?

If anything is missing or indicates a violation, the final system/installation approval must be disapproved until resolved.

Examples

- Information is missing; for example, a property record notice or maintenance contract is missing (item 43) or the setback distance to a private potable well is missing (item 29) because the well has not yet been drilled.
 - The CHD should mark the violation item that corresponds to the missing information as "out of compliance," enter the information about what is missing into the violation comments, generate and send the violation letter to request additional information and mark the final system/installation as disapproved.
 - The owner will need to provide the missing information.
- Information shows that the installation does not match permit conditions; for example, the tank is too small (item 1) or the location of the drainfield is not where the soil profiles of the site evaluation were (item 17).
 - The CHD should mark the violation item that corresponds to the missing information as "out of compliance," enter the information about what is out of compliance into the violation comments, generate and send the violation letter and mark the final system/installation as disapproved. The owner will need to address the violation.
 - Addressing may be done in a variety of ways, such as correcting the installation, providing information that shows the permit conditions are met, applying for a permit amendment, or applying for a Chapter 381 variance.

13. Are there some systems that a private provider inspector cannot inspect?

The law prohibits inspection of an OSTDS by a private provider inspector if the inspector or his/her authorized representative also performed installation of the OSTDS. This means that:

- a. A MSTC qualified per section 381.0065(8)(c)2., F.S., must not serve as private provider inspector for systems installed by them, or the business they authorize, are employed by or work for, except as authorized per section 62-6.003(3), F.A.C., for repair construction inspections.
- b. A private provider inspector must not inspect a system when they are under the supervision and control of the contractor that installed the system as defined by section 62-6.019(3)(a), F.A.C.

Note also that private provider inspectors who are state employees must comply with the standards of conduct established by section 112.313, F.S. For DOH, review and approval of such situations is currently handled at the CHD level.

14. How will violations be handled?

If the inspection documentation indicates the installation is in violation of the permit requirements, or the inspections fail to document that permit requirements are met, this will result in a disapproval of the final system/installation and the owner of the OSTDS will need to bring the system into compliance.

If failures and sanitary nuisances or complaints alleging such occurrences occur after final system/installation approval, they will be addressed with the property owner as the responsible party. Normal enforcement processes and coordination between DEP and DOH will apply.

When performing inspection services, a private provider inspector is subject to the disciplinary guidelines of the applicable profession with jurisdiction over his or her license or certification under Chapters 381, 471 or 489, F.S. Complaints about the conduct or performance of a private provider inspector can be filed with his or her respective licensing/certifying agency. The permit holder is entitled to seek compensation from a private provider inspector if applicable.

15. Questions and Answers

a. Can a CHD opt out of this new law?

No. There are no provisions in law that allow a CHD to opt out.

b. What happens with CHD inspections for which fees have already paid prior to the authorization form for a private provider inspector being submitted?

In this situation, the owner may request a refund of these fees through the normal CHD refund process, if authorization for a private provider is received in a "timely manner" prior to a scheduled CHD inspection. By law, "timely manner" is defined as authorization no later than 2 p.m. two business days prior to the CHD scheduled inspection (e.g., 2 p.m. Monday for an inspection scheduled for the following Wednesday).

c. Are CHDs still able to collect a fee?

A \$35 fee will be collected to cover administrative and audit costs. Section 62-6.030(1)(b), F.A.C., "Application and approval for existing systems, if system inspection is not required" applies. Local ordinance fees that exist to supplement section 62-6.030(1)(b), F.A.C., can be used. CHDs will use normal business processes for collection of payment. The applicant can request a refund of any fee differential (i.e., minus the inspection fee if not performed by the CHD) using the CHD's usual refund process.

d. **Can systems permitted prior to July 1, 2022, be inspected by a private provider inspector?**

Yes. Once the law is effective (July 1, 2022) and if the notification form is submitted no later than 2 p.m. two business days prior to the CHD scheduled inspection, an owner may request private provider inspections for a system awaiting construction approval.

e. **A CHD has already performed one or more inspections, now the owner authorizes private provider inspections. What now?**

The CHD will charge the \$35 fee. To get the private provider inspector started for the continuation, the CHD will have to provide the inspection results to the owner indicating which inspection items have been found in/out of compliance using the dropdown values in EHD and which items still need to be observed.

f. **Private provider inspectors have already performed one or more inspections, now the owner wants the CHD to do the rest. What now?**

The CHD would charge applicable inspection fees. The applicant would need to provide to the CHD all inspection results and supporting documentation. The CHD will review, as if continuing after any other CHD inspection, to determine what further inspections and documents are needed.

g. **Can a private site evaluator inspect a system they evaluated?**

Yes, if they meet the qualification requirements for a private provider inspector and they are not the installer or an employee, partner or officer of the installer.

h. **Can an MSTC inspect a system they installed?**

It depends. For repairs, an MSTC can only perform inspections for systems they installed per section 62-6.003(3), F.A.C., in case the CHD inspector does not arrive on time for the scheduled CHD inspection. For other systems, the MSTC cannot inspect their own installation, but can inspect a system installed by another contractor.

i. **Does the private provider inspector need to physically be at the site to personally conduct the inspections?**

Yes.

j. **How will the private provider inspector know what to inspect?**

The OSTDS ACT includes instruction on system inspections. Also, Draft DEP 4016 page 2 includes detailed instructions. It is recommended that this draft form be used until the rule is finalized and a final form is incorporated into rule.

k. **Will private provider inspectors verify private site evaluator soils?**

Yes. Draft DEP 4016 page 2 includes a soil verification field allowing documentation that the soil profile conforms with the site evaluation.

l. **Can multiple private provider inspectors inspect the same system?**

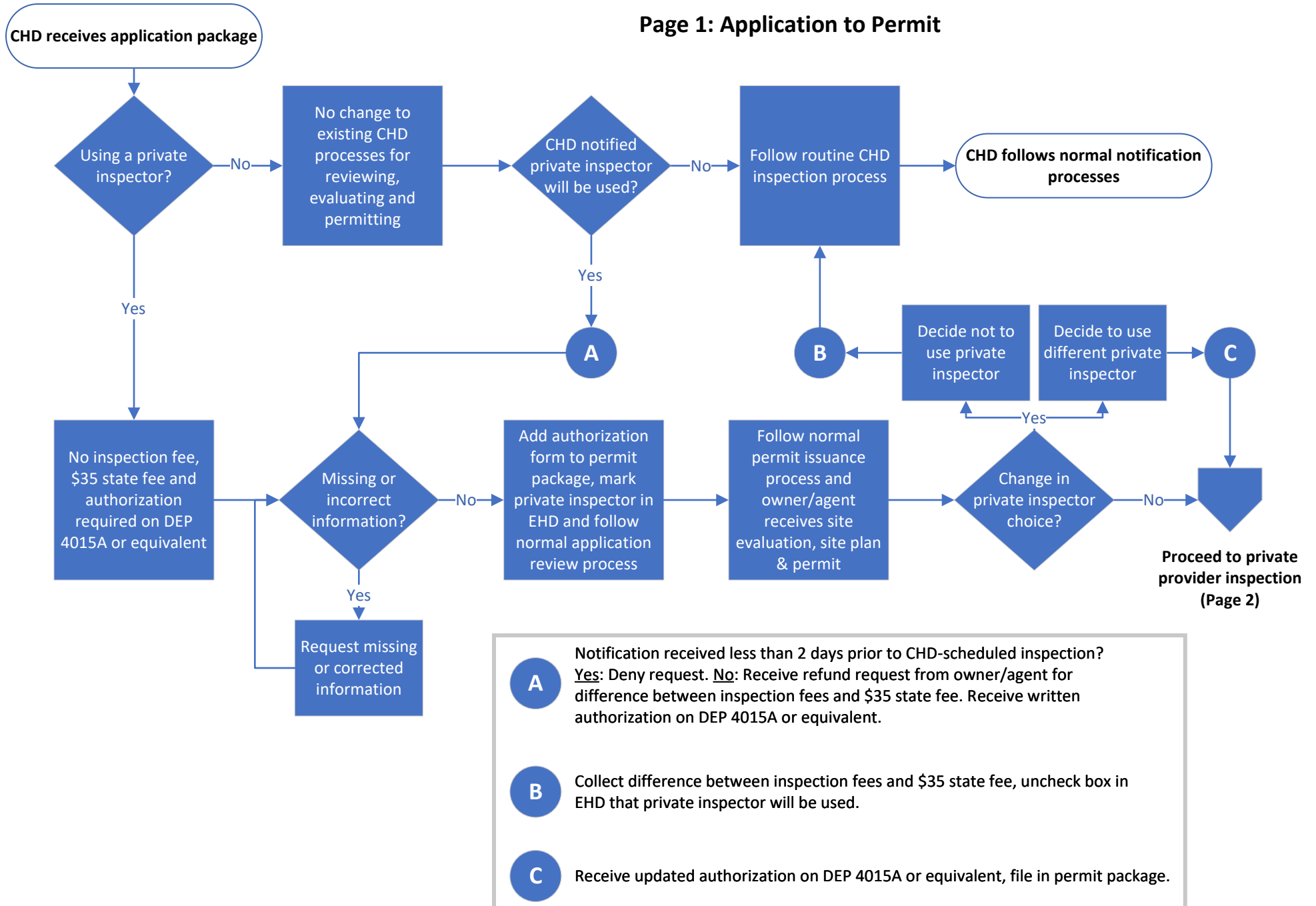
Yes, if those private provider inspectors are listed on the notification form (Draft DEP4015A) or equivalent document with required information. Note: each inspection is documented with Draft DEP 4016 page 2 (or equivalent) and is signed by the private provider inspector that performed the inspection.

m. **Will CHD staff field verify each inspection?**

No. The private provider inspections are taking the place of the CHD inspections. DEP will develop audit procedures for private provider inspectors, including any field verification component.

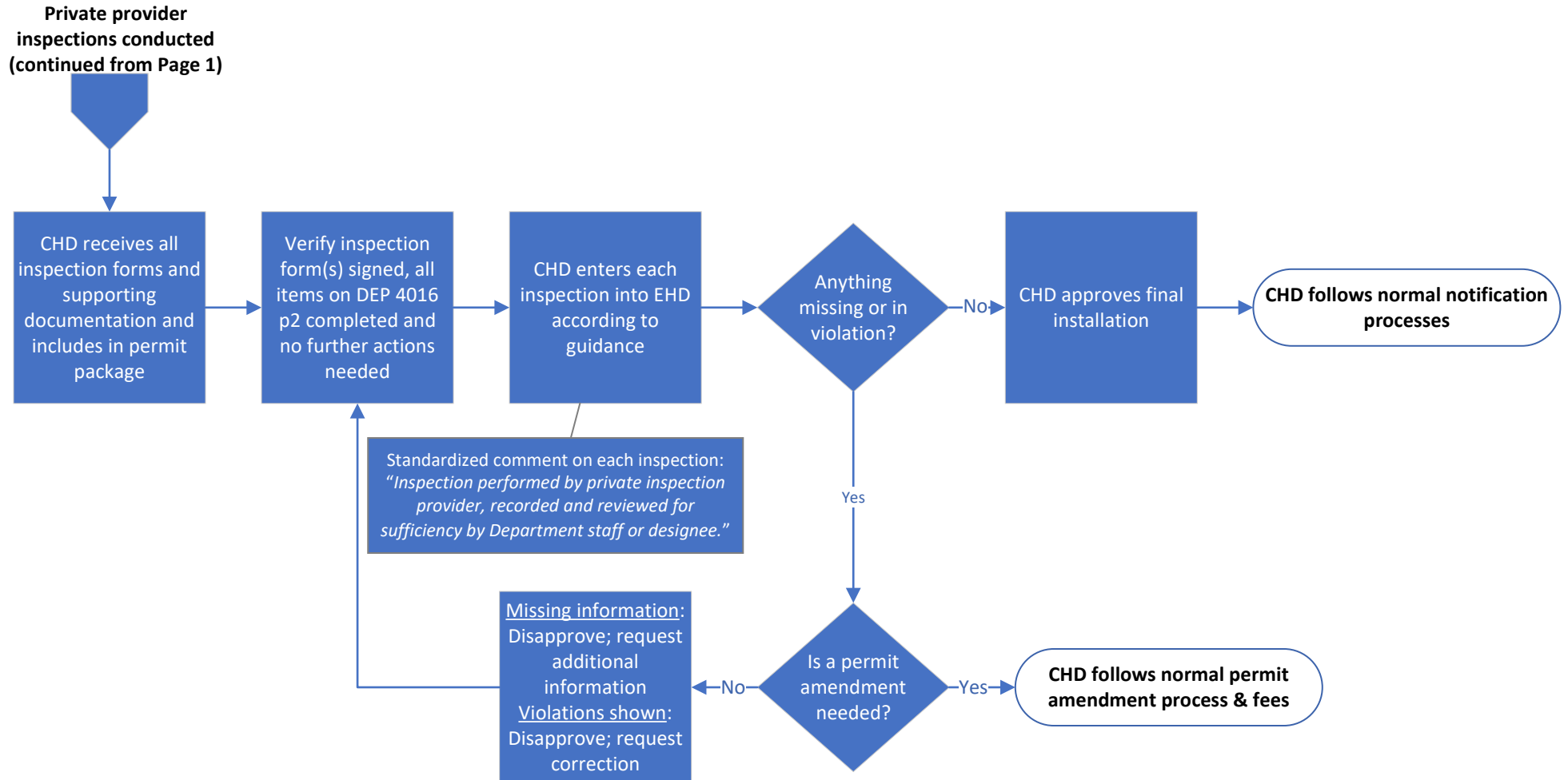
Private Provider Inspections of Onsite Sewage Treatment and Disposal Systems Process Flow for County Health Departments

Page 1: Application to Permit



Private Provider Inspections of Onsite Sewage Treatment and Disposal Systems Process Flow for County Health Departments

Page 2: Inspection to Final Installation Approval





BState of Florida
Department of Environmental Protection
Onsite Sewage Treatment and Disposal System (OSTDS)

Permit No. _____

Notification Form for Selection of Private Provider Inspector

Applicant: _____ **Authorized Contractor:** _____

Lot: _____ **Block:** _____ **Subdivision:** _____

Property ID #: _____ [Section/Township/Parcel No. or Tax ID Number]

Property Address: _____

Pursuant to section 381.0065(8), Florida Statutes, as the owner of the residence or business property located above, I authorize the above-named contractor to act on my behalf in choosing a private provider inspector and acknowledge the following regarding the proposed Onsite Sewage Treatment and Disposal System serving my property:

I have elected to use one or more private providers to perform an onsite sewage treatment and disposal system inspection that is the subject of the enclosed permit application. I understand that the department of environmental protection may not perform the required onsite sewage treatment and disposal system inspection to determine compliance with the applicable codes, except to the extent authorized by law. Instead, the inspection will be performed by the licensed or certified private provider identified in the application. By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified private provider and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the department from any claims arising from my use of the licensed or certified private provider identified in the application to perform the onsite sewage treatment and disposal system inspection that is the subject of the enclosed permit application. Additionally, I understand that in the event the onsite sewage treatment and disposal system does not comply with applicable rules and law, I will be responsible for remediating the system in accordance with existing law.

Licensed or certified private inspector(s) authorized to perform construction inspection (use additional sheets if necessary).

Private Inspector Name: _____ Professional License/Certification #: _____

Private Inspector Firm: _____ Department Issued # (if known): _____

Email: _____ Telephone: _____

Mailing Address: _____

Qualification Statement or Resume: Check if on file with the Florida Department of Environmental Protection. Otherwise, demonstrate qualification under 381.0065(8)(c), F.S. Use additional sheets if necessary.

Acknowledged by: _____ **Date** _____
 (Printed Property Owner Name)

 (Property Owner Signature)

Supplemental List of Authorized Licensed or Certified Private Inspector(s)

Permit No. _____

Date _____

Private Inspector Name: _____ Professional License/Certification #: _____

Private Inspector Firm: _____ Department Issued # (if known): _____

Email: _____ Telephone: _____

Mailing Address: _____

Qualification Statement or Resume: Check if on file with the Florida Department of Environmental Protection. Otherwise, demonstrate qualification under 381.0065(8)(c), F.S. Use additional sheets if necessary.

Private Inspector Name: _____ Professional License/Certification #: _____

Private Inspector Firm: _____ Department Issued # (if known): _____

Email: _____ Telephone: _____

Mailing Address: _____

Qualification Statement or Resume: Check if on file with the Florida Department of Environmental Protection. Otherwise, demonstrate qualification under 381.0065(8)(c), F.S. Use additional sheets if necessary.

Private Inspector Name: _____ Professional License/Certification #: _____

Private Inspector Firm: _____ Department Issued # (if known): _____

Email: _____ Telephone: _____

Mailing Address: _____

Qualification Statement or Resume: Check if on file with the Florida Department of Environmental Protection. Otherwise, demonstrate qualification under 381.0065(8)(c), F.S. Use additional sheets if necessary.



State of Florida
 Department of Environmental Protection
 Onsite Sewage Treatment and Disposal System (OSTDS)

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

Construction Inspection and Final Approval

Applicant: _____

Agent: _____ Email: _____ Phone: _____

Property Address: _____

Lot: _____ Block: _____ Subdivision: _____ Property ID #: _____

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

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

Explanation of Violations / Remarks:

[] _____
 [] _____
 [] _____

Department Inspection:

Construction [Approved / Disapproved]: _____ Date: _____
 Signature Department Designee

Private Provider Inspection:

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 and that I have no conflict of interest.

Additional Private Provider Inspections [will be / will not be] required as indicated above.

Construction [Approved / Disapproved]: _____ Date: _____
 Signature Authorization Type & Number

For Department Use Only. Final installation approval not valid without Department signature.

Final Installation [Approved / Disapproved]: _____ Date: _____
 Signature Department Designee

Additional Construction Inspection Documentation

Use the area below to provide additional documentation for the system inspection. Instructions found on the following pages.

As Built Installation Sketch

Soil Profile if Item [51] is Out of Compliance

Site 1

_____ [inches/ft] [above/below] benchmark/reference point

Munsell #/Color	Texture	Depth
		To
		To
		To
		To
		To
		To
		To
		To
		To
		To
USDA Soil Series: _____		

Site 2

_____ [inches/ft] [above/below] benchmark/reference point

Munsell #/Color	Texture	Depth
		To
		To
		To
		To
		To
		To
		To
		To
		To
		To
USDA Soil Series: _____		

Observed water table: _____ inches [above / below] existing grade.

Estimated wet season water table elevation: _____ inches [above / below] existing grade.

Explanation of Violations: Record item number, explanation of violation and required corrective action.

Department Inspection - Construction: Circle approved or disapproved, signature, Department designee and date.

Private Provider Inspection - Construction: Circle approved or disapproved, signature, authorization type & number and date.

Private Provider Inspection - Additional Inspections/Corrections: Circle whether required or not.

Final Approval: For Department use only. Circle approved or disapproved, signature, Department designee and date.

Final approval must not be granted until the Department designee has confirmed that building construction and lot grading are in substantial compliance with plans and specifications submitted with the permit application.

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.

Not applicable: item does not exist at this system. Note as NA.

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. Mailing Address: P.O. Box or street mailing address for applicant or agent. Lot, Block, Subdivision: Lot, Block and Subdivision for lot. Property ID #: 27-character number for property (property appraiser ID #: GIS coordinates).
[01]	Tank Size	Record capacities of all tanks (use comments or additional sheets if more than two tanks, as needed). Tank size must be confirmed by visual inspection of state health office 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]	Tank 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. 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.
[04]	Tank Multi-Chambered or Tanks in Series	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)] Check for proper connections between tanks and use of correct fittings. 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)] Check visually if compartment walls are in place per tank approval and rule.

Num.	Item	Procedure and Instructions
[05]	Tank Outlet Filter	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 and replaced to ensure integrity and proper installation and visually checked for defects). Must be visually observed unless existing/repair tank certification documents present. [62-6.008(2)]
[06]	Tank Legend / State Approval Number (All Tanks)	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 at least 2" tall.
[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 visible defects. After the interior of the tank is inspected for holes and cracks, manhole covers must be sealed. Foam sealant or concrete may be used. [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. [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. A 25' x 1" stainless steel, rigid and self-locking measuring tape or stadia rod can be used.</p>
[10]	Drainfield Area	Using an approved measuring device, 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 comparable rating to determine square footage (comparable 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 comparable 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. Drainline connections to header pipes must be soil tight in gravity systems and watertight in dosed or pumped systems. Verify 18" setback from tank to header. Header must be supported by soil if not part of aggregate system. Approved configurations utilized [62-6.014(1)-(2)].

Num.	Item	Procedure and Instructions
[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 $\leq 12''$, 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)]
[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.
[18]	Dosing Pumps	<p>Visually examine the dosing pump(s). Verify the number of pumps, 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.</p> <p>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)]</p> <p>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.]</p> <p>For lift dosed systems inspect and record pump type (suitable for purpose) and pump float levels set by installer. [62-6.013(9)]</p>
[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	<p>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 #200 sieve).</p> <p>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)]</p>
[21]	Aggregate - Depth	<p>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.</p> <p>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)]</p>

Num.	Item	Procedure and Instructions
[22]	Fill Material - Amount	<p>The amount of fill material on site must be visually examined and determined to be sufficient for use in the construction of the system.</p> <p>If INRB, for Media Layer 1, verify the texture and color of the soil meets rule requirements. [62-6.009(7)(b)(10)]</p> <p>Measure the elevation of the top of Media Layer 1 relative to the benchmark. The vertical thickness of Media Layer 1 must be $\geq 18''$. Media Layer 1 must extend beyond the drainfield $\geq 12''$ 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]</p>
[23]	Fill Material - Texture	<p>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.</p> <p>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.</p> <p>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 $\geq 6''$ above the wet season water table. Media Layer 2 must be $\geq 12''$ thick and extend $\geq 24''$ 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 $\geq 12''$ vertically above top of Media Layer 2. [62-6.009(7)(b)(2)-(3); Figure 1]</p> <p>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)]</p> <p>Measure setbacks from Media Layer 2. [62-6.009(7)(b)(14)]</p>
[24]	Excavation Depth	<p>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]</p>
[25]	Fill Area Replaced	<p>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]</p> <p>If INRB, document length and width of the area within the collar of Media Layer 1.</p>
[26]	Replacement Material	<p>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.</p>
[27]	System Setback to Surface Water	<p>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.</p>
[28]–[35] Except Item [30] Public Wells	System Setback to Ditches, Private Wells, Irrigation Wells, Water Lines, Foundations, Property Lines, Other	<p>All appropriate setbacks within 100 feet of the system must be measured with an approved measuring device and record actual setbacks in feet.</p>

Num.	Item	Procedure and Instructions
[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)]
[42]	Alarms	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] 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.]
[43]	Supporting Documentation	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)] Other required documentation must be submitted (property notice for PBTS, INRB, engineer certification, as-built for PBTS).
[44]	Building Area	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.
[45]	System Location Conforms with Site Plan	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.
[46]	Final Site Grading	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)]

Num.	Item	Procedure and Instructions
[47]	Contractor	Record name of contractor/contracting service and confirm proper licensing as a Septic Tank or Plumbing Contractor under F.S.489.
[48]	Other	Record the make, model and number of units or linear feet of alternative drainfield product used in the system, based on how its equivalency to aggregate is determined.
[49]	Abandonment - Tank Pumped	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]
[50]	Abandonment - Tank Crushed or Collapsed and Filled	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]
[]	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 (if construction inspection is performed by Department) or by a site evaluator different from the private inspector (if construction inspection is performed by a private inspector) 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 confirmation boring does not reasonably agree with the submitted site evaluation, the inspector will have to determine whether the system can be approved. As needed, the permit may be amended or denied. Must be documented for the file.</p>

Approval	Procedure and Instructions
Department Inspection: Construction Approval	Must record approved or disapproved. Must be signed and dated by a certified Department employee or designee.
Private Provider Inspection: Construction Approval	Must record approved or disapproved. Must be signed and dated by an authorized private inspection provider.
Additional Private Provider Inspections/Corrections	Circle whether additional private provider inspections or corrections will or will not be required. Prior to submitting for final installation approval all items must be marked in compliance (IN) or not applicable (NA). All application documents requiring amendment or supporting documents requiring inspection by the Department must be complete and submitted prior to the Department designee granting final approval.
Department Final Installation Approval	<p>Final approval must not be granted until the Department designee has confirmed that all system components are complete, water lines are installed, final lot grading is complete and building construction is in substantial compliance with the plans and specifications submitted with the permit application. Required supporting documentation for systems must be submitted.</p> <p>Even when a system has received construction approval, if the system is not ready to be finalized (e.g., pending water line or well installation), then the final system disposition must be recorded as disapproved.</p> <p>Must be signed and dated by an OSTDS-certified Department employee or designee.</p>

Example of elevation calculations with level:

Elevation Worksheet		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 _____