



Since the Sewerage System Regulation came into effect, the quality of the Filings and other documents being submitted by ROWPs to Health Authorities, Building Departments, and clients was found to vary in quality substantially.

To assist ROWPs with improving the quality of their documents, ASTTBC has continued to develop a collection of checklists, drawings, reports, and other related examples of “better practice” to help narrow the differences and improve overall quality. These examples were gathered from ROWPs, examined by peers in the industry, and altered where necessary to ensure general principles of competency are conveyed.

These examples constitute “better practice” rather than “excellent practice” and we strongly encourage you to make improvements that go beyond these minimum standards whenever possible. From time to time, these examples will also be updated to reflect changes to the SSR, SPM, ASTTBC policies, or as a result of Practice Review Board decisions that identify the need for improvements in some aspect of work.

As a reminder, technical information belongs in your field notes and in the technical documents created by the ROWP relevant to the type of work you are doing. Where you are creating a document intended for a non-ROWP, such as a report to a client, it is essential to provide thorough explanations that are clear and easily understood by the lay-person. Write for your audience.

Lastly, documentation needs to include photographs. Take plenty of relevant photos before, during and after the work to keep in your file. Remember, if you don’t have supporting documentation, it didn’t happen.

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&

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Onsite Wastewater Maintenance Company

A Follow-Up Maintenance Report

To: Client Name
Street
City, Province
Postal Code

Date
File #159

Re: Maintenance of the Onsite Sewage Treatment System
serving the home at 2579 Example Rd., Islandtown, B.C.

Nature of the Work and Report:

During the Initial Maintenance Assessment carried out on (date), it was discovered that the septic tank was ready for pumping, the pump chamber contained sludge material that needed to be cleaned out, and the pipes of the dispersal field also needed to be cleaned. I attended this site today to observe the cleaning of the tank and pump chamber, and to use my equipment to clean out the dispersal pipes.

We discussed my other recommendations regarding the installation of a septic tank filter and risers on the septic tank and distribution box, and you have agreed with the value of these improvements. Due to your budget considerations, these items will be accomplished over the coming year pending your approval of individual cost estimates.

Maintenance Completed:

I met with the operator of the vacuum truck from the tank cleaning service that you arranged, and pointed out the location of the septic tank and pump chamber. As I was setting up for the cleaning of the dispersal pipes, I did oversee the work of the truck operator. The septic tank and pump chamber have now been properly cleaned out and no items of concern were found during that portion of work.

I used a combination of a water jetting tool and a vacuum hose to scour the interior of the pipes and remove the slurry of water and debris. I sent the pipe camera down each run and was able to confirm that the cleaning was very effective. A before and after photograph of the typical pipe interior is attached to this report.

Summary of System Performance:

At the conclusion of the work and testing today, **this system is operating as intended by it's design.**

Recommended Improvements and/or Required Repairs:

As was explained in my previous report, I would need to return to monitor the fluid levels in the field to determine whether groundwater entering the pipes contributed to the previous condition. If there is no evidence of groundwater infiltration and the fluid level in the pipes is at the normal operating level, then nothing more needs to be done at this time and we can begin the basic monitoring program for the field that was spelled out in my last report. If there is evidence that groundwater is entering the field, we will need to look into the installation of interceptor drainage upslope to capture the groundwater before it reaches the field, but we can cross that bridge when we come to it.

Should you have any other questions, please contact me at any time.

Maintenance Provider Name
Title

Business Contact Info





Example of the Typical Interior Conditions of the Pipes Before Cleaning



Example of the Typical Interior Conditions of the Pipes After Cleaning