



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 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:

I attended the above-noted site today at your request, as the result of an inspection carried out by a Registered Onsite Wastewater Practitioner – Private Inspector on behalf of a prospective buyer of the property. As was explained to me, the Private Inspector had identified that the pipes within the dispersal field were clogged with what appeared to be soil and sludge, causing the fluid level to back-up when the pump turned on. I contacted the Private Inspector for further information, and their client did agree to release a copy of the report to me to ensure that the most appropriate work could be done.

Please note that I did not examine, assess or maintain any other component of the sewage system during my work here today.

Maintenance Completed:

I used a combination of a water jetting tool and a vacuum hose to clear the interior of the pipes in the dispersal field 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 generally effective. A before and after photograph of the typical pipe interior is attached to this report.

I did contact the Private Inspector again to confirm that the work had been completed, and I am told that a date for the Private Inspector to re-attend and complete the inspection is being confirmed between all parties. Should you or the Private Inspector 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