



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.

Ron Hein, ROWP

Director

Practice & Compliance

&

Manager

Onsite Wastewater Registration Program

Applied Science Technologists & Technicians of BC

10767 - 148th Street Surrey, BC V3R 0S4

Tel: 604 585 2788 ext. 231

Fax: 604 585 2790

Email: rhein@asttbc.org

Web: <http://owrp.asttbc.org>

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 both yesterday and today at your request, as the result of a malfunctioning pump discovered when the toilet in your basement would not flush and you arranged to have the septic tank pumped out in response. The vacuum truck operator you had hired to clean out your septic tank noticed that the pump did not appear to be operating, which resulted in the fluid level in the septic tank and pump chamber being very high. I have now corrected the problem described as follows.

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

Maintenance Completed:

I tested the float switch that turns the pump on and off and discovered that it was not functioning, while the pump did function when the plug was directly connected to the outlet. This suggests that the float switch had reached the end of its lifespan and needed to be replaced. With this confirmed, I arranged to pick up a replacement float switch and returned today to install it. **The new switch was tested and the pump chamber is now operating as intended by its design.**

Next Steps:

During the maintenance work, I did notice that the electrical supply to the pump and float switch is in the form of an outdoor electrical plug socket mounted inside the pump chamber. You should be aware that this does not meet the electrical code and poses a potential electrical shock hazard. I would recommend that an electrician be brought in who is familiar with onsite sewage systems to correct this as soon as possible. If you need assistance finding an appropriate electrician, I can provide a list of names to choose from.

Please note that I did not examine, assess or maintain any other component of the sewage system during my work here. If you wish, I could complete an assessment of the entire system with the goal of identifying any other maintenance or repairs that might be necessary.

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

Maintenance Provider Name
Title

Business Contact Info





Interior of the Pump Chamber Showing the Electrical Connection