

SEPTIC TANK PUMPING RECORD AND CHECK LIST

Complete this form at time of tank pumping. Complete a separate form for each tank pumped, if there is more than one tank or septic system on the property. Attach a site diagram showing tank/septic system location(s).
Describe additional details or any issues observed in the comments area.

Property Location:				Date Pumped:			
Property Owner:				Phone:			
Pumping Company:				Phone:			
Pumping Contact Name:				Phone:			
Tank Capacity:		gallons	How Determined?	Measured	Manufacturer	Permit Records	
Volume Septage Removed:		gallons	Total # OWTS on Property:		Note: Complete additional forms if more than one tank pumped		
Access Port Type:	Risers	Lids	Depth of Soil Cover Over Tank Access Lids:		inches	Effluent Filter?	Yes No
Observation Ports? Yes No If yes, describe number and location in comments section.							
Observations: Circle appropriate response. Provide comments for any item that Needs Attention.							
Condition of septic tank and septic tank area at time of pumping.						Good	Needs Attention
Condition of dispersal field area at time of pumping.						Good	Needs Attention
Security of risers or tank access lids.						Good	Needs Attention N/A
Condition of risers or tank access lids. (No cracking or other damage)						Good	Needs Attention N/A
Observed scum level: measured from the bottom of the floating scum layer relative to the bottom of the outlet pipe.						inches	
Observed sludge level: measured from the top of the settled sludge layer relative to the bottom of the outlet pipe.						inches	
Observed operating water levels in tank.						Good	Needs Attention
Any flow back into tank of effluent from the dispersal field.						None	Needs Attention
Any observed root intrusion, cracking, or other damage to tank.						None	Needs Attention
Any observed damage to inlet piping in the tank.						None	Needs Attention
Any observed damage to baffle/baffle piping in the tank.						None	Needs Attention
Any observed damage to outlet piping in the tank.						None	Needs Attention
Condition of effluent filter, if applicable.						Good	Needs Attention N/A
Condition of any observation ports, if applicable.						Good	Needs Attention N/A
Good -Observations do not indicate a failure or need for repairs. N/A -Item does not apply to the OWTS. None -Condition was not observed. Needs Attention -Observations indicate system has issues or is in a state of failure requiring repairs or corrections. (NOTE: A permit from DEHQ is required for all repairs)							
Comments and Overall Condition of System:							
Pump Report Completed By:							
<i>Print Name/Title</i>				<i>Sign Name</i>			

Condition of Septic Tank and Area at Time of Pumping

- Septic tank area should be clean with no signs of surfacing sewage, damp ground, excessive green vegetative growth or other signs of failure.
- Septic tank should have at least 6 inches of soil cover/secure, watertight lids.
- Septic tank should show no signs of deterioration (cracking, cement pitting, etc.) or structural deficiencies (shifting/tilting/leaning, etc.).
- Septic tank areas should not be driven over unless traffic rated by approved design.

Condition of Dispersal Field Area at Time of Pumping

- Dispersal field should show no signs of failure, such as surfacing effluent, damp ground, excessive green vegetative growth.
- Dispersal field area should show no signs of soil erosion or other land movement activity
- Dispersal field should have no parking/building/storage or other activity that compacts soil in the dispersal area limiting oxygenation of the soil.

Security of Risers or Tank Access Lids

- Risers and lids at or near ground surface must be locked or secured by tools to prevent access by others.
- Septic tanks installed after February 2025 with soil cover greater than 6 inches must have watertight risers to within 6 inches of finished grade.

Condition of Risers or Tank Access Lids

- Risers and lids must have a watertight seal.
- Risers and lids must be maintained structurally sound and have no cracks or holes.

Observed Scum Level

- Measured from the bottom of the floating scum layer relative to the bottom of the outlet pipe.
- The scum layer should not be closer than 3 inches to the bottom of the outlet pipe or device.
- A scum layer closer than 3 inches to the bottom of the outlet tee or device indicates more frequent septic tank pumping is warranted.

Observed Sludge Level

- Measured from the top of the settled sludge layer relative to the bottom of the outlet pipe or other device.
- The sludge layer should not be closer than eight (8) inches to the bottom of the outlet pipe or other device.
- A sludge layer closer than 8 inches to the bottom of the outlet pipe or other device indicates more frequent septic tank pumping is warranted.
- The combined sludge and scum layers should not exceed one-third of the tank depth of the first compartment.

Observed Operating Water Levels in Tank

- Water levels in the septic tank should equalize to the bottom of the horizontal outlet pipe. Water levels above this point indicates wastewater flow limitations to the dispersal field and issues with the dispersal field accepting the discharged wastewater.

Any Flow Back into Tank of Effluent from the Dispersal Field

- An observation of wastewater flowing back into the septic tank via the outlet pipe from the dispersal field when the second compartment of the septic tank is pumped indicates wastewater flow limitations to the dispersal field issues with the dispersal field accepting the discharged wastewater.

Any Observed Root Intrusion, Cracking, or Other Damage to Tank

- Observations of root intrusion, cracking, or other damage to tank indicates the tank may no longer be watertight and may have structural integrity issues.

Any Observed Damage to Inlet Piping in the Tank

- Septic tanks shall have an uncapped tee fitting on the inlet pipe and extend at least 14 inches below the liquid level.

Any Observed Damage to Baffle/Baffle Piping in the Tank

- Baffle wall should remain intact with no signs of deterioration or structural issues.
- Baffle piping should be maintained as designed.

Any Observed Damage to Outlet Pipe in the Tank

- Septic tanks shall have an uncapped outlet tee extending at least 12 inches into the liquid level.
- The outlet elevation shall be between 2 – 6 inches lower than the inlet elevation to ensure proper fall without a significant loss of volume.

Condition of Effluent Filter

- Effluent filter should be maintained and replaced per manufacturer's recommendations.

Condition of Observation Ports

- Accessible, secured, can be used as originally designed to monitor system.
- In good condition with no cracks, collapsing, or dirt intrusion.