



SEPTIC SYSTEM MANAGEMENT PLAN

Goodhue County Environmental Health Department

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The goal of a septic system is to protect human health and the environment by properly treating wastewater before returning it to the environment. Your septic system is designed to kill harmful organisms and remove pollutants before the water is recycled back into our lakes, streams and groundwater.

This management plan will identify the operation and maintenance activities necessary to ensure long-term performance of your septic system. Some of these activities must be performed by you, the homeowner. Other tasks must be performed by a licensed septic maintainer or service provider. However, it is YOUR responsibility to make sure all tasks get accomplished in a timely manner.

The University of Minnesota's *Septic System Owner's Guide* contains additional tips and recommendations designed to extend the effective life of your system and save you money over time.

Proper septic system design, installation, operation and maintenance means safe and clean water!

Property Owner _____

Property Address _____

Parcel # _____

System Installer _____

License # _____

Service Provider/Maintainer _____

Phone _____

Permitting Authority _____

Phone _____

Permit # _____

Date Inspected _____

☐ Septic System Owner's Guide provided

Keep this Management Plan with your Septic System Owner's Guide. The Septic System Owner's Guide includes a folder to hold maintenance records including pumping, inspection and evaluation reports. Ask your septic professional to also:

- Attach permit information, designer drawings and as-builts of your system, if they are available.
- Keep copies of all pumping records and other maintenance and repair invoices with this document.
- Review this document with your maintenance professional at each visit; discuss any changes in product use or water-use appliances.

For a copy of the Septic System Owners Guide, if you have not received one, call our office 651.385.6132.

Professional Management Tasks

These are the operation and maintenance activities that a pumper/maintainer performs to help ensure long-term performance of your system. Professionals should refer to the O/M Manual for detailed checklists for tanks, pumps, alarms, and other components.

☐ Written record provided to homeowner after each visit.

Soil Treatment Area:

- ☐ Inspection pipes. Check to make sure they are properly capped. Replace caps that are damaged.
- ☐ Surfacing of effluent. Check for surfaced effluent or other signs of problems.
- ☐ Check the condition of gravity trenches, at grade system, mound location or any other distribution medium that applies to each individual system. with ponded effluent. Identify the percentage of the system in use.

Determine if action is needed.

All other components – inspect as listed here:

Information on Your System

Soil Treatment Area			
Trenches:	total lineal feet		☐ Gravity distribution
Number of trenches:	at	feet each	☐ Pressure distribution
Drainbed size (length x width)	ft	x ft	☐ Inspection ports
Mound area:	length	x width	☐ Cleanouts
At-grade	length	x width	☐ Surface water diversions
Rock bed size:	ft	x ft	

Homeowner Management Tasks

These operation and maintenance activities are your responsibility. Use the chart in your homeowners guide to figure your pumping schedule.

During each visit by a pumper/maintainer

- ☐ Ask if your pumper/maintainer is licensed in Minnesota
- ☐ Make sure that your pumper/maintainer services the tank through the manhole. (NOT through a 4" or 6" diameter inspection port.)
- ☐ Ask your pumper/maintainer to accomplish the tasks listed on the Professional Tasks listed below.

Activity	Date Accomplished									
Check Frequently:										
Leaks: check for plumbing leaks										
Soil treatment area check for surfacing										
Lint Filter: check, clean if needed										
Effluent screen: if owner-maintained										
Check Annually:										
Water usage rate (monitor frequency)										
Caps: inspect, replace if needed										
Water use appliances – review use										
Other:										

Please keep a copy of your permit and final inspection form.

"I understand it is my responsibility to properly operate and maintain the sewage treatment system on this property, utilizing the Management Plan. If requirements in this Management Plan are not met, I will promptly notify the permitting authority and take necessary corrective actions. If I have a new system, I agree to adequately protect the reserve area for future use as a soil treatment system."

Property Owner Signature: _____

Date: _____