CHECKLIST
FOR
HOMEOWNER INSTALLER/MAINTENANCE APPLICATIONS
(for Onsite Wastewater Installer Workshop attendees)

- Homeowner Installer/Maintenance Application
- Notarized and signed affidavit
- DHH-OPH Central Office letter of passing Onsite Wastewater Installer Workshop
- Submit proof of passing DHH-OPH's Homeowner Installer/Maintenance Certification Program-held at regional offices throughout the state
- If an installation is going to be performed, then provide the original manufacturer endorsement for the brand of mechanical plant to be installed
- If applying for homeowner maintenance certification, then provide proof of possession of operation and maintenance manual for the make and model of mechanical plant installed at your residence
- Comments:_____
  _____
  _____
  _____
  _____

HOMEOWNER APPLICATION

Louisiana Department of Health and Hospitals - Office of Public Health
Onsite Wastewater Program (OSWW)
(http://www.privatewaterandsewage.dhh.louisiana.gov)

A homeowner is allowed to install and/or maintain his/her individual mechanical treatment plant at their primary residence only, in accordance with Louisiana Revised Statutes 40:1156 A & B. (See below for the homeowner's installation or maintenance requirements). Please type or print in ink.

Homeowner Application
Rev. 4/13/2011

Date: _____
Name: _____
Address: _____
City, State, Zip: _____
Area Code, Phone: _____
Parish: _____
Date of most recent training (must be within five years): _____
Email Address: _____
Signature of applicant: _____

I am applying to(check one):

_____ Install a mechanical treatment plant

Requirements to install:

____ Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
____ Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
____ Completed and signed homeowner's application form.
____ Notarized and signed homeowner affidavit.
____ Obtain and submit an original endorsement from a licensed manufacturer for the brand of individual mechanical plant the homeowner wishes to install.

_____ Maintain a mechanical treatment plant (2 options)

Option 1-Requirements to perform maintenance on a mechanical treatment plant:

____ Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
____ Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
____ Completed and signed homeowner's application form.
____ Notarized and signed homeowner affidavit.
____ Complete the Department's Homeowner Maintenance Certification Program.
____ Show Proof of possession of an operation and maintenance manual for the make and model of your system.

Option 2-Requirements to perform maintenance on a mechanical treatment plant:

____ Attend an OSWW Homeowners Maintenance class and achieve a passing grade of 70% within the last five years.
____ Submit the letter of passing the OSWW Homeowners Maintenance Class from Central Office, Baton Rouge.
____ Completed and signed homeowner's application form.
____ Notarized and signed homeowner affidavit.
____ Show Proof of possession of an operation and maintenance manual for the make and model of your system.

Note: Meeting any of the requirements above will allow the homeowner to perform the required maintenance/service checks on the system located at their primary residence for five years. The homeowner will be required to attend an updated OSWW Installers Workshop and Homeowners Maintenance Certification Program or Homeowners Maintenance Class within five years of obtaining initial certification and submit maintenance/service check inspection reports every six months. The application and forms should be submitted to your local Onsite Regional Coordinator for approval.

Louisiana Department of Health and Hospitals
Office of Public Health
Onsite Wastewater Program(http://www.privatewaterandsewage.dhh.louisiana.gov

AFFIDAVIT FOR HOMEOWNERS

This affidavit must be submitted with the homeowner's application.

Date:_____

Affidavit
Rev. 06/08/2012

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, on this _____ day of _____, _____, the undersigned notary public, commissioned in and qualified for the Parish and State aforesaid, and the two undersigned competent witnesses,

personally came and appeared:

Homeowner:_____

who, after being duly sworn did depose and say:

I hereby certify that I have obtained, read, understand and shall comply with the provisions of the Sanitary Code (Title 51), Part 13, including Chapter 7, Subchapter B of this Part, and the requirements for minimum distance to sources of contamination in Part 12, and will make installations and/or provide maintenance in compliance therewith. I also certify that I am trained in the proper installation of all components which I intend to install and/or maintain in the State of Louisiana. Furthermore, I understand that under provisions in Title 51, Part I, 105., violation of any part of this code may result in the implementation of the Administrative Enforcement Procedure. Once the Administrative Enforcement Procedure is implemented, I understand that I can be fined up to $100.00/day per violation, up to $10,000/year.

Witnesses:

_____ _____
(Affiant)

_____

_____ _____
Notary Public Date

ATU DO's & DON'Ts

DO's

- **DO** keep detailed records on your ATU. This includes model name, capacity, date installed, contract service agreements, records of service visits, and maintenance performed.
- **DO** conserve water to avoid overloading the system. Repair leaky faucets and toilets. Use water saving features on appliances.
- **DO** divert other sources of water like roof drains, house footing drains, and sump pumps away from the ATU.
- **DO** become familiar with how your system operates. Know the way it looks, smells, and sounds when operating properly.

DON'Ts

- **DON'T** allow anyone to park or drive over any part of your system.
- **DON'T** make or allow unauthorized repairs or changes to your ATU without obtaining a permit from the Parish Health Unit.
- **DON'T** use a garbage disposal without checking with the health department to make sure your ATU can accommodate this additional waste.
- **DON'T** attempt to clean or perform maintenance on any sealed ATU components.
- **DON'T** flush or pour any chemicals into your system.

ATU MAINTENANCE CHART

Date	Service Performed	Service Performed By	Cost	Notes

Additional Information

Louisiana's Website for Onsite Wastewater:
Office of Public Health
www.dhh.louisiana.gov/offices/?ID=215

Contact Information by Parish Health Units:
Parish Health Units
www.dhh.louisiana.gov/offices/?ID=223

Louisiana's Regulations for Sewage:
LAC Title 51, *Public Health Sanitary Code, Part 13*
www.dhh.louisiana.gov/offices/publications.asp?ID=242&Detail=928

Websites for Onsite Wastewater Treatment Information:
Environmental Protection Agency
www.epa.gov/owm/onsite
National Small Flows Clearinghouse
www.nesc.wvu.edu

Permitting Standards for Individual Mechanical Plants Website:
National Sanitation Foundation
www.nsf.org

References

Pipeline, Winter 1996, Volume 7, Number 1

Small Flows Quarterly, Spring 2003, Volume 4, Number 2

This document was printed at a cost of $2,979.87. This document was produced by DHH/Office of Public Health, 628 N. 4th St., Baton Rouge, LA 70821. It was printed in accordance with the standards for printing by State Agencies established pursuant to R.S. 43:31. In this printing, 30,000 copies were produced.

LOUISIANA DEPARTMENT OF HEALTH & HOSPITALS

Public Education Series

Home Aerobic Treatment Units

What You Need to Know About Your Home Sewage System

DO NOT FLUSH...

- coffee grounds
- dental floss
- disposable diapers
- kitty litter
- sanitary napkins
- tampons
- cigarette butts
- condoms
- gauze bandages
- fat, grease, or oil
- paper towels

NEVER FLUSH CHEMICALS LIKE...

- paints
- varnishes
- thinners
- waste oils
- photographic solutions
- pesticides

These items can destroy the biological processes taking place in your sewage treatment system.

WARNING SIGNS

Watch for the following indications of problems with your aerobic treatment unit.

- Alarms or lights going off
- Changes in your system's normal operating sound
- Changes in the normal color of sewage in the aeration chamber (a greyish brown color rather than chocolate brown could indicate a problem)
- Excess solids, foam, or scum in the unit
- Plumbing backups
- Sewage odors in the house or yard

What is an aerobic treatment unit?

A home aerobic treatment unit (ATU) is a wastewater treatment machine whose main function is to treat household sewage. It is also referred to as a mechanical treatment plant. With proper design, operation, and maintenance ATU's can provide a high level of sewage treatment. They come in many shapes and sizes and are extremely important in protecting human health and the environment.

Why would an aerobic treatment unit be recommended for my house?

There are many reasons for utilizing an ATU for sewage treatment. All the factors below have a part in determining the appropriate sewage treatment method.

- Quality of the underlying soil
- Location of the water table
- Amount of land available
- Condition of surrounding waterways

How do aerobic treatment units work?

The following describes the ATU processes.

1. **Pretreatment:** The first stage reduces the amount of solids (oils, grease, toilet paper, etc.) going into the ATU by utilizing a compartment to allow settling. This is optional.
2. **Aeration:** The second stage forces oxygen to mix with the wastewater in the aeration chamber. This allows the beneficial bacteria to thrive and breakdown the sewage. Figure 1 is a typical schematic of an ATU without a pretreatment tank.
3. **Clarifier:** This still chamber separates the solids created in the aeration chamber from the water. The solids fall to the bottom and back into the aeration chamber.
4. **Disposal:** The final step includes disinfection and effluent reduction. These two processes are discussed below.

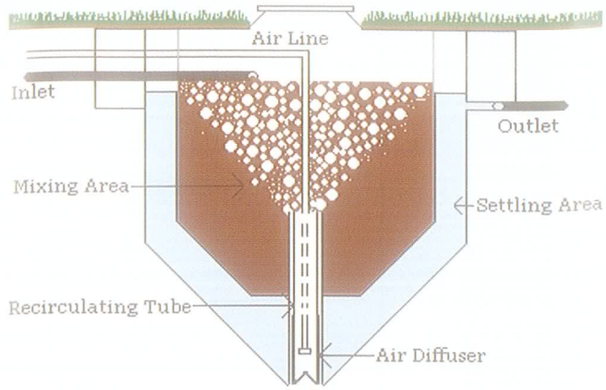


Figure 1: Typical Home Aerobic Treatment Unit

Disinfection destroys disease-causing microorganisms in the water leaving the ATU. A popular disinfection method is chlorination; using the stackable tablet device. In order for chlorination to be effective, the homeowner must remember to use the proper tablets and replace them as they are dissolved. Disinfection protects public health and is highly recommended.

Effluent Reduction is required to minimize the amount of wastewater being discharged. It is designed to maximize the use of the adsorptive capacity of the soil, even in poor soil conditions. There are many options for effluent reduction such as effluent reduction fields, rock plant filters, spray irrigation, overland flow systems, and mound systems. These systems are described in detail in the *Louisiana State Sanitary Code*.

Other important features of the ATU are the controls and alarms. The homeowner should become familiar with the control and alarm system. Alarms are required to alert the homeowner of malfunctions. The installer and/or maintenance provider should give the homeowner details on this important part of your system. Also, an operation and maintenance manual should be supplied with your system.

Why do I need to maintain my aerobic treatment unit?

Maintenance is key to the life and performance of ATU's. Poor maintenance can cause ATU failure, forcing expensive repairs or replacements at the homeowners expense. With proper care of any onsite sewage system, you can expect a long life and good performance.

Keep in mind that you could be putting your family's health at risk if you are discharging improperly treated wastewater into your yard or ditch. Sewage contains harmful bacteria, viruses, and parasites that can cause many illnesses.

How do I properly maintain my aerobic treatment unit?

One of the main design criteria of ATU's is the level of aeration provided for sewage treatment. Therefore, maintaining the blower is essential to the treatment process.

Another important issue is the sludge that builds up over time. Therefore, the ATU should be pumped periodically to remove the solids that settle to the bottom. The amount of organic matter entering the ATU will determine the pump schedule. A general rule of thumb is to pump it every 3 to 5 years.

With the purchase of any ATU, the first two years of service visits are included. You need to make sure those service visits are performed by your maintenance provider. After that you will have an option to renew the service agreement.

If you have any questions or concerns, please do not hesitate to contact us.

DEPARTMENT OF HEALTH & HOSPITALS
OFFICE OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES
628 North 4th Street
BATON ROUGE, LA 70821
Phone: 225-342-7653
Fax: 225-342-7552

NSF International Standard for Wastewater Technology

The National Sanitation Foundation NSF is certified by the American National Standards Institute (ANSI) to develop and publish American National Standards. The procedure for developing an American National Standard must appropriately address consensus, due process, and openness. In the case of the NSF wastewater treatment standards, these are accomplished primarily through a committee structure, with the NSF Joint Committee on Wastewater Technology at the core.

OFFICE OF PUBLIC HEALTH
LOUISIANA
Department of HEALTH and HOSPITALS

Public Health

STATE OF LOUISIANA
OFFICE OF PUBLIC HEALTH
Onsite Waste Water Program

P.O. Box 4489
628 North 4th Street
Baton Rouge, LA 70821-4489

Phone: 225-342-7653
Fax: 225-342-7552
www.dhh.louisiana.gov/offices/?ID=215

MAGNOLIA LOUISIANA

Onsite Wastewater Program

Guidelines for Homeowner Maintenance of an Aerobic Treatment System

STATE OF LOUISIANA
OFFICE OF PUBLIC HEALTH
Onsite Waste Water Program

225-342-7653

What Homeowners Need to Know When Maintaining Their Onsite Wastewater Treatment System

Noise
Your system shall not produce excessive noise when installed according to manufacturer's instructions.

Electrical Components
The *National Electrical Code*, NFPA 70, 1993, shall be followed for your system installation and operations, as well as for all electrical components. All components shall be protected by safety devices such as fuses and circuit breakers.

Access Ports
Your system must have access ports that are accessible at ground-level and sized to facilitate maintenance and servicing of all components and compartments which require routine maintenance. The access ports must allow for the following:

1. You must be able to see and remove all mechanical or electrical parts.
2. You must be able to see and remove any part that requires routine cleaning or replacement as specified in the operation and maintenance manual for your system.
3. You must be able to take a sample from the system as specified in the operation and maintenance manual for your system.
4. You must be able to remove solids from the system as specified in the operation and maintenance manual.

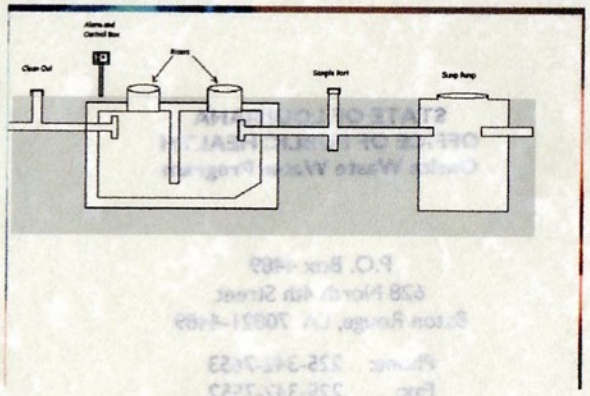
All access ports must be protected to prevent unauthorized intrusion. Protective measures can be of the following types:

1. Padlocks.
2. A cover that would require a special tool to remove it.
3. A heavy cover weighing no less than 65 pounds.

Failure Sensing and Signaling Equipment
Your system must be equipped with a device that can detect if your system is failing. The device must include the capabilities for a visual as well as an audible alarm. Your system must have a means for detecting a high water condition that includes a visual and audible means of notifying you when the water level is higher than normal operating condition.

Your alarm visual signal must be visible from a distance of 50 feet from your system and its components. The audible portion of your system's alarm must be between 70 and 75 dba at 5 feet from the system and you must be able to hear the signal from a distance of 50 feet.

The alarm systems must continue to be serviceable in the event of an electrical, mechanical, or hydraulic break-



ATU with a sump chamber and access ports

Replacement Parts
Whenever a replacement part is needed for your system, you must use only those parts that are approved for your particular brand or model of aerobic onsite wastewater treatment system. If you are not sure if a replacement part is approved for your system, you can contact a Sanitarian at your local health unit for verification. You may also contact the manufacturer of your system for approved replacement parts

Example of Replacement Parts:

Aerator
Hoses & Clamps
Air filters
Diffuser Bar
Alarm Components
Lids & Covers

STATE OF LOUISIANA
OFFICE OF PUBLIC HEALTH
Onsite Waste Water Program

P.O. Box 4489
628 North 4th Street
Baton Rouge, LA 70821-4489

Phone: 225-342-7653
Fax: 225-342-7552
www.dhh.louisiana.gov/offices/?ID=215