



WATER QUALITY PROGRAM 2025 SEWAGE TREATMENT CONTRACTOR REMINDER

Listed below are some general reminders for submitting paperwork, inspection requests and department procedures.

Installations:

- Request for installation inspections are required three business days in advance.
- Spray and LPP require an onsite start up test as part of inspection.
- LPP installations require inspections on piping to verify orifice size and spacing prior to install.
- NPDES installations should be completed prior to our inspections.
- Newly installed components may not be covered prior to inspection by the health department. If extenuating circumstances arise, contact the area inspector.

Maintenance Reports:

- Report must include: Address, company name, inspection date, overall condition of system, as well as any applicable treatment components listed on the form.
- If the overall condition of the system is marked "Poor," comments are needed that describe the issues observed.
- These reports are completed for the systems that have been identified and have been issued an operation permit with maintenance requirements.

Service Contracts:

- Service contracts must include an address and the length of the contract.
- It is not necessary to send each individual contract. A list of contracts will suffice as long as it contains all addresses, start dates and expiration dates.

Pumping Reports:

- Pumping reports must include: Address, date, gallons pumped, disposal location, overall condition and company name.
- If the overall condition is marked as "Poor," comments are needed that describe the issues observed.

Inspection report forms can be found on our website: [scph.org/water-quality](https://www.scph.org/water-quality)

Our records are now available online: <https://www.scph.org/water-quality/online-records-search>

Reports and service contracts must be sent within 60 days of completion. They can be mailed to our office or emailed to servicereports@scph.org