

Environmental Quality
INSTRUCTIONS FOR NOTICE OF TRANSFER FOR
AN ON-SITE WASTEWATER TREATMENT
FACILITY

INSTRUCTIONS

Any person selling or otherwise transferring ownership of a property (seller/transferor, hereinafter referred to as the Seller) served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, must have the facility inspected prior to transferring ownership of the property (Arizona Administrative Code (A.A.C.) R18-9-A316).

Once the property is transferred, the new property owner (buyer/transferee, hereinafter referred to as the Buyer) must file the attached *Notice of Transfer* form to the appropriate address indicated below.

WHAT ARE THE REQUIREMENTS TO TRANSFER OWNERSHIP OF MY SEPTIC TANK OR ON-SITE FACILITY?

Within six months before the date of property transfer, the Seller of a property served by an on-site wastewater treatment facility shall retain a qualified Inspector to perform a transfer of ownership inspection of the facility.

The Inspector shall complete the CCCD form entitled *Report of Inspection* and provide it to the Seller.

Before the property is transferred, the Seller shall provide the Buyer with the completed *Report of Inspection* form and any documents in the possession of the Seller relating to permitting, operation, and maintenance of the on-site wastewater treatment facility.

The Buyer shall complete and submit the attached *Notice of Transfer* form, with the required \$50 transfer of ownership fee, to the address indicated below within 15 calendar days after the date of property transfer.

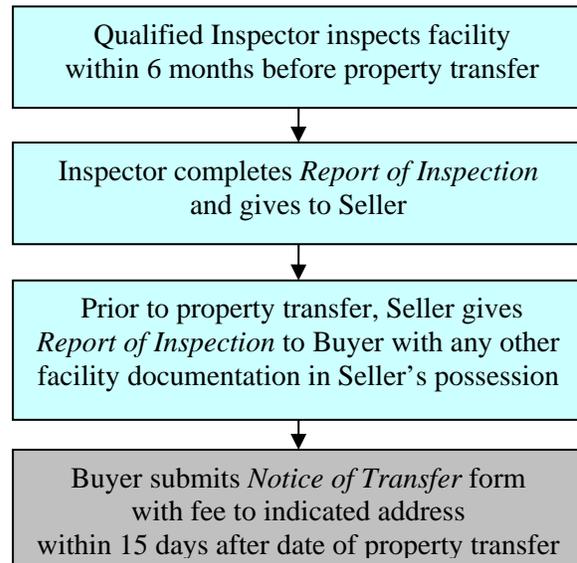


Figure 1. Flowchart of Notice of Transfer

WHERE DO I SUBMIT MY *NOTICE OF TRANSFER*?

- a. send the *Notice of Transfer* form to the appropriate county agency with a \$50 check made out to the county agency for the transfer of ownership fee. County agency names and addresses are listed at the end of this instruction sheet.

WHO MAY DO THE INSPECTIONS?

Only qualified Inspectors may do the inspection. An inspector must meet all of the following requirements:

1. Possess working knowledge of the type of facility and the inspection process,
2. Hold a certificate of training from a course for Inspectors recognized by ADEQ, and
3. Hold a license in one of the following categories:
 - a. An Arizona-registered engineer;
 - b. An Arizona-registered sanitarian;
 - c. An owner of a vehicle licensed under ADEQ rules to pump or haul septage, or an employee of the licensee;
 - d. A Registrar of Contractor licensed contractor in the B-4, C-41, A, A-12, L-41, KA, or K-41 category;
 - e. A wastewater treatment operator certified by ADEQ; or
 - f. A person qualifying under another category designated by ADEQ.

AS THE NEW PROPERTY OWNER, HOW MUST I OPERATE AND MAINTAIN MY ON-SITE WASTEWATER TREATMENT FACILITY?

As the owner of a property served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, you must operate and maintain the facility according to the requirements of ADEQ's Aquifer Protection Permit (APP) program. In fact, you are a permittee under the APP program. The operation and maintenance requirements, which are listed below, are common-sense measures designed to prevent environmental, water quality, and public health problems. Also, by following these operation and maintenance requirements, you will extend the life of your system. **Bolded items** apply to all systems, including conventional septic tank systems and systems employing alternative technologies. Items not bolded typically apply only to systems employing alternative technologies.

- 1. Pump accumulated residues, inspect and clean wastewater treatment and distribution components, and manage residues to protect human health and the environment;**
- 2. Clean, backwash, or replace effluent filters according to the manufacturer's instructions, and manage residues to protect human health and the environment;**
- 3. Inspect tanks, liners, ports, seals, piping, and appurtenances for watertightness under all operational conditions;**
- 4. Implement corrective measures if anomalous ponding, dryness, noise, odor, or differential settling is observed;**
- 5. Manage vegetation in areas that contain components subject to physical impairment or damage due to root invasion or animals;**
- 6. Maintain drainage, berms, protective barriers, cover materials, and other features;**
- 7. Maintain the usefulness of the reserve area to allow for repair or replacement of the on-site wastewater treatment facility;**
8. Clean the dosing tank effluent screen, pump switches, and floats, and properly dispose of cleaning residue;
9. Flush lateral lines and return flush water to the pretreatment headworks;
10. Inspect, remove and replace, if necessary, and properly dispose of filter media;
11. Rod pressurized wastewater delivery lines and secondary distribution lines (for dosing systems), and return cleaning water to the pretreatment headworks;
12. Inspect and clean pump inlets and controls and return cleaning water to the pretreatment headworks;
13. Inspect and clean the effluent baffle screen and pump tank, and properly dispose of cleaning residue; and
14. Inspect and monitor inspection and access ports, as applicable, to verify that operation and maintenance is within expected limits for:
 - a. Influent wastewater quality;
 - b. The pressurized dosing system;
 - c. The aggregate infiltration bed and mound system;
 - d. Wastewater delivery and the engineered pad;
 - e. The pressurized delivery system, filter, underdrain, and native soil absorption system;
 - f. Saturation condition status in peat and other media; and
 - g. Treatment system components;

NOTE: The above APP requirements for operation and maintenance are found in A.A.C. R18-9-A313(B). If your system employs alternative technologies or is a very large system with a design flow from 3000 gallons per day to less than 24,000 gallons per day, additional operation and maintenance requirements specified in A.A.C. R18-9-E303 through R18-9-E323 may be applicable.

COUNTY AGENCIES AND MAILING ADDRESSES

Apache County Health Department

P.O. Box 697
St. Johns, AZ 85936
Tel: (928) 337-4364

Cochise County Health Department

Environmental Health Division

1415 W. Melody Lane, Bldg. A
Bisbee, AZ 85603
Tel: (520) 432-9440

Coconino County Community Development

Environmental Quality Program

2500 Ft. Valley Road, Building 1
Flagstaff, AZ 86001
Tel: (928) 679-8770

Gila County Community Development Div.

Environmental Health - Wastewater Department

Property Transfer Section

P.O. Box 2297
Payson, AZ 85547
Tel. (928) 474-7175

Graham County Health Department

826 W. Main
Safford, AZ 85546
Tel: (928) 428-1962

Greenlee County Health Department

P.O. Box 936
Clifton, AZ 85533
Tel: (928) 865-2601

La Paz County Health Department

1112 Joshua Street, #206
Parker, AZ 85344
Tel: (928) 669-1100

Maricopa County Environmental Services

1001 N. Central, Suite 150
Phoenix, AZ 85004
Tel: (602) 506-6666

Mohave County Health Department

P.O. Box 7000
Attention: Environmental Health
Kingman, AZ 86402-7000
Tel: (928) 757-0901

Navajo County Planning & Zoning Department

P.O. Box 789
Attention: Septic Transfer
Show Low, AZ 85901
Tel: (928) 532-6040

Pima County Department

of Environmental Quality

150 W. Congress, 1st Floor
Tucson, AZ 85701
Tel: (520) 740-3340

Pinal County Division of Environmental Health

P.O. Box 2517 (31 N. Pinal St., Bldg F)
Attention: Septic Transfer
Florence, AZ 85232-2517
Tel: (520) 866-6633

Santa Cruz County Health Department

2150 N. Congress Street
Nogales, AZ 85621
Tel: (520) 761-7800

Yavapai County Development Services

Environmental Unit

500 S. Marina St
Prescott, AZ 86303
Tel: (928) 771-3214

Yuma County Developmental Services

Environmental Health Section

2351 W. 26th Street
Yuma, AZ 85364
Tel: (928) 817-5000

After removing this instruction sheet, the Buyer should make a record copy of the *Notice of Transfer* form, then submit the original *Notice of Transfer* form with fee to the address indicated in the instructions above.

1 PROPERTY INFORMATION

Address _____ County _____
 City _____ Tax Parcel No. _____
 Zip _____ Residential Non-residential

2 TRANSFEROR/SELLER/FORMER OWNER OF PROPERTY

Name _____
 Mailing Address _____

3 TRANSFEREE /BUYER/NEW OWNER OF PROPERTY

Name _____
 Mailing Address _____
 _____ Phone _____

BUYER TO CHECK THIS BOX IF ON-SITE WASTEWATER TREATMENT FACILITY IS EXEMPTED FROM INSPECTION

An inspection is not required if both of the following apply (Buyer shall check applicable boxes to affirm that these conditions are met, provide the file number and authorization date, then skip directly to Item 8 of this form):

- A Discharge Authorization was issued by ADEQ or its delegated county agency to construct the facility.
 Discharge Authorization File No.: _____
 Discharge Authorization Date: _____
- The facility was not put into service before this property transfer.

4 INSPECTOR INFORMATION (BUYER TO COPY FROM ITEM 3 OF THE REPORT OF INSPECTION FORM)

Inspector Name _____
 Company Name _____
 Address _____

5 DATE OF FACILITY CONSTRUCTION (BUYER TO COPY FROM EITHER ITEM 7A OR 7B OF THE REPORT OF INSPECTION FORM)

- A. Before January 1, 2001
- B. On or after January 1, 2001 as authorized by ADEQ or its delegated county agency

6 FACILITY TYPE (BUYER TO CHECK ONE-FROM ITEM 7 OF THE REPORT OF INSPECTION FORM)

- Conventional septic tank/disposal system (any system consisting of a septic tank that disposes effluent to trench, bed, chamber technology, or seepage pit)
- Alternative on-site system (any system using a technology other than a septic tank for treatment or a means of disposal other than trench, bed, chamber technology, or seepage pit)

7 INSPECTION INFORMATION (BUYER SHALL COPY FROM INDICATED ITEM IN REPORT OF INSPECTION FORM)

- A. Date of Inspection (from Item 13 of *Report of Inspection* form): ___
- B. Design flow of facility (from Item 6E of *Report of Inspection* form): ___ gallons per day
- C. Are any file numbers/dates indicated in Item 5 of *Report of Inspection* form? (if so, check applicable box(es) below and indicate the file number/date)
- Construction Authorization* issued on or after January 1, 2001 (Item 5A of *Report of Inspection* form): File No. _____
 - Discharge Authorization* issued on or after January 1, 2001 (Item 5B of *Report of Inspection* form): File No. _____
 - Approval to Construct, Approval of Construction*, or other official permitting documents issued by ADEQ or its delegated county agency before January 1, 2001 (Item 5C of *Report of Inspection* form): Date of issuance: _____
- D. Was the septic tank pumped as part of inspection (Item 8A of *Report of Inspection* form)?
- Yes No
- If no, septic tank was not pumped because:
- The septic tank was put into service less than 12 months before inspection.
 - Pumping or servicing was not necessary at the time of inspection based on manufacturers written operation and maintenance instructions (applicable only to alternative technologies). Needed effluent to run operational tests, to be pumped after repairs completed by other.
 - No accumulation of floating or settled waste was present in the septic tank (may be applicable to certain remote or seasonal systems with little use).
- E. Were repairs made as part of the inspection (Item 12B of *Report of Inspection* form)?
- Yes No

8 BUYER ACKNOWLEDGMENT OF TRANSFER OF OWNERSHIP OF PROPERTY AND OPERATION AND MAINTENANCE REQUIREMENTS TO COMPLY WITH AQUIFER PROTECTION PERMIT

As of the date of property transfer indicated below, I, as buyer/transferee of the property, acknowledge that I am a permittee under ADEQ's Aquifer Protection Permit program pursuant to Arizona Administrative Code (A.A.C.) Title 18, Chapter 9, Article 3, and therefore am responsible for the proper operation and maintenance of the on-site wastewater treatment facility on my property to prevent environmental, water quality, and public health problems. I am aware that the general operation and maintenance requirements for on-site wastewater treatment facilities are contained in A.A.C. R18-9-A313(B). If my on-site system employs an alternative technology or has a design flow of from 3000 gallons per day to less than 24,000 gallons per day, I am aware that additional requirements in A.A.C. R18-9-E303 through E323 may be applicable.

Buyer/Transferee Signature: _____

Date of property transfer _____

Date of submittal of this Notice of Transfer form _____

- Check this box to confirm the \$50 filing fee is being submitted with this *Notice of Transfer* form (required).