

**SUMMER VILLAGE OF CRYSTAL SPRINGS
POLICY #25-2018**

SUBJECT: Holding Tank Inspection Policy

DEPARTMENT: Council

ADOPTED AND APPROVED BY COUNCIL: September 12, 2018

AMENDMENT DATE/ RES. NO: 18-168

DEFINITIONS:

“Administration” means the employees or contracted employees for the Summer Village of Crystal Springs

“CAO” means the Chief Administrative Officer being the administrative lead as appointed by Council, responsible to perform those responsibilities contained within the Municipal Government Act.

“Certified Installer” means a person certified through the Government of Alberta, Municipal Affairs for the installation and inspection of Private Sewage Disposal Systems (PSDS) who has been approved by the Summer Village.

“Council” means the Council of the Summer Village of Crystal Springs

“Inspection Report” is a report provided by the Certified Installer who inspects a holding tank to the property owner and the Summer Village Office that sets out the Status of the holding tank. The holding tank will be either Compliant, Partially Compliant or Non-Compliant.

“Private Sewage Disposal System” means on-site wastewater treatment systems as defined in the Standard of Practice, including Septic Tanks and the associated Treatment Fields, Holding Tanks, Privies or Outhouses, or a plant for the treatment and disposal of Wastewater that is not connected to a Municipal Wastewater Utility System.

“Summer Village” means the Summer Village of Crystal Springs

“Municipal Wastewater Utility System” means a piping system for collecting Wastewater operated by the Summer Village or a contractor selected by the Summer Village, either alone or in cooperation with other municipalities.

PURPOSE:

This policy sets out the process and schedule for the inspection of holding tanks that are not connected to the Municipal Wastewater Utility System.

PROCEDURE:

As required by Bylaw 230, Wastewater Bylaw 2018, holding tanks that are not connected to the Municipal Wastewater Utility System are to be inspected every two years beginning in late 2018. The Summer Village will select a contractor to provide the inspection services. This contractor shall be on the Municipal Affairs Certified Installer list for PSDS inspections.

PROCESS:

The Certified Installer will be given a list of properties for which holding tank inspections are required by the Summer Village Office. This list shall include all holding tanks that are not connected to the Municipal Wastewater Utility System.

The Certified Installer shall contact the property owners to schedule a mutually agreeable time for the inspection.

The Certified Installer shall perform the inspection to the criteria set out in Schedule A (attached) and provide a copy of the inspection report Schedule B (attached) to the property owner and the Summer Village Office.

Following inspection, the contractor shall provide an Inspection Report to the property owner and the Summer Village Office that clearly states the status of the holding tank. In the event that the tank is non-compliant or partially compliant, the report shall set out the reasons for the selected status and the changes that must be made to bring the tank into compliance.

The property owner is responsible for the full cost of the inspection.

Upon receipt of the inspection report the following actions will be taken by the Summer Village Office:

1. Status – Compliant – file report – no follow up required.
2. Status – Partially Compliant – Summer Village Administration will confirm with the Certified Installer the steps the property owner must take to bring the system into compliance. The property owner will be provided a Notice of Deficiency stating the deficiencies and allowing 60 days to bring the holding tank into compliance. The Certified Installer shall re-inspect the holding tank at the end of the 60 day period and provide a follow up report to the Summer Village Office. If the revised Status is anything other than Compliant, the following section for Non-Compliant Tanks will apply.
3. Status – Non-Compliant – Summer Village Administration will Notify the property owner that the holding tank must be replaced with a tank that meets the necessary specification for the Municipal Wastewater Utility System and that the new tank must be connected to the Municipal Wastewater Utility System. The property owner will be given a Notice period for the completion of the replacement of the tank and a further 30 days to complete the connection to the Municipal Wastewater Utility System.

All of the costs associated with bringing the tank into compliance or replacing the tank and connecting to the Municipal Wastewater Utility System shall be the responsibility of the property owner.

In the event that the tank is not replaced and connected to the System within the time frame provided in the Notice, Section 4.6 of Bylaw 229 shall apply and the Summer Village may enter the property and make the connection to the Municipal Wastewater Utility System at the property owner's cost.

A property owner may appeal to the Chief Administrative Officer if he/she believes that there is an error in the inspection report or that the timelines for correction of the deficiencies is unreasonable.



Ian Rawlinson, Mayor
Summer Village of Crystal Springs



Sylvia Roy, CAO
Summer Village of Crystal Springs

TANK/ WASTEWATER INSPECTION PROCEDURE

Setup:

Notification to the home owner by the contractor.

Identify tank access and determine what type of inspection is possible.

Record lot number and determine if the tank is a single or double chamber. If access is not possible, than a camera inspection will be used.

If the level of effluent is not low enough to proceed, a pump out will be requested.

Pumping Out:

If required, the tank will be pumped out. The pumper truck would park as close as practically possible to allow for the removal of the effluent.

The material will be disposed of at an approved site.

Camera Survey:

The inspector will lay on the surface and lower the camera into the riser, moving the camera to point at all areas of the tank while continuously watching the attached video screen.

Visual Inspection:

If the inspector has to enter the tank, he will use a confined space entry system as well as a second person to act as a spotter. The inspector would not fully enter the tank due to the inability to move around the tank safely. Protective clothing and face masks will be worn to ensure that the inspector is not getting contaminated material on his person.

Inspection Points:

1. Is there any sign of cracking to the concrete structure?
2. If cracking is evident is there any sign on infiltration?
3. What is the size of the tank? Will it meet the system specifications if a future hook up is desired?
4. Are the tank lid and riser(s) insulated?
5. Is there any damage to the baffles, or the connections leaking?
6. Is all wastewater including grey-water directed to the holding tank?

Reporting:

As the inspection is being undertaken, the required information will be recorded on the Tank Inspection Report.

The tank status shall be indicated and in the case of a partially compliant tank, the steps needed to bring the tank into compliance shall be clearly stated.



Summer Village of Crystal Springs

Box 100, Summer Village of Ma-Me-O Beach, AB T0C 1X0
Tel: Office: 780-586-2494
Email: information@svofficepl.com
www.svofficepl.com

HOLDING TANK INSPECTION REPORT

Owner Name: _____

Lot Number: _____

Date of Inspection: _____

Inspection type: Initial Follow Up

Tank Inspection Details:

Tank Type: Single Double

Tank Material: Concrete Fiberglass Other

Riser : Size _____ Number _____

Depth to top of Tank _____ Depth to Bottom of Tank _____

Tank Condition: _____

Tank Lid insulated?: Yes No

Risers insulated?: Yes No One only

Inspection Type: Visual Camera Entry

Wastewater Containment Confirmation

All wastewater from the home is contained and directed to the holding tank. Yes No

System Status: Compliant Partially Compliant Non-Compliant

If Partially Compliant, steps needed to become compliant:

Other Comments:

Certified Inspector (Print Name)

Signature