

IV. LARGE SUBSURFACE WASTEWATER SYSTEM INSTALLATION CHECKLIST*

Not
Done Applicable

A. Preconstruction meetings (17)**

- Meeting with applicant, Certifying Engineer, Installer, LHD, and OSWS, if needed, has been held on-site

B. Site Modifications (16)**:

- Site modifications have been made as needed and approved by LHD (and Authorization to Construct has been issued).

C. Installation (18)**:

- Specified site preparation steps and layout have been properly completed and layout approved by LHD
- Installation has been completed in a professional workman-like fashion, in accordance with approved plans and specifications (or approved modifications), Improvement Permit, Authorization to Construct, and applicable laws and rules
- Owner has maintained contract with certifying Professional Engineer and, if necessary, a soil scientist, during installation
- Final landscaping, seeding and mulching are properly completed.

D. Engineering Certification and Inspection(s) (19)**:

- Certifying Professional Engineer and LHD have inspected substantially complete installation and prepared mutually acceptable final punch-list.
- Certifying Professional Engineer informs LHD of punch-list completion and LHD confirms installation acceptability, with OSWS assistance provided when requested and whenever system contains complex pretreatment, distribution or control components.
- A "start-up" inspection has been completed and the system is found to be complete and operational
- Certifying Professional Engineer certifies installation was in accordance with approved plans and specifications (or approved modifications)
- Certifying Professional Engineer has provided record drawings

Not
Done Applicable

E. Provisions for Operation and Maintenance, and Legal Documents (20)**:

- The certifying engineer has provided complete operation and maintenance manual including O & M materials provided by equipment supplier to system owner and certified Operator in Responsible Charge (ORC)
- Provisions for operation, maintenance and monitoring are in place (including any required groundwater monitoring wells).
- All necessary legal documents, including easements, association documents, Tri-party Agreements, etc. have been properly executed and recorded
- Owner has contracted with an ORC who is duly certified by the Water Pollution Control System Operators Certification Commission to operate and maintain this system (attach copy)

F Concurring Signature that the Applicant has, to the best of his/her abilities and belief, provided complete and factual representation of the information requested above:

Applicant/Owner/Agent

Date

* **Note to all interested persons.** This transmittal check list and necessary accompanying information should be submitted with a request for operation permit issuance to the applicable local health department.

** Numbers in parentheses () refer to corresponding item in document entitled "Procedures and Information Required for Approval of Large Subsurface Wastewater Systems", which contains complete information on the large system review and approval process and may be obtained from the On-Site Wastewater Section, Division of Environmental Health, 1642 Mail Service Center, Raleigh, NC-27699-1642 (Phone: 919-733-2895).