

Address

Date

5 Easy Steps to Your Voluntary Sewage System Re-Inspection Program

We are pleased to provide free re-inspections on a number of septic systems including:

- Earth Pit Privies and Composting Toilets
- Greywater Pits
- Cesspools
- Septic Tanks & Leaching Fields
- Holding Tanks

Our professional, impartial staff are registered Building Official Inspectors who will provide advice on your current, care and maintenance and possible replacement options.

Here are the five steps of the Septic Re-inspection Program — from start to finish.

Step 1 — Complete and return the attached questionnaire

Do the best you can to complete the attached questionnaire and submit it by:

Fax: 613-253-0122

Email: mrsso@mvc.on.ca

Mail: MRSSO 10970 Hwy. 7, Carleton Place ON K7C 3P1

Questionnaire can be filled out and returned online at <https://bit.ly/mrsso>

The goal of the questionnaire is to provide us with some basic information about your system and where it is located.

Step 2 — Book an appointment

Call MRSSO at 613-253-0006 to book your appointment. If we can drop-in at any time, let us know! If you would like to meet with us, appointments can be made between 9 a.m. and 4 p.m. on a first come, first served basis.

Step 3 — Dig Your Lids

The MRSSO asks that you expose both lids on your septic tank (most tanks have two).

If you are unable to dig out your own lids, there will be a \$40 (\$20/lid) maximum charge for the MRSSO to assist in locating and excavating the septic tank lids. This fee will be invoiced upon completion of the re-inspection. No cost will be incurred if excavation is not required.

The MRSSO will re-cover the tank when the inspection is completed (at no cost) unless it is determined that a pump-out is required or you plan on conducting a pump out. The tank inspection includes a visual inspection of the tank components and measurement of sludge and scum in the tank. **Please do not pump tank before the re-inspection.**

Step 4 — Inspection

The septic re-inspection will include the following:

- Location of all system elements
- Measurement of separation distances to key lot features
- Visual inspection of tank structure
- Measurement of tank contents – **Please do not pump tank before inspection.**
- Visual inspection of bed
- Briefing the homeowner on proper system maintenance and operation.

Step 5 — Review your Re-inspection Report

A copy of the septic re-inspection report will be left for the property owner.

Our primary goal is to educate property owners about their septic system and any deficiencies it may have. Our secondary goal is to ensure that unsafe systems are reported to the appropriate Authority, based on the requirements of Part 8 of the *Ontario Building Code*. Staff will let you know of any funding assistance that may be available for septic replacement.

Property owners can expect the re-inspection, results, and all inquiries to be dealt with in a professional manner.

Thank you in advance for your co-operation in our program.

Working together we can protect our watershed resources. Your participation in this program will ensure a safe home with healthy groundwater and surface water and the continued enjoyment of a clean, healthy waterfront environment for generations to come.

Yours truly,



Eric Kohlsmith, MRSSO Re-inspection Program Coordinator
613-253-0006 ext. 256
mrssso@mvc.on.ca



Questionnaire

Please fill out as much information as possible, **as best as you can**, and return to the above address. Old septic or well records are excellent resources for the more technical questions. Mark any applicable boxes. If you select 'Other' please specify. Please use the space noted as '**Correction**' to correct any of the supplied information. On the reverse, please identify the location of your septic system and other property features. Please **sign** the form to verify the information that has been provided.

Property Owner					<i>Correction – New Property Owner, Spelling of Name...</i>			
Mailing Address					<i>Correction – New Mailing Address...</i>			
Telephone Number () ()		Alternate Number () ()			Email Address			
Re- Inspection Property Location					Length of Ownership		Lake Name	
	Property Size		# Bedrooms		Floor Area			
Roll Number								
Property Use	Residential <input type="checkbox"/>	Cottage/Seasonal <input type="checkbox"/>	Commercial <input type="checkbox"/>	Farm <input type="checkbox"/>	Other <input type="checkbox"/>			
General Location of Tank					Do you require assistance locating/excavating your tank?*			
					Yes <input type="checkbox"/>		No <input type="checkbox"/>	
	* There is a maximum charge of \$40 for this service							
Sewage System Type	Class 1 <input type="checkbox"/> Outhouse/Composting	Class 2 <input type="checkbox"/> Greywater pit	Class 3 <input type="checkbox"/> Cesspool	Class 4 <input type="checkbox"/> Septic Tank & Leaching Field	Class 5 <input type="checkbox"/> Holding Tank			
Tank Information	Concrete <input type="checkbox"/>	Plastic <input type="checkbox"/>	Fiberglass <input type="checkbox"/>	Metal <input type="checkbox"/>	Advanced Treatment Unit		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Last Pump out					Pump Out Frequency			
Greywater Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Sewage Pump		Yes <input type="checkbox"/> No <input type="checkbox"/>		
					High Level Alarm		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Outhouse Pit Structure	Earth <input type="checkbox"/>	Rock <input type="checkbox"/>	Wood <input type="checkbox"/>	Composting Toilet		Yes <input type="checkbox"/> No <input type="checkbox"/>	Overflow? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date System(s) Installed					Sewage System Permit #			
Water Source	Drilled <input type="checkbox"/>	Dug <input type="checkbox"/>	Lake <input type="checkbox"/>	Imported <input type="checkbox"/>	Drinking Water Treatment	Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of Treatment

Participant Signature: _____ Participant Name: _____
(Signature) (Please Print)

Re: Voluntary Sewage System Re-inspections procedure during COVID-19 Pandemic

As the Province of Ontario has deemed the delivery of services for sewage treatment and disposal as essential, we anticipate completing voluntary sewage system re-inspections this year. However, we want to ensure that these re-inspections are undertaken in a safe manner, so we are reviewing our site visit protocols. While you are not required to be present during the inspection, we would normally encourage property owners to attend the site visit to get the most out of the educational component of the inspection. This year however due to COVID-19, if you plan to participate in the site visit:

- A distance of 2 metres (or 6 feet) must be maintained between staff and homeowners
- No more than two homeowners may be present on site during the inspection
- You may not be on-site if you have been outside of Canada within the 14 days preceding your inspection or if you have COVID-19 or are exhibiting any of the symptoms of COVID-19.

As part of your re-inspection, the Mississippi Rideau Septic System Office will provide electronic reports that will be emailed or mailed to you to reduce contact onsite.

Please feel free to contact our office with any concerns or questions.

Regards,



Eric Kohlsmith
Regulations Inspector
Mississippi Rideau Septic System Office
613 913-7570 | mrsso@mvc.on.ca