

Sewage tank  
maintenance reporting form  
**Subsurface Sewage  
Treatment Systems (SSTS) Program**

Doc Type: Compliance and Enforcement

**Purpose:** Management and maintenance of Subsurface Sewage Treatment Systems (SSTS) are important to ensure resource protection and long-term and cost-effective sewage treatment. Completion of this form complies with the sewage tank maintenance requirements under Minn. R. 7080.2450 and 7082.0600. This form *may* be used to certify the compliance status of the sewage tank components of the SSTS. **This form is not a complete SSTS inspection report, only a tank integrity assessment, and may only certify sewage tank compliance status when entirely completed and signed on page 3 by a qualified professional.**

**Instructions:** A copy of this information must be submitted to the system owner within 30 days of the maintenance date and be maintained by the licensed SSTS maintainer business for a period of five (5) years from the maintenance date. Maintenance reporting to the local unit of government *may* be required by local ordinance. Check with your local SSTS program for maintenance reporting protocol. **Page 3 is optional and not required to be completed on routine maintenance events.**

**Secure maintenance hole covers**

**All maintenance hole covers must be returned to service in a sound and durable condition and be capable of withstanding the anticipated load.**

Covers must be re-secured in accordance with Minn. R. 7080.2450, subp. 3, Items C or D:

- a) Covers installed under local ordinances adopted after February 4, 2008 must be locked, bolted or screwed or must be 95 pounds in weight. They must be made of material suitable for outdoor use, resistant to ultraviolet degradation and leaks, and not susceptible to being slid or flipped. They must have a label warning of hazardous conditions inside the tank. All screw openings must be refastened.
- b) Covers installed under local ordinances adopted before February 4, 2008 must either be buried with at least 12 inches of soil cover or be secured according to the local ordinance in effect before February 4, 2008.
- c) Covers must meet item 'a' above when raised to the ground surface or less than 12 inches from the ground surface.

**Reporting information**

Date of maintenance (mm/dd/yyyy): 7/14/23 Reason for maintenance: Routine  
 Property address: 6690 70th St. S Parcel ID: \_\_\_\_\_  
 City: Cottage Grove State: MN Zip code: 55016  
 Property owner's name: Jayne Sanders  
 Property-owner's address (if different): \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

1. Did you measure the accumulation of scum and sludge?  Yes  No (tank(s) pumped without measuring)

Tank (check if present)	Scum	Sludge	Operating depth	Percent full
<input type="checkbox"/> Septic/holding tank #1				
<input type="checkbox"/> Septic/holding tank #2				
<input type="checkbox"/> Pretreatment tank				
<input type="checkbox"/> Pump tank				

2. Access used to remove septage:  Maintenance hole  Other (Unless a holding tank, go to #4 below)

3. If the maintenance hole was used, were all covers secured in place?  Yes  No If no, please explain below:

4. If the owner refuses to allow a Subsurface Sewage Treatment System (SSTS) to be pumped through the maintenance hole, have them complete and sign the following statement.

I, Jayne Sanders, refuse to allow the removal of the solids and liquids through the maintenance  
(Print owner's name)

hole. I understand that removal of solids and liquids through other access points is not considered a compliant method of solids removal and does not fulfill the solids removal requirements of Minn. R. 7080.2450 and 7082.0600.

**By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.**

Owner's signature: Jayne Sanders Date (mm/dd/yyyy): 7/14/23

Property address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

**5. Is the tank designed as a leaky tank?** (Example: seepage pit, cesspool, drywell, leaching pit)

Tank #1:  Yes  No Verification method used: VISUAL  
 Tank #2:  Yes  No Verification method used: VISUAL

**6. Is there evidence of the following?**

Tank (check if present)	Tank leaks below the designed operating depth	Tank leaks above the designed operating depth	Maintenance hole cover is damaged, cracked, unsecured, or appears to be structurally unsound
<input checked="" type="checkbox"/> Septic/holding Tank #1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Septic/holding Tank #2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pretreatment Tank	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Pump Tank	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe detail for any "Yes"			

**7. How many gallons of septage were removed?**

Tank #1: 1000 Tank #2: \_\_\_\_\_ Pretreatment Tank: \_\_\_\_\_ Pump Tank: \_\_\_\_\_

**8. Where was the septage taken?**  Wastewater treatment facility  Land application  Other

Explanation (Facility name/Site #): M-1

**9. Did you identify any operational issues or unsafe conditions while assessing the sewage tanks in this system?**

Yes  No If yes, identify tank and explain:  
 Evidence of non-domestic waste  Baffle(s) condition  Effluent screen condition  
 Maintenance hole and extensions condition  Other conditions (e.g. structural integrity of tank or lid, electrical hazard, etc.)

Explanation: \_\_\_\_\_

**10. List any troubleshooting and minor repairs completed or declined by owner:**

<input type="checkbox"/> Troubleshooting and repairs conducted:	<input type="checkbox"/> Repairs declined by owner:

Additional comments or suggestions for owner's consideration:

**Pumping record**

I personally conducted the work described above on behalf of a Minnesota-licensed SSTS Maintenance Business, in compliance with Minnesota Rules Chapters 7080 – 7083:

As a noncertified individual who has received proper training, daily work review, and periodic observation, or  
 As a designated certified individual of the business listed below.

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

**Company information**

Company name: MEYER SEWER SERVICE  
 Business license number: L915  
 Email: meyergewer@hotmail.com  
 Employee's signature: [Signature]

**Employee information**

Print name: Al Thurmes  
 Certification number: (if applicable): \_\_\_\_\_  
 Phone number: 651-459-0162  
 Date (mm/dd/yyyy): 7/14/23