



Baltimore County
Department of Environmental Protection and Sustainability
 Ground Water Management Section
 111 W. Chesapeake Ave, Room 305
 Towson, MD 21204
 Phone: 410-887-2762; Fax: 410-887-4817
groundwater@baltimorecountymd.gov

OSDS Inspection Form

General Information					
Property Address					
City		State		Zip Code	
County		Date and Time of Inspection			
Inspector Name		Company			
Phone Number		email			
Property Type		Age of Dwelling		Number of Bedrooms	
Occupied?		If Vacant, How long?		Rental?	
Number of People Moving In?		Homeowner Interview Conducted?			
OSDS Records Requested from County?		Were Records Available?			
Type of Water Supply?					
OSDS History					
How long Has Resident Lived There?					
Number of People In Dwelling now					
Age of OSDS?					
Any History Of Sewage Problems?					
If Yes, Detail Problems Below					
Pumping Frequency		Last Date Pumped			
Any Repairs to OSDS?					
If Yes, Detail Repairs (Include Dates)					

OSDS Components							
<input type="checkbox"/> Septic Tank	Size		Construction				
<input type="checkbox"/> Pre-Treatment Unit	Make		Model				
<input type="checkbox"/> Pump Chamber	Size		Construction				
<input type="checkbox"/> Grease Trap	Size		Construction				
Conveyance System Type: <input type="checkbox"/> PVC <input type="checkbox"/> Cast Iron <input type="checkbox"/> Terra Cotta <input type="checkbox"/> Orangeburg							
<input type="checkbox"/> Effluent Filter	<input type="checkbox"/> Peat Filter			<input type="checkbox"/> Sand Filter			
<input type="checkbox"/> Distribution Box	<input type="checkbox"/> Dropboxes (Number)						
<input type="checkbox"/> Alternating Valve	<input type="checkbox"/> Headworks Box (for drip tubing)						
<input type="checkbox"/> Trenches (Number)		Length		Width		Depth	
<input type="checkbox"/> Seepage Pits/Drywells (Number)				Diameter		Depth	
<input type="checkbox"/> Low Pressure Pipe	<input type="checkbox"/> Drip Tubing						
<input type="checkbox"/> At-Grade Mound	<input type="checkbox"/> Sand Mound						
<input type="checkbox"/> Other							

Inspection and Observations							
Was Septic Tank Located?							
If Pre-Treatment Unit, Note Current Service Provider							
Describe Access to Septic Tank							
Depth of Tank Below Grade							
Liquid Level in Tank (below normal/normal/above normal)							
Any Evidence of Elevated Levels of Sewage In the Past?							
Was Sludge Sample Collected?							
If Yes, Total Liquid Depth		Sludge Depth		Scum Depth			
During Septic Tank Pump Out was any Flow Back Observed from Field System?							
After Pump Out, Is Structural Integrity of the Tank Interior Acceptable?							
Presence of Inlet Baffle Verified and Condition Acceptable?							
Presence of Outlet Baffle Verified and Condition Acceptable?							
Pumping Chamber Observations (if Present)							
Was Distribution Box Located?							
Distribution box Excavated or Located by Video Camera? (Circle one)							
Does the distribution of effluent appear to be equal? Note any field components being rested and/or adjustments made below:							

Was Soil Absorption System Located?	
Was the Soil Absorption System Excavated or Probed or Videoed? (Circle One)	
Are Observation Ports Present / Functional?	
Soil Absorption System Observations	
Was Hydraulic Load Test Performed?	
If Yes, Volume of Water Introduced to System	
Hydraulic Load Test Observations	
Were All Plumbing Fixtures and Appliances Verified to be Plumbed to the OSDS?	
Other Observations	
Is there a water treatment system on the water supply? Where is discharge being directed? What is the estimated volume and frequency of discharge?	

OSDS Layout
On separate sheet of paper (preferably 8.5 x 11"), show a diagram of the OSDS layout relative to the house. Include well location, street location, driveway and other pertinent site features as well as all OSDS piping and components. Indicate distances from the house and distances between system components.

Findings and Comments		
System Component	Condition	Comments
Septic Tank / Pre-Treatment Unit	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with concerns <input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Further Evaluation	
Pump Tank	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with concerns <input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Further Evaluation	
Distribution Box	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with concerns <input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Further Evaluation	
Soil Absorption System	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with concerns <input type="checkbox"/> Unacceptable <input type="checkbox"/> Needs Further Evaluation	
Conveyance System: (i.e. Piping)	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with concerns <input type="checkbox"/> Unacceptable <input type="checkbox"/> Need Further Evaluation	
Other: _____	<input type="checkbox"/> Acceptable <input type="checkbox"/> Acceptable with concerns <input type="checkbox"/> Unacceptable <input type="checkbox"/> Need Further Evaluation	
Additional Comments		

I attest that the information contained herein and my assessment is honest, thorough, and, to my knowledge, correct. Furthermore, I have completed an MDE approved course in the proper inspection procedures and have fully applied the standards of practice taught in the course during this inspection.

THIS INSPECTION REPORT INDICATES THE PRESENT CONDITION OF THE PRIVATE ON-SITE SUBSURFACE SEWAGE DISPOSAL SYSTEM BASED ON RECOMMENDED INSPECTION PROCEDURES OUTLINED IN THIS REPORT. THE RESULTS OF THIS INSPECTION DOES NOT GUARANTEE OR PROVIDE A WARRANTY FOR FUTURE PERFORMANCE.

The recipient of this report should discuss any deficiencies found by this inspection with the Inspector.

Certified Inspector Signature _____ Date _____

Certified Inspector Name (printed) _____

Company Name _____

Certified Inspector Phone Number _____

Certified Inspector Email _____

License Type and Number _____

Return Completed Form and OSDS Layout to:
Baltimore County EPS
Groundwater Management
111 West Chesapeake Ave., Room 305
Towson, Maryland 21204
Phone: 410-887-2762 Email: groundwater@baltimorecountymd.gov

Instructions for OSDS Inspection Form

General Information

1. Most of this information can be obtained from the realtor/seller of the property.
2. For “Property Type,” indicate whether the OSDS serves a residential, commercial or seasonal usage.
3. For Water Supply, indicate public water or private well. If the property is served by a private well, it should be noted whether it a drilled well completed above grade (include Well Tag Number), a buried well, a hand dug well, or spring. Location of water supply should be shown on the OSDS layout/ site plan.
4. Records for the OSDS should be requested/obtained from the local county environmental health office prior to the inspection as there is often detailed information regarding OSDS design, location, and previous repairs that may be critical to properly evaluating the OSDS. Inspectors should do everything possible to obtain the records prior to an inspection. A Public Information Act (PIA) request letter may be required by some agencies, and there may be a fee associated with this service. A waiting period may also be required for research to be completed. Usually, the more detailed the information that is provided to the record keeping agency regarding a property’s address, ownership history, tax map parcel number identifiers, etc., the less time it may take to find and compile the pertinent records.
5. Any records obtained should be provided as supporting documentation to the report. For the question “Were Records Available?” the form should be filled in with either “*See Attached*” if yes, “*No*” if no records were available, or “*Not Avail. Prior to Inspection*”

OSDS History

1. Depending on the age of the system and the availability of records from the local environmental health office, information obtained from the homeowner or occupant may be an important aspect of the OSDS evaluation. In the absence of a site plan, as built records and/or inspection ports and tank manhole riser covers, this may be the best way to identify where and what type of OSDS serves the property. Inspectors should document if a request for a homeowner interview is denied or, if unavailable, the reason why.

OSDS Components

1. Verify which components are present after review of the as built records and during the field inspection. Some OSDS may have multiple types of conveyance pipes. Record any discrepancies between what was observed and what was approved.

Inspections and Observations

1. If the OSDS includes a sewage pre-treatment unit (i.e., BAT), the inspection of the unit should only be performed by an MDE and vendor approved certified service provider. Ideally, a copy of the latest inspection report should be obtained and included as supporting documentation to the report. At a minimum, the inspector should determine the make and model of the pre-treatment unit and recommend that the system be evaluated by a certified service provider.
2. A complete inspection of the OSDS includes pumping the septic tank. If the tank is not pumped, the reason and/or rationale should be documented.
3. If the field system consists of seepage pits (drywells), note the depth between the effluent pipe coming into the seepage pit and the depth of the sewage level in the seepage pit. Also look for evidence of any lines leading away from seepage pits and investigate where they lead. Sewage levels should also be noted for trenches with observation pipes and compared with the trench depth.

OSDS layout

1. Creating an accurate diagram of the OSDS is important for supporting your findings and conclusions but it can also serve as a record for the homeowner and future maintenance providers. Be sure to include distances from the house to the septic tank, and distances from the septic tank to the distribution box as well as the length of each trench. Show all clean-outs, observation ports, and manhole risers as well as other reference points features on the property such as roads, sheds, pools, etc.
2. To the extent possible and practical, include a site plan showing property boundaries. If the OSDS or a portion of the OSDS is located on another property, this should be clearly noted on the diagram or attached site plan. There should also be easements on any offsite properties to provide legal rights for the OSDS to be located there.

Findings and Comments

1. Each OSDS component should be rated as to its condition. Discretion on whether to rate a component as “Acceptable” or “Acceptable with Concerns” is left up to the inspector. An “Unacceptable” rating should be used when there is a clear or obvious problem with the functionality of the system or an imminent threat to human health and the environment. The “Needs Further Evaluation” rating should be used when the component was not located and/or not inspected.
2. The “Comments” and “Additional Comments” fields are for details that will help explain and concerns or unusual conditions about the property and OSDS.