



NOTICE OF TRANSFER FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

INSTRUCTIONS

Any person selling or otherwise transferring ownership of a property (seller/transferor, hereinafter referred to as the Seller) served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, must have the facility inspected prior to transferring ownership of the property (Arizona Administrative Code (A.A.C.) R18-9-A316).

Once the property is transferred, the new property owner (buyer/transferee, hereinafter referred to as the Buyer) must file the attached *Notice of Transfer* form to the appropriate address indicated below.

WHAT ARE THE REQUIREMENTS TO TRANSFER OWNERSHIP OF MY SEPTIC TANK OR ON-SITE FACILITY?

Within six months before the date of property transfer, the Seller of a property served by an on-site wastewater treatment facility shall retain a qualified Inspector to perform a transfer of ownership inspection of the facility.

The Inspector shall complete the ADEQ form entitled *Report of Inspection* (www.azdeq.gov/environ/water/permits/download/inspection.doc) and provide it to the Seller.

Before the property is transferred, the Seller shall provide the Buyer with the completed *Report of Inspection* form and any documents in the possession of the Seller relating to permitting, operation, and maintenance of the on-site wastewater treatment facility.

The Buyer shall submit the attached *Notice of Transfer* form, with the required \$50 transfer of ownership fee, to the address indicated below within 15 calendar days after the date of property transfer.

WHERE DO I SUBMIT MY NOTICE OF TRANSFER?

Where the *Notice of Transfer* form is submitted depends on when and where the on-site system was constructed (either a, b, or c apply):

- a. If the on-site system was constructed before 2001 (box 5A on the *Notice of Transfer* form is checked), send the *Notice of Transfer* form to Arizona Department of Environmental Quality at the address below with a \$50 check made out to **ADEQ** for the transfer of ownership fee (exception—if the system is located in Pima County, send to Pima County per the instructions in item c at the end of this section):

On-site Facility Notice of Transfer
Arizona Department of Environmental Quality
P.O. Box 18228
Phoenix, AZ 85005-8228

- b. If the on-site system was constructed in 2001 or later (box 5B on the *Notice of Transfer* form is checked), send the *Notice of Transfer* form to the appropriate county agency with a \$50 check made out to the county agency for the transfer of ownership fee. County agency names and addresses are listed at the end of this instruction sheet.
- c. If the on-site system is located in Pima County, regardless of the date of construction, send the *Notice of Transfer* form to the address below with a \$50 check made out to **Pima County** for the transfer of ownership fee:

WHO MAY DO THE INSPECTIONS?

Only qualified Inspectors may do the inspection. An inspector must meet all of the following requirements:

1. Possess working knowledge of the type of facility and the inspection process,
2. Hold a certificate of training from a course for Inspectors recognized by ADEQ, and
3. Hold a license in one of the following categories:
 - a. An Arizona-registered engineer,
 - b. An Arizona-registered sanitarian,
 - c. An owner of a vehicle licensed under ADEQ rules to pump or haul septage, or an employee of the licensee,
 - d. A Registrar of Contractor licensed contractor in the B-4, C-41, A, A-12, L-41, KA, or K-41 category,
 - e. A wastewater treatment operator certified by ADEQ, or
 - f. A person qualifying under another category designated by ADEQ.

AS THE NEW PROPERTY OWNER, HOW MUST I OPERATE AND MAINTAIN MY ON-SITE WASTEWATER TREATMENT FACILITY?

As the owner of a property served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, you must operate and maintain the facility according to the requirements of ADEQ's Aquifer Protection Permit (APP) program. In fact, you are a permittee under the APP program. The operation and maintenance requirements, which are listed below, are common-sense measures designed to prevent environmental, water quality, and public health problems. Also, by following the operation and maintenance requirements, you will extend the life of your system.

Bolded items apply to all systems, including conventional septic tank systems and systems employing alternative technologies. Items not bolded typically apply only to systems employing alternative technologies.

1. **Pump accumulated residues, inspect and clean wastewater treatment and distribution components, and manage residues to protect human health and the environment;**
2. **Clean, backwash, or replace effluent filters according to the manufacturer's instructions, and manage residues to protect human health and the environment;**
3. **Inspect tanks, liners, ports, seals, piping, and appurtenances for watertightness under all operational conditions;**
4. **Implement corrective measures if anomalous ponding, dryness, noise, odor, or differential settling is observed;**
5. **Manage vegetation in areas that contain components subject to physical impairment or damage due to root invasion or animals;**
6. **Maintain drainage, berms, protective barriers, cover materials, and other features;**
7. **Maintain the usefulness of the reserve area to allow for repair or replacement of the on-site wastewater treatment facility;**
8. Clean the dosing tank effluent screen, pump switches, and floats, and properly dispose of cleaning residue;
9. Flush lateral lines and return flush water to the pretreatment headworks;
10. Inspect, remove and replace, if necessary, and properly dispose of filter media;
11. Rod pressurized wastewater delivery lines and secondary distribution lines (for dosing systems), and return cleaning water to the pretreatment headworks;
12. Inspect and clean pump inlets and controls and return cleaning water to the pretreatment headworks;
13. Inspect and clean the effluent baffle screen and pump tank, and properly dispose of cleaning residue; and
14. Inspect and monitor inspection and access ports, as applicable, to verify that operation and maintenance is within expected limits for:
 - a. Influent wastewater quality;
 - b. The pressurized dosing system;
 - c. The aggregate infiltration bed and mound system;
 - d. Wastewater delivery and the engineered pad;
 - e. The pressurized delivery system, filter, underdrain, and native soil absorption system;
 - f. Saturation condition status in peat and other media; and

g. Treatment system components;

Note: The above APP requirements for operation and maintenance are found in A.A.C. R18-9-A314(B). If your system employs alternative technologies or is a very large system with a design flow from 3000 gallons per day to less than 24,000 gallons per day, additional operation and maintenance requirements specified in A.A.C. R18-9-E303 through R18-9-E323 may be applicable.

COUNTY AGENCIES AND MAILING ADDRESSES

Apache County Health Department

P.O. Box 697
St. Johns, AZ 85936
Tel: (928) 337-4364
Fax: (928) 337-2003

1845 East Roosevelt
Phoenix, AZ 85006
Tel: (602) 506-6900
Fax: (602) 506-6885

Cochise County Health Department

Social Services Department
1415 W. Melody Lane, Bldg. A
Bisbee, AZ 85603
Tel: (520) 432-9472
Fax: (520) 432-9480

Mohave County Health Department

P.O. Box 7000
Kingman, AZ 86402-7000
Tel: (928) 753-0748
Fax: (928) 718-5547

Coconino County Health Department

2625 N. King Street
Flagstaff, AZ 86004
Tel: (928) 522-7800
Fax: (928) 773-7808

Navajo County Health Department

P.O. Box 639
117 East Buffalo
Holbrook, AZ 86025
Tel: (928) 524-4236
Fax: (928) 524-4366

**Gila County Division of Health &
Community Services**

107 W. Frontier St., Ste. A
Payson, AZ 85541
Tel. (928) 474-1210
Fax. (928) 474-7069

Pima County DEQ

150 W. Congress, 1st Floor
Tucson, AZ 85701
Tel: (520) 740-3352
Fax: (520) 882-7709

Graham County Health Department

826 W. Main
Safford, AZ 85546
Tel: (928) 428-1962
Fax: (928) 428-8074

Pinal County Division of Public Health

P.O. Box 2517
Florence, AZ 85232-2517
Tel: (520) 866-6864
Fax: (520) 866-6007

Greenlee County Health Department

PO Box 936
Clifton, AZ 85533
Tel: (928) 865-2601
Fax: (928) 865-1929

Santa Cruz County Health Department

2150 N. Congress Street
Nogales, AZ 85621
Tel: (520) 761-7800
Fax: (520) 761-4813

La Paz County Health Department

1112 Joshua Street, #206
Parker, AZ 85344
Tel: (928) 669-1100
Fax: (928) 669-6703

Yavapai County Development Services

500 S Marina St
Prescott AZ 86301
Tel: (928) 771-3214
Fax (928) 771-3443

Yuma County Health Department

201 Second Avenue
Yuma, AZ 85364
Tel: (928) 329-2220
Fax: (928) 329-2226

Maricopa County Dept. of Public Health

After removing this instruction sheet, the Buyer should make a record copy of the *Notice of Transfer* form, then submit the original *Notice of Transfer* form with fee to the address indicated in the instructions above.

NOTICE OF TRANSFER
 OF OWNERSHIP
 OF AN ON-SITE WASTEWATER TREATMENT FACILITY

1 PROPERTY INFORMATION

Address _____ County _____
 _____ Tax Parcel No. _____
 City _____ Zip _____ Residential Non-residential

2 TRANSFEROR/SELLER/FORMER OWNER OF PROPERTY

Name _____
 Mailing Address _____

3 TRANSFEREE /BUYER/NEW OWNER OF PROPERTY

Name _____
 Mailing Address _____
 _____ Phone _____

CHECK THIS BOX IF ON-SITE WASTEWATER TREATMENT FACILITY IS EXEMPTED FROM INSPECTION

An inspection is not required if both of the following apply (please check boxes to affirm that these conditions are met, provide the file number and authorization date, then skip directly to Item 8 on the back side of this form):

- A Discharge Authorization was issued by ADEQ or its delegated county agency to construct the facility.
 Discharge Authorization File No.: _____
 Discharge Authorization Date: _____
- The facility was not put into service before this property transfer.

4 INSPECTOR INFORMATION (COPY FROM ITEM 3 OF THE REPORT OF INSPECTION FORM)

Inspector Name _____
 Company Name _____
 Address _____

5 DATE OF FACILITY CONSTRUCTION (FROM EITHER ITEM 7A OR 7B OF THE REPORT OF INSPECTION FORM)

- A. Before January 1, 2001
- B. On or after January 1, 2001 as authorized by ADEQ or its delegated county agency

6 FACILITY TYPE (CHECK ONE—FROM ITEM 7 OF THE REPORT OF INSPECTION FORM)

- Conventional septic tank/disposal system (very common—any system consisting of a septic tank that disposes effluent to trench, bed, chamber technology, or seepage pit)
- Alternative on-site system (not common—any system using a technology other than a septic tank for treatment or a means of disposal other than trench, bed, chamber technology, or seepage pit)

7 INSPECTION INFORMATION (BUYER SHALL COPY FROM INDICATED ITEM IN REPORT OF INSPECTION FORM)

- A. Date of Inspection (from Item 13 of *Report of Inspection* form): _____
- B. Design flow of facility (from Item 6E of *Report of Inspection* form): _____ gallons per day
- C. Are any file numbers/dates indicated in Item 5 of *Report of Inspection* form? (if so, check applicable box(es) below and indicate the file number/date)
 - Construction Authorization* issued on or after January 1, 2001 (Item 5A of *Report of Inspection* form): File No. _____
 - Discharge Authorization* issued on or after January 1, 2001 (Item 5B of *Report of Inspection* form): File No. _____
 - Approval to Construct, Approval of Construction*, or other official permitting documents issued by ADEQ or its delegated county agency before January 1, 2001 (Item 5C of *Report of Inspection* form): Date of issuance: _____
- D. Was the septic tank pumped as part of inspection (Item 8A of *Report of Inspection* form)?
 - Yes No
 - If no, septic tank was not pumped because:
 - The septic tank was put into service less than 12 months before inspection.
 - Pumping or servicing was not necessary at the time of inspection based on manufacturers written operation and maintenance instructions (applicable only to alternative technologies).
 - No accumulation of floating or settled waste was present in the septic tank (may be applicable to certain remote or seasonal systems with little use).
- E. Were repairs made as part of the inspection (Item 12B of *Report of Inspection* form)?
 - Yes No

8 ACKNOWLEDGMENT OF TRANSFER OF OWNERSHIP OF PROPERTY AND OPERATION AND MAINTENANCE REQUIREMENTS TO COMPLY WITH AN AQUIFER PROTECTION PERMIT

As of the date of property transfer indicated below, I, as buyer/transferee of the property, acknowledge that I am a permittee under ADEQ's Aquifer Protection Permit program pursuant to Arizona Administrative Code (A.A.C.) Title 18, Chapter 9, Article 3, and therefore am responsible for the proper operation and maintenance of the on-site wastewater treatment facility on my property to prevent environmental, water quality, and public health problems. I am aware that the general operation and maintenance requirements for on-site wastewater treatment facilities are contained in A.A.C. R18-9-A313(B). If my on-site system employs an alternative technology or has a design flow of from 3000 gallons per day to less than 24,000 gallons per day, I am aware that additional requirements in A.A.C. R18-9-E303 through E323 may be applicable.

Buyer/Transferee Signature: _____

Date of property transfer _____

Date of submittal of this Notice of Transfer form _____

\$50 filing fee is submitted with this *Notice of Transfer* form (required).