

## Procedures for Monitoring Your Septic System

### Monitoring Procedures:

1. All CSCD Freeholders with installed single household septic systems are assigned to one of three rotation schedules for completion of the initial evaluation:
2. Second and succeeding evaluations will be not later than five (5) years following the last evaluation. Each evaluation will begin the next five-year cycle.
3. Evaluations and system servicing may be accomplished at any time prior to the due date.
4. Septic tank cleaning or other system servicing accomplished within twenty-four (24) months (2years) prior to the Rotation due date may qualify as the evaluation depending on the type of service completed.
5. Newly installed and inspected septic systems will be assigned to the rotation calling for the latest evaluation.
6. Rotation assignments and five (5) year cycles continue with the property if it is sold.
7. Reminders will be mailed to Freeholders who have not reported by the due date.
8. Issues or problems with completion of a Freeholder's evaluation will be reported to the CSCD Board not later than the first regular meeting after the Freeholder is delinquent for thirty (30) days on the "revised deadline". Delinquent cases will be forwarded by the CSCD Board to Legal Counsel for legal action to compel compliance with this rule. CSCD expenses and legal costs shall be borne by the Freeholder.
9. Should the evaluation reveal any deficiency, the Freeholder is required to take immediate corrective action. A report of completed repairs shall be filed with the CSCD within ninety (90) days. Failure by the Freeholder to complete the necessary repairs shall result in Freeholder's name being added to the delinquency list provided to the CSCD Board for legal action. Septic system failures resulting in health concerns or environmental impact shall be reported to the Brown County Health Department and the Cordry Sweetwater Conservancy District, 8377 Cordry Drive, Nineveh, IN 46164, phone (317) 933-2893, by the septic system contractor and the Freeholder **immediately**.
10. When a property is sold, records of the septic cleaning and inspections and all other pertinent septic system information must be transferred to the new Freeholder. This should include any existing plot plans that show septic system location and Brown County Health Department documentation. This assures that new owners are aware of the details of their septic system and can continue to provide proper care to the septic system.