

**CHECKLIST  
FOR  
HOMEOWNER MAINTENANCE APPLICATIONS  
(for Onsite Wastewater Installer Workshop attendees)**

- Homeowner Maintenance Application
- Notarized and signed affidavit
- DHH-OPH Central Office letter of passing Onsite Wastewater Installer Workshop
- Submit proof of passing DHH-OPH's Homeowner Maintenance Certification Program-held at regional offices throughout the state
- Proof of possession of operation and maintenance manual for the make and model of mechanical plant installed at their residence

○ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## HOMEOWNER CERTIFICATION INSTRUCTIONS

Louisiana Department of Health and Hospitals - Office of Public Health  
Onsite Wastewater Program (<http://www.privatewaterandsewage.dhh.louisiana.gov>)

In accordance with Louisiana Revised Statutes 40:1156 A. & B., A homeowner is only allowed to install and/or maintain his/her individual mechanical treatment plant (MTP) located at and servicing their primary residence. To obtain homeowner certification information, contact your Onsite Regional Coordinator or Regional Sanitarian Director listed below, who will issue and maintain your certification. Please note the insurance requirement and \$100.00 license fee paid to the department is waived.

The certification to **install and maintain** a MTP requires you to attend an onsite wastewater installers' training workshop and achieve a passing grade of 70% every five years. If you are applying to install a MTP on your property, an original endorsement from a licensed manufacturer for the brand of MTP you are going to install must be submitted with your application. The endorsement states that the applicant is qualified to install said plant in compliance with the requirements of Title 51, Public Health Sanitary Code, as well as the manufacturer's installation requirements. Applications will not be processed unless accompanied by the required endorsement. The homeowner must also submit a notarized affidavit and maintenance/service check inspection reports every six months. Additionally the homeowner must show possession of the maintenance or owner manual for the system.

The certification to **maintain** the MTP at your primary residence requires you to attend either the Homeowners Maintenance class (for aerobic wastewater treatment systems) and achieve a passing grade of 70% every five years **or** the Onsite Wastewater Installers Workshop **and** Homeowners Maintenance Program and achieve a passing grade of 70% every five years. The homeowner must also submit a notarized affidavit and maintenance/service check inspection reports every six months. Additionally the homeowner must show possession of the maintenance or owner manual for the system.

The training classes are offered through the continuing education department of the University of Louisiana at Lafayette. You may contact ULL, phone 337-482-5712, or visit their website at [www.ce.louisiana.edu](http://www.ce.louisiana.edu) for a schedule of available courses and fees involved. All installer workshop and homeowner maintenance tests are sent to the Office of Public Health's Central Office in Baton Rouge for grading. Notification of results will be sent by e-mail or mail. Once notification of a passing grade is received, the homeowner will need to complete the homeowner's application and affidavit forms.

Please note the following differences in the requirements to install or maintain a MTP. If you are applying to perform perpetual maintenance on your existing MTP, an endorsement is **not** required. For homeowners wanting to install and maintain a MTP or seeking maintenance certification who take the Onsite Wastewater Installers Workshop, the applicant must attend and pass the department's homeowner maintenance certification program which consists of informative brochures explaining residential mechanical treatment systems and National Standard 40 guidelines. The homeowner will be required to complete a short 10 question quiz and achieve a passing grade of 70% every five years. You will also be required to show proof of possession of your MTP manufacturer's operation and maintenance manual which you should have received from the manufacturer or installer of your MTP. The department's homeowner maintenance certification program packet can be obtained from your Onsite Regional Coordinator, Regional Sanitarian Director or Sanitarian Parish Manager as appropriate. The last page of the maintenance certification packet must be signed by a sanitarian and the homeowner upon successful completion of the program.

NOTE: See the check list at the bottom of the homeowner application to ensure you have completed all required steps to become certified to install and /or maintain your mechanical treatment plant.

### Onsite Wastewater Coordinators

Regions	Coordinator /Director - Phone Number	Parishes
Metropolitan- Region I	Erroll Farness - 504- 599-0113 (Director)	Jefferson , Orleans, Plaquemines, St. Bernard
Capitol Region II	Teresa Benton - 225- 925-7226 (Coordinator)	Ascension, E Baton Rouge, E. Feliciana, Pointe Coupee, W. Baton Rouge, E. Baton Rouge, W. Feliciana, Iberville
Teche Region III	Chasity Cheramie- 985-449-5007- ext 351 (Coordinator)	Assumption, St. Charles, St. James, St, John, St. Mary, Lafourche, Terrebonne
Acadian Region IV	Jody Guidry - 337-262- 5607 (Director)	Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, Vermillion
Southwest Region V	Adam Traub - 337-475- 3235 (Coordinator)	Allen, Beauregard, Calcasieu, Cameron, Jeff Davis,
Central Region VI	Gary Lincecum - 318- 484-2159 (Coordinator)	Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
Northwest Region VII	Vacant - 318-676-7439 (Director's office)	Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster
Northeast Region VIII	Greg Horne - 318-361- 7211 (Coordinator)	Caldwell, E. Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, W. Carroll
Region IX	Al Pogue - 985-871- 1332 (Coordinator)	Livingston, St. Helena, St. Tammany, Tangipahoa, Washington



# HOMEOWNER APPLICATION

Louisiana Department of Health and Hospitals - Office of Public Health  
Onsite Wastewater Program (OSWW)  
(<http://www.privatewaterandsewage.dhh.louisiana.gov>)



A homeowner is allowed to install and/or maintain his/her individual mechanical treatment plant at their primary residence only, in accordance with Louisiana Revised Statutes 40:1156 A & B. (See below for the homeowner's installation or maintenance requirements). Please type or print in ink.

Homeowner Application  
Rev. 4/13/2011

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Area Code, Phone: \_\_\_\_\_  
Parish: \_\_\_\_\_  
Date of most recent training (must be within five years): \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Signature of applicant: \_\_\_\_\_

I am applying to( check one):

Install a mechanical treatment plant

Requirements to install:

- Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Obtain and submit an original endorsement from a licensed manufacturer for the brand of individual mechanical plant the homeowner wishes to install.

Maintain a mechanical treatment plant (2 options)

Option 1-Requirements to perform maintenance on a mechanical treatment plant:

- Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Complete the Department's Homeowner Maintenance Certification Program.
- Show Proof of possession of an operation and maintenance manual for the make and model of your system.

Option 2-Requirements to perform maintenance on a mechanical treatment plant:

- Attend an OSWW Homeowners Maintenance class and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Homeowners Maintenance Class from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Show Proof of possession of an operation and maintenance manual for the make and model of your system.

**Note: Meeting any of the requirements above will allow the homeowner to perform the required maintenance/service checks on the system located at their primary residence for five years. The homeowner will be required to attend an updated OSWW Installers Workshop and Homeowners Maintenance Certification Program or Homeowners Maintenance Class within five years of obtaining initial certification and submit maintenance/service check inspection reports every six months. The application and forms should be submitted to your local Onsite Regional Coordinator for approval.**



Louisiana Department of Health and Hospitals  
 Office of Public Health  
 Onsite Wastewater Program (<http://www.dhh.louisiana.gov/offices/?ID=215>)



**AFFIDAVIT FOR HOMEOWNERS**

This affidavit must be submitted with the homeowner's application.

Date: \_\_\_\_\_

Affidavit  
 Rev. 10/07

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

BEFORE ME, on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the undersigned notary public, commissioned in and qualified for the Parish and State aforesaid, and the two undersigned competent witnesses,

personally came and appeared:

Name of Installer: \_\_\_\_\_

who, after being duly sworn did depose and say:

*I hereby certify that I have obtained, read, understand and shall comply with the provisions of the Sanitary Code (Title 51), Part 13, including Chapter 7, Subchapter B of this Part, and the requirements for minimum distance to sources of contamination in Part 12, and will make installations and/or provide maintenance in compliance therewith. I also certify that I am trained in the proper installation of all components which I intend to install and/ or maintain in the State of Louisiana. Furthermore, I understand that under provisions in (Title 51), Part I, 105., violation of any part of this code may result in the implementation of the Administrative Enforcement Procedure. Once the Administrative Enforcement Procedure is implemented I understand that I can be fined up to \$100.00/day per violation, up to \$10,000/year.*

Witnesses:

\_\_\_\_\_

(Affiant)

\_\_\_\_\_

Notary Public

Date

Mail to: LDHH OPH CEHS  
 Onsite Wastewater Pgm., Box 11  
 P.O. Box 4489  
 Baton Rouge, LA 70821-4489

## ATU DO's & DON'Ts

### DO's

✓ **DO** keep detailed records and information on your ATU. This includes model name, capacity, date installed, contract service agreements, records of service visits, and maintenance performed.

✓ **DO** conserve water to avoid overloading the system. Repair leaky faucets and toilets. Use water saving features on appliances.

✓ **DO** divert other sources of water like roof drains, house footing drains, and sump pumps away from the ATU.

✓ **DO** become familiar with how your system operates. Know the way it looks, smells, and sounds when operating properly.

### DON'Ts

✗ **DON'T** allow anyone to park or drive over any part of your system.

✗ **DON'T** make or allow unauthorized repairs or changes to your ATU without obtaining a health department permit.

✗ **DON'T** use a garbage disposal without checking with the health department to make sure your ATU can accommodate this additional waste.

✗ **DON'T** attempt to clean or perform maintenance on any sealed ATU components.

✗ **DON'T** flush or pour any chemicals into your system. Harsh chemicals can disrupt your system.

ATU MAINTENANCE CHART	Notes				
	Cost				
	Service Performed By				
	Service Performed				
	Date				

## Additional Information

**Louisiana's Website for Onsite Wastewater:**  
Office of Public Health  
[www.oph.dhh.state.la.us](http://www.oph.dhh.state.la.us)

**Contact Information by Parish Health Units:**  
Parish Health Units  
[www.oph.dhh.state.la.us/ophregions/index.html](http://www.oph.dhh.state.la.us/ophregions/index.html)

**Louisiana's Regulations for Sewage:**  
Title 51 of the *Louisiana Sanitary Code*  
[www.state.la.us/osr/lac/51v01/51v01.pdf](http://www.state.la.us/osr/lac/51v01/51v01.pdf)

**Websites for Onsite Wastewater Treatment Information:**  
Environmental Protection Agency  
[www.epa.gov/owm/onsite](http://www.epa.gov/owm/onsite)  
National Small Flows Clearinghouse  
[www.nesc.wvu.edu](http://www.nesc.wvu.edu)

**Permitting Standards for Individual Mechanical Plants Website:**  
National Sanitation Foundation  
[www.nsf.org](http://www.nsf.org)

### References

Pipeline, Winter 1996, Volume 7, Number 1

Small Flows Quarterly, Spring 2003, Volume 4, Number 2

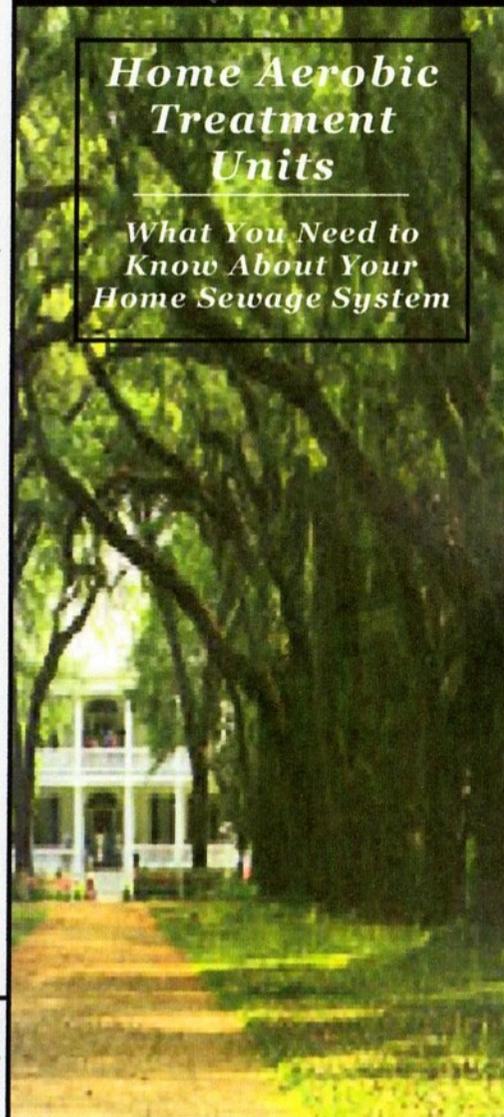


*Celebrating*  
  
*The Year of Clean Water*

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## Home Aerobic Treatment Units

*What You Need to Know About Your Home Sewage System*



## FLUSHING FACTS

### DO NOT FLUSH...

- coffee grounds
- dental floss
- disposable diapers
- kitty litter
- sanitary napkins
- tampons
- cigarette butts
- condoms
- gauze bandages
- fat, grease, or oil
- paper towels

### NEVER FLUSH CHEMICALS

#### LIKE...

- paints
- varnishes
- thinners
- waste oils
- photographic solutions
- pesticides

These items can destroy the biological processes taking place in your sewage treatment system.

## WARNING SIGNS

Watch for the following indications of potential problems with your aerobic treatment unit.

- Alarms or lights going off
- Changes in your system's normal operating sound
- Changes in the normal color of sewage in the aeration chamber (a greyish brown color rather than chocolate brown could indicate a problem)
- Excess solids, foam, or scum in the unit
- Plumbing backups
- Sewage odors in the house or yard

## What is an aerobic treatment unit?

A home aerobic treatment unit (ATU) is a pre-engineered wastewater treatment machine whose main function is to collect and treat household sewage. It is also referred to as a mechanical treatment plant. With proper design, operation, and maintenance ATU's can provide a high level of sewage treatment. They come in many shapes and sizes and are extremely important in protecting human health and the environment.

## Why would an aerobic treatment unit be recommended for my house?

There are many reasons for utilizing an ATU for sewage treatment. All the factors below have a part in determining the appropriate sewage treatment method.

- Quality of the underlying soil
- Location of the water table
- Amount of land available
- Condition of surrounding waterways

## How do aerobic treatment units work?

Aerobic treatment systems treat wastewater in three stages.

- 1. Pretreatment:** The first stage reduces the amount of solids (oils, grease, toilet paper, etc.) going into the ATU. A septic tank, primary settling compartment, or a trash trap are pretreatment tanks. This is optional, but may improve ATU performance.
- 2. Aeration:** The second stage forces oxygen to mix with the wastewater in the aeration chamber. This allows the beneficial bacteria to thrive and breakdown the sewage. Without a pretreatment chamber, the solids would settle out as sludge. Figure 1 is a typical schematic of an ATU without a pretreatment tank.
- 3. Final Treatment:** The final step includes

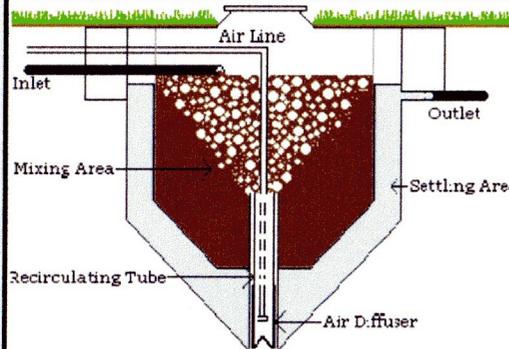


Figure 1: Typical Home Aerobic Treatment Unit

disinfection and effluent reduction. These two processes are discussed below.

**Disinfection** destroys disease-causing microorganisms in the sewage. Depending on where your wastewater ultimately flows to, you may be required to disinfect it before discharging. A popular disinfection method is chlorination; this inactivates the disease-causing microorganisms. Disinfection protects public health and is highly recommended.

**Effluent Reduction** is required to minimize the amount of wastewater being discharged. It is designed to maximize the use of the adsorptive capacity of the soil, even in poor soil conditions. There are many options for effluent reduction described in detail in Louisiana's *Sanitary Code*. Effluent reduction fields, rock plant filters, spray irrigation, overland flow systems, and mound systems are allowed by the *Louisiana State Sanitary Code*.

Other important features of the ATU are the controls and alarms. Some ATU's have controls that allow the homeowner to switch off power in case of an emergency. Alarms are required to alert the homeowner of malfunctions. Depending on the design of the ATU the controls can be located inside or outside the home, and alarms can be visible, audible or both.

## Why do I need to maintain my aerobic treatment unit?

Maintenance is key to the life and performance of ATU's. Poor maintenance practices can wreak an ATU, forcing expensive repairs or replacements at the homeowners expense. With proper care of any onsite sewage system, you can expect a long life and good performance.

Keep in mind that you could be putting your family's health at risk if you are discharging improperly treated wastewater into your yard or ditch. Sewage contains harmful bacteria, viruses, and parasites that can cause many illnesses.

## How do I properly maintain my aerobic treatment unit?

One of the main design criteria of ATU's is the level of aeration provided for sewage treatment. Therefore, maintaining the blower is essential to the treatment process.

Another important issue is the sludge that builds up over time. Therefore, the ATU should be pumped periodically to remove the solids that settle to the bottom. The amount of organic matter entering the ATU will determine the pump schedule. A general rule of thumb is to pump it every three to five years.

With the purchase of any ATU, the first two years of service visits will be included in the deal. You need to make sure those service visits are done. After that you will have an option

If you have any questions or complaints concerning onsite sewage, please do not hesitate to contact us.

DEPARTMENT OF HEALTH & HOSPITALS  
OFFICE OF PUBLIC HEALTH  
CENTER FOR ENVIRONMENTAL HEALTH SERVICES  
6867 BLUEBONNET BLVD.  
BATON ROUGE, LA 70810  
Phone: 225-763-5555/Fax: 225-763-5552  
Email: [wwatweb@dhh.state.la.us](mailto:wwatweb@dhh.state.la.us)

## NSF International Standard for Wastewater Technology

The National Sanitation Foundation NSF is certified by the American National Standards Institute (ANSI) to develop and publish American National Standards. The procedure for developing an American National Standard must appropriately address consensus, due process, and openness. In the case of the NSF wastewater treatment standards, these are accomplished primarily through a committee structure, with the NSF Joint Committee on Wastewater Technology at the core.



## Public Health

STATE OF LOUISIANA  
OFFICE OF PUBLIC HEALTH  
Onsite Waste Water Program

P.O. Box 4489  
628 North 4th Street  
Baton Rouge, LA 70821-4489

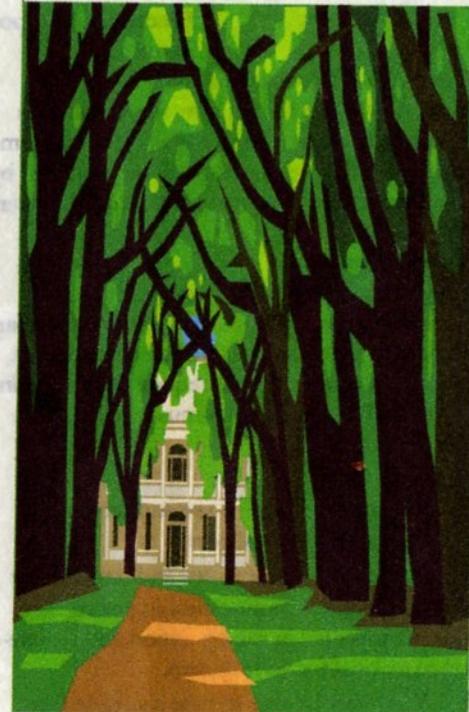
Phone: 225-342-7653  
Fax: 225-342-7552

[www.dhh.louisiana.gov/offices/?ID=215](http://www.dhh.louisiana.gov/offices/?ID=215)



Onsite Wastewater  
Program

## Guidelines for Homeowner Maintenance of an Aerobic Treatment System



STATE OF LOUISIANA  
OFFICE OF PUBLIC HEALTH  
Onsite Waste Water Program

225-342-7653

## What Homeowners Need to Know When Maintaining Their Onsite Wastewater Treatment System



### Noise

Your system shall not produce excessive noise when installed according to manufacturer's instructions.

### Electrical Components

The *National Electrical Code*, NFPA 70, 1993, shall be followed for your system installation and operations, as well as for all electrical components. All components shall be protected by safety devices such as fuses and circuit breakers.

### Access Ports

Your system must have access ports that are accessible at ground-level and sized to facilitate maintenance and servicing of all components and compartments which require routine maintenance. The access ports must allow for the following:

1. You must be able to see and remove all mechanical or electrical parts.
2. You must be able to see and remove any part that requires routine cleaning or replacement as specified in the operation and maintenance manual for your system.
3. You must be able to take a sample from the system as specified in the operation and maintenance manual for your system.
4. You must be able to remove solids from the system as specified in the operation and maintenance manual.

All access ports must be protected to prevent unauthorized intrusion. Protective measures can be of the following types:

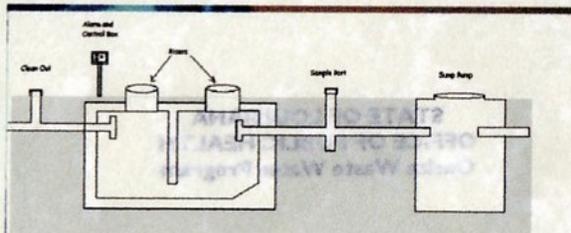
1. Padlocks.
2. A cover that would require a special tool to remove it.
3. A heavy cover weighing no less than 65 pounds.

### Failure Sensing and Signaling Equipment

Your system must be equipped with a device that can detect if your system is failing. The device must include the capabilities for a visual as well as an audible alarm. Your system must have a means for detecting a high water condition that includes a visual and audible means of notifying you when the water level is higher than normal operating condition.

Your alarm visual signal must be visible from a distance of 50 feet from your system and its components. The audible portion of your system's alarm must be between 70 and 75 dba at 5 feet from the system and you must be able to hear the signal from a distance of 50 feet.

The alarm systems must continue to be serviceable in the event of an electrical, mechanical, or hydraulic break-



ATU with a sump chamber and access ports

### Replacement Parts

Whenever a replacement part is needed for your system, you must use only those parts that are approved for your particular brand or model of aerobic onsite wastewater treatment system. If you are not sure if a replacement part is approved for your system, you can contact a Sanitarian at your local health unit for verification. You may also contact the manufacturer of your system for approved replacement parts

### Example of Replacement Parts:

Aerator  
Hoses & Clamps  
Air filters  
Diffuser Bar  
Alarm Components  
Lids & Covers



## STATE OF LOUISIANA OFFICE OF PUBLIC HEALTH Onsite Waste Water Program

P.O. Box 4489  
628 North 4th Street  
Baton Rouge, LA 70821-4489

Phone: 225-342-7653  
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[www.dhh.louisiana.gov/offices/?ID=215](http://www.dhh.louisiana.gov/offices/?ID=215)