VIDEO 7: RECORDS COMPLIANCE, ANNUAL REPORTING - MPCA SSTS ADMINISTRATIVE TRAINING

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2013

Introduction

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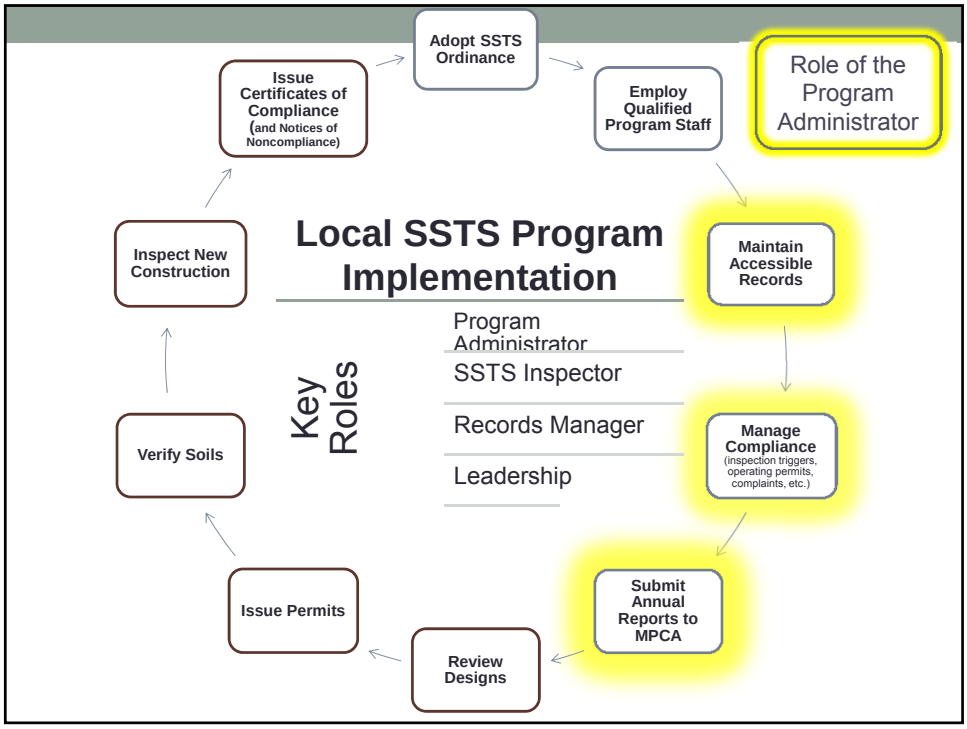
Talk 7 of 13

Expectations of Local SSTS Programs
- Maintain Accessible Records
- Manage Compliance
- Submit Annual Report to MPCA

Learning Outcomes
- Understand the need to maintain SSTS records
- Identify SSTS compliance triggers, such as zoning and building permits, point of sale, operating permits, complaints
- Understand the requirement for all SSTS programs to submit an Annual Report to the MPCA by Feb 1st each year

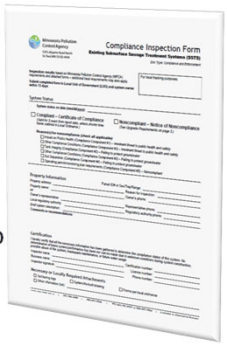


SSTS RECORDS

Importance of Maintaining Accessible SSTS Records

Maintain Accessible Records

- **Where:** Each local unit of government with an SSTS program, typically house records at office facilities.
- **What:** SSTS Records
  - SSTS permit applications, design, and construction permits
  - Soil verifications
  - Inspections
    - New systems
    - Replacement systems
    - Existing systems
  - Certificates of Compliance/Notice of Noncompliance
  - Correspondence –Complaints, point of sale follow-up
  - Operating permits



Maintain Accessible Records

- **How:** Accessible Records
  - Paper copies
  - Electronically stored
  - IT Support
  - Office support staff

MANAGE COMPLIANCE

Ways SSTS compliance occurs at the local level

SSTS Compliance

- Triggers for Compliance Inspections - Existing Systems
  - Building Permit
  - Zoning Permit (CUP, Variance…)
  - Point of Sale (selling a property)
  - Complaints
  - Operating Permit
  - Inventory

SSTS Compliance

- Process for Compliance Inspections – Existing System
  - Qualified Employee / Licensed SSTS Inspector
  - State Inspection Form (15 days to submit)
  - Certificate of Compliance / Notice of Noncompliance
    - Follow-up letter(s) to system owner
    - Timeframe to upgrade SSTS
    - Support system to track upgrades
    - Enforcement
      - Local per local ordinance
      - Local and state (Straight-Pipe Law)

ANNUAL REPORT

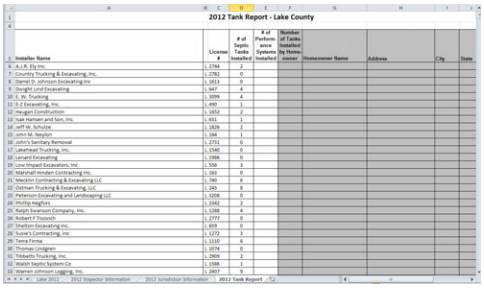
An Annual Report is required to be submitted each year to the MPCA by all local SSTS programs.

Annual Report

- **Why**
  - Specified in the rules
  - Summarize SSTS efforts statewide
  - Credible information available when legislators ask
  - Documents the SSTS work accomplished
- **Who**
  - All local units of gov't with SSTS programs
  - In 2012, local reports submitted by 210 programs
  - 546,000 septic systems reported
- **When**
  - By February 1 for the previous calendar year

Annual Report

- **How**
  - Email spreadsheet to each SSTS program – sent December each year
  - 4 tabs to complete
  - Return completed spreadsheet by February 1
- **What**
  - List in 7082.0040 (Subp. 5)
  - Program information
  - System information
  - Inspectors
  - LGU programs in the county
  - Tank fee
    - Installers
    - Owner installed


2012 Tank Report - Lake County

Installer Name	License #	# of Septic Tanks Installed	# of Performance Systems Installed	Number of Tanks Installed by Home owner	Homeowner Name	Address	City	State
A.J.R. Ely Inc.	L 2764	2						
Country Trucking & Excavating, Inc.	L 2782	0						
Daniel D. Johnson Excavating Inc.	L 1613	0						
Dwight Lind Excavating	L 647	4						
E. M. Trucking	L 3099	4						
E-Z Excavating, Inc.	L 490	1						
Hauge Construction	L 1012	2						
Ivar Hansen and Son, Inc.	L 651	1						
Jeff W. Schulze	L 1826	2						
John M. Neylon	L 164	1						
John's Sanitary Removal	L 2731	0						
Lakehead Trucking, Inc.	L 3140	0						
Lenard Excavating	L 1986	0						
Low Impact Excavators, Inc	L 556	3						
Marshall-Hinden Contracting Inc.	L 183	0						
Melchin Contracting & Excavating LLC	L 760	6						
Ostman Trucking & Excavating, LLC	L 245	8						
Peterson Excavating and Landscaping LLC	L 3208	0						
Phillip Hegfors	L 3342	2						
Ralph Swanson Company, Inc.	L 1288	4						
Robert F Thorvilt	L 2777	0						
Shelton Excavating Inc.	L 859	0						
Suzie's Contracting, Inc	L 1272	3						
Terra Firma	L 1110	6						
Thomas Lindgren	L 1074	0						
Tibbetts Trucking, Inc.	L 2909	2						
Walsh Septic System Co	L 3186	1						
Warren Johnson Logging, Inc.	L 2607	9						

Annual Report

MPCA's Annual SSTS Report

New and Replacement Counts

New and Replacement	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	Grand Total
New	9,650	9,176	9,366	9,157	7,185	5,649	4,446	4,220	3,575	3,688	3,778	59,890
Replacement	7,168	11,963	7,039	6,267	6,659	6,207	1,992	5,711	4,599	4,756	5,245	67,606
Grand Total	16,818	21,139	16,405	15,424	13,844	11,856	6,438	9,931	8,174	8,444	9,023	137,496

SUMMARY

Summary

- SSTS records need to be maintained by the local permitting authority
- SSTS compliance can be managed through local permit issuance, point of sale, complaints, operating permits, and systematic inventories
- Annual Reports for SSTS are required by all local SSTS programs and are due by February 1st for the previous calendar year