On-Site Sewage Facilities Program

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LCRA’s Authority to Regulate OSSFs

- LCRA Enabling Legislation
- Texas Commission on Environmental Quality (TCEQ) Authorized Agent
- TCEQ’s Chapter 285 and LCRA’s OSSF rules
- LCRA mission
LCRA’s OSSF Jurisdiction

- Within 2,000 feet of Lake Travis and 2,200 feet of the upper Highland Lakes
- Within the city limits of Lakeway, Jonestown, Briarcliff, Volente, Lago Vista and Granite Shoals
Where to Find Information

- www.lcra.org/ossf
- Contact us at 512-578-3216 or ossf@lcra.org
Starting the Process

• Call our office to obtain a preparation checklist and diagram
• Have the following information available:
  – Address
  – Legal description
  – Owner’s name
• We will send you a Sale Application Packet
Sale Application Packet

- LCRA preparation checklist
- Diagram of the septic system
- Checklist of required documents for submittal
- Form 1139-Reinspection Application
- Form 1100-Continued Use Application (when required)
- Blank floor plan sheet
LCRA OSSF PREPARATION CHECKLIST FOR SALE/REINSPECTION for “Permitted OSSFs”

APPLICATION # ________________________  Owner of record ________________________
Date system was installed ________________________  Date system was modified ________________________
Date tank replaced ________________________  Date drain-field repaired ________________________
Tank last uncovered ________________________  Tank last uncovered ________________________

Walkover Inspection-LCRA inspector walks the property, assessing the facility without any of the system being uncovered. Although uncovering is not required, an inspection of the indicated items below must be performed. Note pump and alarm inspections do require one port hole to be accessible and the port hole lid removed.

If the system is not in current owner’s name, complete and submit OSSF Application for Continued Use (Form 1100) which must be submitted with the Re-inspection Application.

_______ House must be refitted with low flow devices. As of April 5, 2010, LCRA rules define low flow devices.
Water Sense certified.

DRAINFIELD PREPARATION:

Comments: ____________________________________________

_______ Grease traps must be inspected and pumped if needed.

Uncover completely around the inlet and the outlet pipes on the outside of the tank. Uncover sufficient tank lid area to expose the clean-out ports or manhole, which must be removable for easy visual access to the tank interior.

Uncover sufficient tank lid area to expose the clean-out ports or manhole, which must be removable for easy visual access to the tank interior.

Comments:_______________________________________________________________________________________________

LCRA OSSF PREPARATION CHECKLIST FOR SALE/REINSPECTION for “Pre-Existing OSSFs”

APPLICATION # ________________________  Owner of record ________________________
Date system was installed ________________________  Date system was modified ________________________
Date tank replaced ________________________  Date drain-field repaired ________________________
Tank last uncovered ________________________  Tank last uncovered ________________________

Walkover Inspection-LCRA inspector walks the property, assessing the facility without any of the system being uncovered. Although uncovering is not required, an inspection of the indicated items below must be performed. Note pump and alarm inspections do require one port hole to be accessible and the port hole lid removed.

If the system is not in current owner’s name, complete and submit OSSF Application for Continued Use (Form 1100) which must be submitted with the Re-inspection Application.

_______ House must be refitted with low flow devices. As of April 5, 2010, LCRA rules define low flow toilets are 1.3 gallons/flush or less, and low-flow showerheads are 2.0 gallons/minute or less at 80 psi of water pressure. These fixtures must be EPA Water Sense certified. Someone must be present at the site for this inspection.

Reason for ret Rebels ___ pre-71 requirement, ___________ bedroom add-on.
Comments:_______________________________________________________________________________________________

SEPTIC/PUMP TANK PREPARATION

If one of the following items are checked below, someone must be present at the site to remove the port or manhole covers and to place them back in place after the inspection.

_______ Uncover completely around the inlet and the outlet pipes on the outside of the tank. Uncover sufficient tank lid area to expose the clean-out ports or manhole, which must be removable for easy visual access to the tank interior.

_______ Uncover sufficient tank lid area to expose the clean-out ports or manhole, which must be removable for easy visual access to the tank interior.

Comments:_______________________________________________________________________________________________

_______ Grease traps must be inspected and pumped if needed.

_______ Pump and Alarm must be activated by the owner or the owner’s representative during the LCRA inspection. If the pump tank does not have an alarm, an alarms meeting current requirements must be installed before inspection can be requested. The port hole lid over the pump and alarm floats must be removed during this inspection.

This system requires a current O&M contract to be on file. Current Contract expires __________. No contract on file __________.

_______ Homeowner or Representive must notify the maintenance provider that a test of the electronic monitoring and notification system will be performed, unless the homeowner is doing further on maintenance on the system.

A Maintenance Report is not on file with LCRA within the required interval. A copy of the most recent Maintenance Inspection Report is required to be submitted with the sale application. If one is not available, the maintenance provider must conduct an inspection prior to the acceptance of the relinquishment application.

Comments:_______________________________________________________________________________________________

DRAINFIELD PREPARATION:

Comments:_______________________________________________________________________________________________

This system has dual drainfields, the flow alternating valve must be uncovered to verify accessibility and function. The alternative valve must be in a weatherproof protective box. If the valve is not installed to meet the swimming of the valve box the valve must be covered.

Water taste test performed by a Texas Commission on Environmental Quality licensed Appraiser, Inspector 1 for Inspector II required if the house has not been used for 7 consecutive days OR at the discretion of the LCRA inspector if there are concerns regarding the functionality of the system. The test is a 5-day test (100 gallons per bathroom). The LCRA inspector must be present on the third and final day. It is suggested the test be called into the LCRA inspection line on the first day of the test in order to guarantee inspection on the third day (no weekend inspections). The outlet clean-out port or manhole on the final treatment tank must be open for this inspection.

Comments:_______________________________________________________________________________________________

This checklist was prepared prior to receiving the application request for reinspection. This checked items are subject to change upon receipt of the application request.

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Checklist Date ________________________  Revised ________________________

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CONTINUED USE AUTHORIZATION (REINSPECTION) PROCESS

LCRA requires an on-site sewage facility (OSSF) inspection each time a property is sold before the new owner receives a Continued Use Authorization. An inspection is also required for a system that is repaired and for homes being retrofitted with low-flow devices to add a bedroom. LCRA must perform the inspection and approve the OSSF before the new owner uses it.

If the homeowner chooses not to personally uncover the required OSSF components, LCRA recommends that a licensed septic system installer perform the work.

Read and complete the following required information:

__X__ Complete Continued Use Authorization Application (Form 1139)

__X__ If the owner of record is not the current owner, then LCRA requires an OSSF Application for Continued Use (Form 1100) with the owner’s signature in addition to the Request for Reinspection. If the property is owned by a company, the person who signs the application must provide proof he or she can sign on behalf of the company.

__X__ Provide a floor plan of the residence showing all rooms, including closets, with the total amount of heated and/or cooled square footage of the residence/establishment.

__X__ Provide a copy of the Multiple Listing Service (MLS) or letter from the owner verifying the number of bedrooms.

__X__ O&M Contract and maintenance inspections for aerobic treatment systems.

__X__ $150.00 fee.

Please Note: When a sale transaction closes, the new owner must submit a Form 1100 and O&M Contract (if required) for approval to continue using the OSSF. This form will be provided by LCRA along with approval paperwork if the OSSF passes the inspection.
Scheduling the Inspection

• Two business days after submitting the application, you may schedule an inspection by calling 512-578-4091 or 800-776-5272, ext. 4091

• Provide the following information:
  – LCRA application number
  – Contact person’s name and number
  – Address of the property
  – Subdivision and gate code (if applicable)
Tank Inspection

• Inspects the inside of the tank
• Determines whether the tank needs to be pumped
• Verifies “tees” and “elbows”
• Checks for root invasion
Inlet/Outlet Inspection

Uncovers pipes
Inspects the integrity of the pipes
Pump Tank Inspection

When a pump tank is present, an inspection of the alarm is required.

The green ring seen in the picture is called a riser.
Example of Alarm Location
Example of Mechanical Alarm
Pump Inspection

• Makes sure pump is working properly, has not lost its "prime," and is clear of any obstruction
• Checks the floats for the alarm and pump are secured to the pump influent pipe and will work when activated
Example of an Unsecured Pump
Drain Field Inspection

Checks for surfacing effluent
Ensures grass is growing and kept short
If both look good, drain field is working properly
Switching Valves Inspection

Checks the drain field valves
The valves shown are known as "gate" valves
Jandy Valve

A single handle Jandy valve is used when there is pumped effluent to the drain field
Walk Around the Property

Look for any discharge
A pipe discharging onto the ground is unacceptable
After the Inspection

• LCRA will provide a report indicating whether the system passed inspection.

• If the system passed, LCRA will issue an approval letter. After closing, the buyer needs to fill out and submit the Application for Continued Use (Form 1100) to LCRA.

• After receiving Form 1100, LCRA will send Approval for Continued Use to the new owner.

• If the system failed the inspection, the owner must arrange for the necessary repairs or submit a construction permit for a system modification.
Frequently Asked Questions

• When is an inspection required?
• Is a private inspection sufficient?
• Who pays for and coordinates the inspection?
• Does the tank have to be pumped prior to the inspection?
• How do you navigate the inspection process if the property is a foreclosure?
Questions?