



Henry & Stark County Health Department

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www.henrystarkhealth.com

Public Health

Prevent. Promote. Protect.

Step-By-Step Procedure in Requesting a Loan Survey for a Private Sewage Disposal System and Private Water Well

Step 1: Submit the Private Sewage Disposal System and Water Well Loan Evaluation Request Form provided by the Henry & Stark County Health Department at www.henrystarkhealth.com together with the appropriate fee.

Step 2: Locate the septic tank. It is commonly located just outside the bathroom. Go to the basement or crawl space to find the main waste pipe stub out exiting the house. This will determine the general direction of the tank. Unless surface risers are present showing the area of the tank in the ground, the tank can often be located by probing the yard with an intrinsically safe rod. The top is usually at a depth of 10”–24” and the area will encompass approximately 5 feet (either round or rectangular).

Step 3: Uncover the accesses to the inlet and outlet of the septic tank to facilitate inspection. The inlet and outlet port lids on either end of the tank must be removed at the time of the evaluation. There is often a 3rd port in the center of the tank lid that will need removed as well. If your tank DOES NOT have any portholes, call the Health Department immediately for guidance.

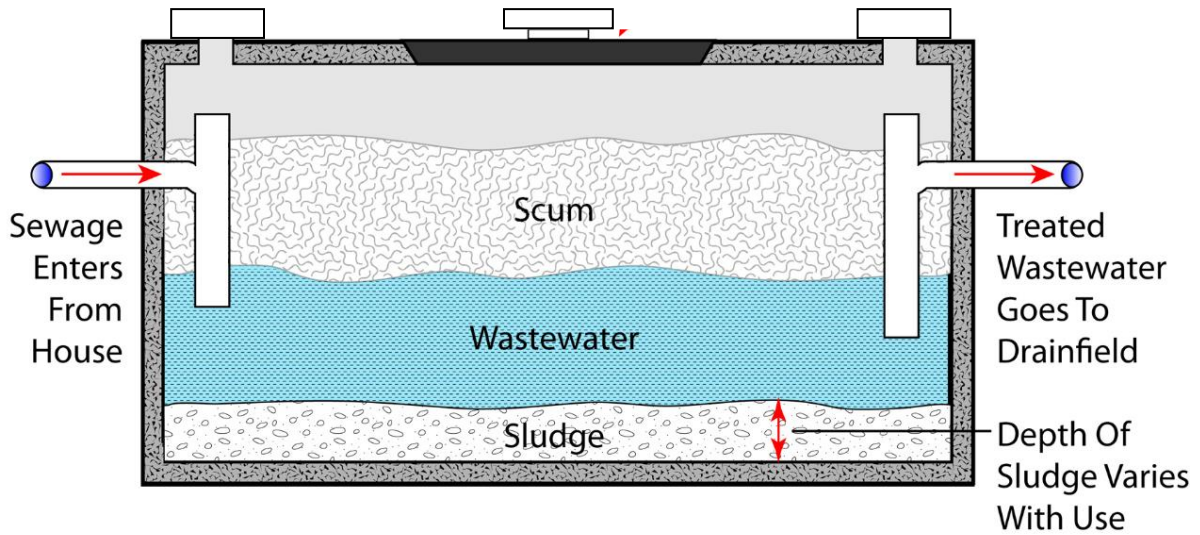
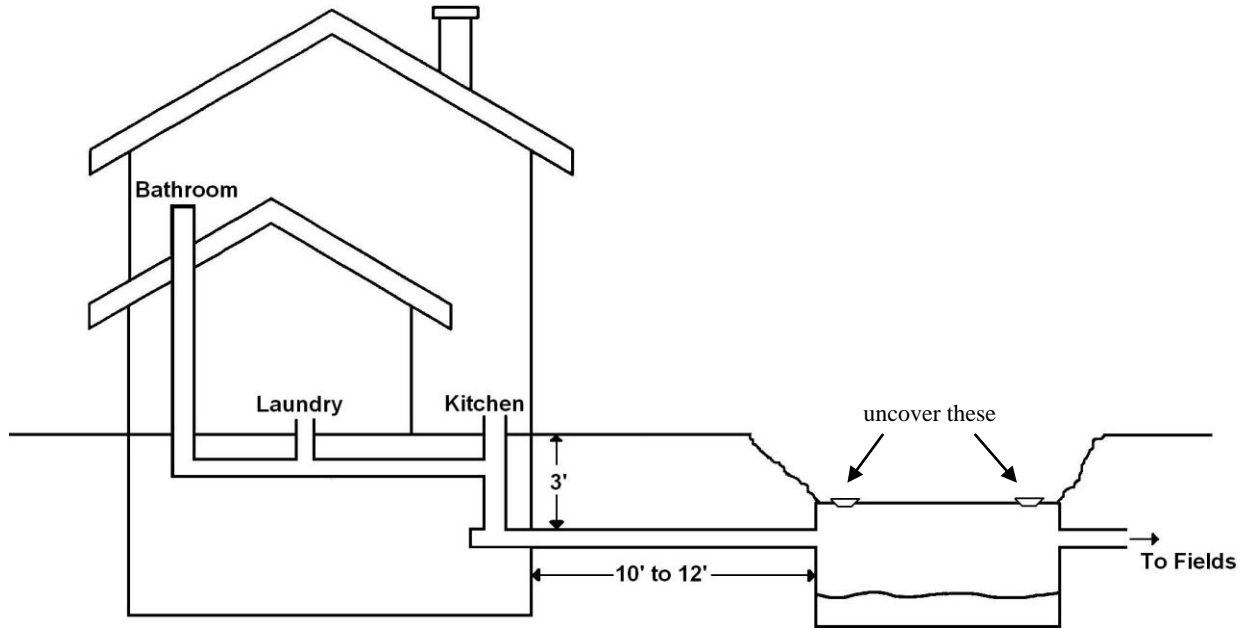
NOTE: If the tank is pumped prior to the inspection, the water level in the tank must be at operating level.

Step 4: A sanitarian with the Environmental Health Division at the Health Department will call the contact person listed on the request form to schedule a date and time for the evaluation. If a well evaluation and water samples are requested, the appointment must be scheduled on a Monday, Tuesday or Wednesday. Someone must be present during the evaluation to allow access inside the home.

Step 5: For water wells that are located in a pit, the cover or top of the pit must be removable for access in order to inspect any components that are in the pit and around the observable part of the well casing. DO NOT CHLORINATE THE WELL PRIOR TO THE EVALUATION.

Return visits will be charged a fee. If personnel must return for any reason during the original survey or for a follow-up survey (if requested), the current re-check fee will be required.

Illustration #1



Schematic of a Septic Tank