

To: Owners of On-Site Sewage Facilities
From: Williamson County Engineer's Office
Re: OSSF Homeowner Maintenance of Aerobic System

The Williamson County Engineer's office has adopted rules detailing training and submittal requirements for homeowners that wish to maintain their own On-Site Sewage Facility and associated aerobic treatment unit.

In Williamson County, with the appropriate training, homeowners can maintain their own system. This exemption is only for single family residences. Commercial or lease properties do not qualify per state requirements. Owners will need to get training and have equipment for chlorine residual testing and determination of sludge levels. For approved training owners can receive on-site training by a licensed installer or the manufacturer. Training should include instruction regarding the importance of proper maintenance to public health and safety and a demonstration of the procedure for performing a maintenance inspection. See our maintenance provider list attached or contact your system manufacture for trainers. There is also a 16-hour Basic Maintenance Provider course taught by the Texas On-Site Wastewater Association. The class is currently offered for \$325 every few months in alternating locations, see www.txowa.org for dates and locations. Alternatively, owners can take the 20-hour Class D Wastewater Treatment Plant operator class which is the "Basic Wastewater Operation" course and must pass the test. For approved classes, see the Texas Commission on Environmental Quality website for Training Providers for occupational licensing at www.tceq.texas.gov/licensing/training.

Once approved homeowners will need to submit a "maintenance contract" and the appropriate testing and reporting forms every four months. Be sure to submit the training certification and an initial "maintenance contract" 30 days before your existing contract expires.

Enclosed is a generic testing form, homeowner maintenance contract, the required testing and reporting schedule and a list of maintenance providers. For more information, see our adopted OSSF order at www.wilco.org/ossf. This information is provided to assist you in understanding the requirements and assist in finding needed training providers. You may also wish to contact the manufacturer for your brand of aerobic treatment unit for additional requirements. A trainer may also be able to guide you with testing forms and equipment that will be needed.

If you have any questions please contact our office at 512.943.3637.

Regards,
Williamson County Engineer's Office

(4) Table IV. Required Testing and Reporting.

Type and Size of Treatment Unit	Testing Frequency	Required Tests	Minimum Acceptable Test Results
Any Treatment Method in Conjunction with Surface Application	At least once every four months	One BOD ₅ and TSS Grab Sample Per Year (non-single family residences only) Total Chlorine Residual or Fecal Coliform at Each Required Test	BOD ₅ and TSS Grab Samples Not To Exceed 65 mg/l 0.1 mg/l Residual in Pump Tank or Fecal Coliform Not To Exceed 200 MPN/100 ml (CFU/100 ml)
Any Secondary Treatment System	At least once every four months	None	None
Non Standard	Permit Specific	Permit Specific	Permit Specific

Department of Infrastructure
County Engineer's Office
3151 SE Inner Loop, Ste B
Georgetown, TX 78626
T: 512.943.3330
F: 512.943.3335



MAINTENANCE PROVIDERS

COMPANY	PROVIDER	MAILING ADDRESS	PHONE
ACE Enterprise Septic Services	Charles Foreman	803 Hedgewood Drive Georgetown, TX 78628	512.635.7523
Alcam Advantage Waste Water Service	Allen Franques	PO Box 4212 Cedar Park, TX 78630	512.930.4949
All Septic Check	Vince Sullivan	9322 HWY 183 S Austin, TX 78652	512.282.3889
Aloha Septic	Christopher Osburn	17202 Lakewood Circle Dripping Springs, TX 78620	512.785.8313
Enviro-Care Co. (ECCO)	Carlos Coker	PO Box 987 Gatesville, TX 76528	877.320.3226
On Site Aerobic Septic Systems LLC	Alfredo Gomez	4354 Dacy Lane Buda, TX 78610	512.924.4297
Richard's Septic Service	Richard Rogers	7102 Stallion Road Temple, TX 76501	254.231.7544
Snowden Onsite Services Inc.	Jeff Snowden	10908 RR 2222 Austin, TX 78730	512.338.1804
Texas Aerobic Systems	Tim Stoops	439 Greenridge Road Georgetown, TX 78628	512.818.2902
Wastewater Solutions	Gregory M Gullet	9217 HWY 290 W, Ste 100 Austin, TX 78736	512.707.7027

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Homeowner Self-Maintenance Inspection Report

Inspection Date: _____

OSSF # _____

Name: _____

Property Address: _____

Inspected By: _____

Items Inspected	Operative	Inoperative	Not Applicable
Aerator / compressor	_____	_____	_____
Filters (clean or flush)	_____	_____	_____
Irrigation Pump	_____	_____	_____
Disinfection Device	_____	_____	_____
Chlorine Supply	_____	_____	_____
Electrical	_____	_____	_____
Spray Heads / Distribution system	_____	_____	_____
Phone Line (autodialer functional?)	_____	_____	_____
Inspection Tag Marked	_____	_____	_____
Other	_____	_____	_____

Required Tests & Reports

Chlorine Grab sample (req. for surface application)

Sludge Test in Pump Tank (yield in inches)

Report on Field (vegetation, condition of spray area, obstructions within 10'):

Results

_____ mg/L., mprn/100ml, or trace

Other Repairs to system:

Access ports secured after the inspection activities were completed: Circle YES / NO

In not secured explain: _____

Comments Recommendations:

Owner's Signature: _____ Date: _____

Inspection reports are due every 6 months with an operating autodialer or every 4 months. Owner should submit periodic inspection reports to the County Engineer's office by e-mail, mail or fax according to State mandated instructions (within 14 days of due date). Failure to do perform maintenance or submit inspection reports will void agreement.

Homeowner Self-Maintenance Agreement

OSSF # _____ **Contract Start Date:** _____ *(Expires 2 years from this date)*

Owner's Name: _____ Telephone: _____

Site Address: _____

This is to certify that the owner of the above referenced residential On-Site Sewage Facility (OSSF) hereby agrees with the Williamson County Engineer's office to act as the maintenance contractor for your OSSF.

Inspection reports by the owner will be filed with Williamson County Engineer's office as required by State law and the Texas Commission on Environmental Quality's regulations. Actions and information required are itemized on the inspection report template provided by Williamson County Engineer's office.

The owner of this OSSF agrees to repair or call a vendor for immediate repairs within two (2) days of becoming aware of OSSF system failures or other problems. Failure to make needed repairs may negate this agreement and cause the owner to enter a contract with a licensed vendor.

Owner affirms that he/she has been trained to maintain this OSSF per State requirements.
(ATTACH COPY OF TRAINING CERTIFICATE UNLESS PREVIOUSLY SUBMITTED)

If chlorine is required, owner will use properly labeled chlorine in the chlorinator and make sure that the chlorinator is supplied at all times.

Owner maintains right to cancel this agreement only if he/she has entered a similar contract with a maintenance contractor and a copy of the paid contract has been submitted to Williamson County Engineer's office.

Homeowners failing to submit a completed "Homeowner Self-Maintenance Agreement form" or the required testing results within 14 days of the scheduled dates or falsifying the required documents, will be required to contract with a registered maintenance provider.

The following information is required to complete this agreement:

Name of Training Entity: _____

Certificate Number: _____ Date(s) of Training: _____

Training Provider/Course Name: _____

Owner's Signature _____ Date: _____

(1) Failure to abide by State/Local regulations and (2) not keeping the OSSF operational at all times are violations of Title 30 Texas Administrative Code, Chapter 285.7 and the Williamson County On-Site Sewage Facility (OSSF) Rules that have been adopted by Williamson County Engineer's office. The District is an authorized agent of the Texas Commission on Environmental Quality and the State of Texas, as provided by Subchapter C, Chapter 366 of the Texas Health & Safety Code. An offense for this violation is a Class C misdemeanor (fine of up to \$500 per day), as authorized by Section 7.173 of the Texas Water Code.