



Charlie Crist  
Governor

Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

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## INTEROFFICE MEMORANDUM

**INFORMATION  
HSES 10-006**

**DATE:** June 23, 2010  
**TO:** Environmental Health and Engineering Directors  
**THROUGH:** Lisa Conti, D.V.M., M.P.H., Dipl. ACVPM, CEHP  
Director, Division of Environmental Health  
**FROM:** Gerald Briggs, Chief, Bureau of Onsite Sewage Programs  
**SUBJECT:** Inspection Procedures for ATUs and PBTS

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Inspection procedures for Aerobic Treatment Units (ATUs) and Performance Based Treatment Systems (PBTS) are outlined below.

### **PRIOR TO INSPECTION**

1. Review current maintenance contract. Note expiration date.
2. Review the current operating permit. Operating permit should have "Conditions of Operation" noted. For example: frequency of maintenance and/or monitoring/sampling, sampling parameters, etc.
3. Review permit for what unit and components should be on site and their locations.
4. Review file to see if the approved maintenance entity (AME) has done required inspections.
5. Review the file (PBTS, ATU >1500gpd, and commercial systems) for monitoring or sampling reports. If the reports show that the system is not meeting the design parameters, notify the AME, the design engineer and the owner.

### **ROUTINE INSPECTION (Visual inspection – no requirement to open or sample unit)**

1. Observe and record the general appearance/functioning of the treatment system.
2. Observe if system has been altered or the site has changed since approval.
3. Observe that there is power to the system.
4. Observe that there is an alarm and, if possible, test it.
5. Observe the drainfield area and record conditions. For example: odors, saturation above emitters, any evidence of failure, etc.
6. Take a picture of the system for the file.
7. Provide copy of inspection to the AME and the property owner.
8. Annually, perform a joint inspection on at least one system with each AME in county.

Contact your regional program consultant in Tallahassee or Orlando if you have any questions.



Core Public Health at Your Service  
Bureau of Onsite Sewage Programs  
4052 Bald Cypress Way, Bin #A08, Tallahassee, FL 32399-1713  
(850)245-4070 [www.MyFloridaEH.com](http://www.MyFloridaEH.com)