



Prevent • Promote • Protect

Environmental Health
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ONSITE WASTEWATER TREATMENT SYSTEM ACCEPTANCE DOCUMENT APPLICATION

Email completed application to HEASepticinfo@elpasoco.com

CONTACT INFORMATION	
Applicant Name:	Phone:
Applicant Email:	
Seller's Agent Email:	
Buyer's Agent Email:	
Title Agent Email:	
Applicant Signature:	Date:
<i>Final Acceptance Document will be sent to all email address listed above.</i>	

PROPERTY INFORMATION	
Owner Name:	
Property Address:	
Original Property Address (if current address is different):	
Phone:	Email:
Tax Schedule #:	

PRIMARY OWTS INFORMATION	
Structure Type: <input type="checkbox"/> Residential <input type="checkbox"/> Multifamily <input type="checkbox"/> Auxiliary <input type="checkbox"/> Commercial <input type="checkbox"/> Not Connected	
For Auxiliary/Commercial Structures describe use:	
Year Structure Built:	No. Bedrooms (residential):
Occupied/Vacant: <input type="checkbox"/> Occupied <input type="checkbox"/> Vacant If vacant, how long:	
Additional Comments:	

ADDITIONAL OWTS INFORMATION <i>(if applicable)</i>	
Structure Type: <input type="checkbox"/> Residential <input type="checkbox"/> Multifamily <input type="checkbox"/> Auxiliary <input type="checkbox"/> Commercial <input type="checkbox"/> Not Connected	
For Auxiliary/Commercial Structures describe use:	
Year Structure Built:	No. Bedrooms (residential):
Occupied/Vacant: <input type="checkbox"/> Occupied <input type="checkbox"/> Vacant If vacant, how long:	
Additional Comments:	

Transfer of Title Inspections [section 8.4.N]

1. EPCPH requires a property owner of a residence or other building/facility served by an OWTS to have an inspection of that system to demonstrate that the system is functioning according to design prior to the sale or transfer of title of the property.
2. If the OWTS is determined to be malfunctioning, the system must be repaired so as to be conforming.
3. All repairs must be completed within 90 days of the submittal of the inspection report unless an eminent health hazard is determined to exist by EPCPH. If an eminent health hazard exists, the time frame for correction will be determined by EPCPH to protect public health

Transfer of Title Inspectors:

- Inspectors who conduct Transfer of Title Inspections must be certified by National Association of Wastewater Technicians (NAWT) or an equivalent program approved by EPCPH. Inspectors for higher level treatment systems must have training relevant to the specific system or certification by the equipment manufacturer.
 - o EPCPH must provide and maintain a list of Certified Inspectors to the general public. A fee not to exceed actual costs may be charged by EPCPH for the initial license of an approved inspector. A fee not to exceed the actual costs may be charged by EPCPH for a renewal of the certification. Certifications shall be valid for a period of two years from the date of issuance.
- Transfer of Title inspection reports must be submitted by the Certified Inspector to EPCPH on the designated electronic reporting system. Inspection results must be submitted by the approved inspector within three working days from the inspection date.

Acceptance Document:

- The existing OWTS must meet, at a minimum, the following criteria and conditions:
 - o All tanks must be structurally sound, watertight, in good working order and provided with approved structurally sound, safe and secure lids;
 - o All internal devices and appurtenances such as tees, effluent screens and baffles that were originally provided with the tank or added later must be intact and in working order;
 - o Alarms, control devices, and components necessary for the operation of the system are present and in good working order;
 - o A soil treatment area, or other means of subsurface wastewater treatment, must be present and not in a state of failure;
 - o There are no unapproved wastewater discharges from the OWTS or structure; and
 - o Any items meeting the conditions of a "Failure" as defined
- Upon issuance, an Acceptance Document is valid until the date of the real estate closing or for a period of 1 year whichever comes first.
- If it is determined by EPCPH that an OWTS does not meet the requirements for issuance of an acceptance document, a conditional acceptance document may be issued, provided that the purchaser of the property agrees to obtain a permit and complete all necessary repairs to the system (or connect to a sanitation district, if appropriate) within the time frame established by the EPCPH.