



## SEWAGE MANAGEMENT PROGRAM INSPECTION SCHEDULING FORM

Detailed procedures on how to comply with the Sewage Management Program are as follows:

**Step 1 – Provide Tank Access** - Owner / owner’s agent must confirm that septic tank, pump tank or cesspool has an access lid(s) installed on grade or within 12 inches of grade. Lids must be accessible prior to pumping and inspection. If the access lid is covered in excess of 12”, concrete or plastic risers should be installed to allow the pumper to agitate and pump the contents of your tank or cesspool and to allow the condition of your tank to be inspected. A vent pipe is not an approved inspection lid or pump access.

**Step 2** – Contact a Septage Hauler of your choice and schedule them to pump your tank before December 31 of this year.

**Step 2a** - If the hauler is PSMA certified, the day they pump your tank, have them also inspect the components of your system and fill out the “Hauler’s Inspection Report Card”. Mail in or drop off the Report Card along with a \$40 check made out to “Amity Township”. This completes the procedure. A Certificate of Compliance will be mailed to you, which we recommend you keep for your records.

**Step 2b** - If the hauler is **NOT** PSMA certified, obtain a copy of the pumping receipt. Be sure the property address and date of pumping is listed on the receipt. You must then send a copy of the pumping receipt to Amity Twp along with a \$65 check made out to “Amity Township”. We will then schedule an inspector to come out and inspect the components of your system. Upon completion, we will mail you a Certificate of Compliance.

Please be reminded that it is the owner’s responsibility to provide proof that the pumping and inspection has been completed prior to the end of the year in which you received this letter. An additional \$60 late fee will be assessed to all pump receipts not received by Jan 31 of the following year.