



**SEPTIC SYSTEM & CISTERN INSPECTION**  
(Advance Planning, Preparation & Coordination Checklist)

**WEBSITE:**  
[www.nbseptics.ca](http://www.nbseptics.ca)

**INTENT:** Preliminary correspondence to outline planning and coordination parameters for a proposed onsite inspection  
**GOAL:** Achieve desired inspection result most accurately and efficiently with best benefit to cost ratio.

Map sketch (or site diagram) minimally showing:

TO BE Provided By:

- the location of existing onsite septic tank lid(s) and Cistern lid (if relevant)
- EXISTING Structures, as well as known Infrastructure and/or Boundaries within 15 meters
- EXISTING Ponds, Dug wells, Pools, or other open water sources within 30 meters
- the driveway and/or roadway designated for access to the subject property

\_\_\_\_\_  
(Property Owner / (Sub)contractor / Agent)

Inspection Criteria (or Inspection Level) Determination:

- Level 0 Basic Functionality Evaluation
- Level 1 Functionality and Safety Evaluation (equivalent to OBC Phase 1 Inspection)
- Level 2 Functionality, Health and Safety Evaluation (equivalent to OBC Phase 2 Inspection)
- Level 3 Functionality, Health and Safety, and Code Compliance Evaluation
- Level 4 Functionality, Health and Safety, Flow Test Rated & Code Compliance Evaluation
- Level 5 Functionality, Health and Safety, Flow Test Rated & Code Compliance Evaluation, & Longevity Prediction
- Level 6 All of the above with customized Full(optional) OR Self Service Maintenance Schedule
- Level 7 All of the above including a list of all known system update/replacement options (or requirements)

\_\_\_\_\_  
( Client / Agent / Inspector )

Type of Service Selection or Recommendation (Likely or Known to be required/desired for Inspection Process)

- Hand Shovel digging to expose buried access lids within 12” of ground surface
- Hydraulic Machine digging to expose buried tanks and lids
- Locating service via probe and Hand Shovel digging
- Locating service via Snake Camera/Sonde and Detector Wand
- Soil type discovery by hand shovel or auger
- Soil type discovery by hydraulic/power machinery
- Soil percolation test through onsite percolation test pit
- Soil percolation test through laboratory analysis
- Sludge/Scum/Root/Sediment detection with Camera and/or sampling tube
- Rinsing lids and filter(s) if desired or required
- Cleaning of Septic tank by vacuum truck pumpout
- Cleaning of septic bed by exposing header & flushing laterals
- Cleaning of cistern by pumpout and disinfection wash
- Adding or Updating baffles, filter(s), lids, risers, access portals, pumps, alarms, or electrical
- Repair/Replace inlet pipe, septic tank, outlet pipe & header, or entire septic bed, and/or cistern
- Onsite Water or Wastewater Quality Analysis utilizing optical equipment & test strips
- Water or Wastewater Quality Analysis utilizing Laboratory Services
- Thawing frozen tank access lids &/or chambers/piping with hot water (if required for winter season inspections)

\_\_\_\_\_  
(Owner, (Sub)contractor, Agent, or Inspector)

GPS Address (or driving/walking directions to subject property): \_\_\_\_\_

CLIENT NAME (paying entity): \_\_\_\_\_ PHONE #: \_\_\_\_\_

AGENT NAME (if applicable): \_\_\_\_\_ PHONE #: \_\_\_\_\_

(SUB)CONTRACTOR NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

INSPECTOR NAME: \_\_\_\_\_ BCIN: \_\_\_\_\_ PHONE #: \_\_\_\_\_

\*This form to be used as a preliminary planning tool for clients who need to indirectly coordinate a Cistern or Septic Inspection through delegation of responsibility for decision making to others named above.