

Memorandum

Date: May 7, 2025

To: Subsurface sewage treatment system contractors, designers, inspectors, and permit applicants

From: Gary Bruns, Environmental Protection Supervisor

Re: 2025 Subsurface Sewage Treatment System (SSTS) Inspection Process

In no case should an installation be covered without proper inspection, verification and documentation

1. Installation inspections – The contractor must schedule 24 hours in advance with the Department, at 651-430-6655. Uninspected components will be uncovered for inspection prior to issuance of a Certificate of Compliance.
 - a. **In-Person Inspections**
 - i. Mounds/ at-grade/ pressure beds/ trenches – After distribution media, *prior to backfilling*
 - ii. Rough-up/ scarification - *Prior to placement of the sand fill*
 - iii. Sewage tank – commercial, other establishment or for advanced technology
 - b. **Remote Inspection option for residential properties**
 - i. Sewage tank – Use [Survey123](#) to document installation and an assigned inspector will verify components “live” during inspection. *Must receive ‘OK’ prior to backfilling*
2. SSTS abandonment reporting – All systems that involve tank abandonment must be accompanied by the Minnesota Pollution Control Agency (MPCA) SSTS abandonment reporting [form](#) or document the abandonment in [Survey123](#).

The following situations result in delayed approval, prolonged construction time, and additional cost. Please make note. These are not changes to our existing practices or policies.

1. Mark soil observations and proposed tank locations. If not protected, fence off areas with temporary fencing.
2. All changes in SSTS design or components must be submitted by the designer and approved by the county prior to conducting work. This includes changing perforation size, distribution media depth, sewage tank location or other material not specified in the design.
3. MN Rule 7083.0760 Subp. 2 D. states it is the responsibility of the installation business to provide as-built drawings to the owner and local unit of government within *30 days* of system installation. The following form may be used to document the final as-built drawings: [AS-BUILT](#)

It is imperative to communicate with inspection staff and seek clarification, if necessary, on any of the required actions above. Thank you for your attention to the above matters and we look forward to another busy construction season.



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