



Ohio Department of Health
Bureau of Environmental Health
and Radiation Protection
Residential Water and Sewage Program
(614) 644-7551 BEH@odh.ohio.gov

Application Instructions for Septic Tank Review

Submission Requirements

A complete application shall include the *Application Form for Septic Tank Review*, the *Application Checklist for Septic Tank Review*, and *all required documentation listed on the Application Checklist for Septic Tank Review*. The information shall be provided in writing using the order and letter or number designations indicated on the checklist. The submittal shall indicate why any requested information is not applicable. The application information shall be clear and concise to expedite the Ohio Department of Health (ODH) review.

- A) Complete the *Application Form for Septic Tank Review*. Be sure to mark YES or NO regarding a request for confidentiality as addressed under B) below, as either “not applicable” for NO responses, or as indicated for YES responses.
- B) **Trade secrets and request for confidentiality** - Any application, record, report, or other information submitted to ODH for the purposes of this review shall be available to the public, except upon a showing satisfactory to the director of health that all or part of such record, report, or other information, other than effluent data, would divulge methods or processes entitled to protection as trade secrets, as defined in section 1333.61 of the Revised Code, in which instance, ODH shall consider such record, report, or other information or part thereof as confidential and administer such record, report, or other information pursuant to the following:
1. A request for confidential treatment shall be submitted to ODH simultaneously with submission of the specific application, record, report, or other information with documentation sufficient to support that all or part of the application, record, report, or other information is confidential. Failure to make such timely request shall constitute a waiver of the right to prevent public disclosure. A request at a later time will be entertained by ODH, but the department will not be liable for any information released prior to receiving the request.
 2. A decision as to whether to treat all or part of the application, record, report, or other information as confidential shall be made by the director within forty-five calendar days of receipt of the request and accompanying documentation. Until such decision is made, the application, record, report, or other information or part thereof, shall be treated as confidential. The person requesting confidentiality shall be notified in writing of the director's decision. The ODH review of an *Application for Septic Tank Review* shall begin subsequent to the director's decision.
 3. Any application, record, report or other information determined to be confidential may be disclosed, without such person's consent:
 - (a) To officers, employees, or authorized representatives of the state or a federal agency;
 - (b) In any judicial proceeding; and
 - (c) In any hearing conducted by ODH.
- C) **Septic Tank Information** – submit written information using the order and designations provided below and on the application checklist. The information provided for tank design and structural capacity for each model of tank based on size and configuration shall be sufficient to demonstrate compliance with paragraph (H) of rule 3701-29-12 of the Ohio Administrative Code.

Application Review Process

Septic tanks intended for use in a sewage treatment system (STS) are reviewed by ODH in accordance with these instructions and paragraph (H) of rule 3701-29-12 of the Ohio Administrative Code. ODH will only review complete application packets. The ODH review will proceed when all applicable information



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is provided in the format designated. Applicants will receive written notification from ODH on the results of the review:

Incomplete Application - If it is determined that the application is incomplete, the incomplete application and all accompanying information will be returned to the applicant with a description of the information that is missing from the application.

Disapproved Application - If an application is disapproved, the applicant shall be notified in writing with a brief explanation for the disapproval.

Approved Application - If an application is approved, the applicant shall be notified in writing. Approved septic tanks shall be listed on the ODH website following receipt of the applicable installation instructions and checklist in PDF format suitable for Web posting. The Web posting of an approved septic tank shall serve as the notification of approval to boards of health and other interested parties.

ODH Compliance Review of Approved Septic Tanks

Unless there is evidence of noncompliance and when there has been no change in the design or materials used in the manufacture of the septic tank, the ODH approval shall remain valid and a septic tank shall remain on the ODH website list upon verification of the required proof of compliance within the time frame or conditions of the assurance review method submitted by the manufacturer.

Manufacturers are expected to provide updated information if there are changes to the posted information. When there has been a substantial change in design or materials or a change in the submitted assurance review method, the manufacturer shall reapply in accordance with this procedure. ODH reserves the right to request periodic updates of information listed on the ODH website and to conduct compliance reviews. Upon review, if there is a determination of noncompliance, a septic tank may be disapproved and removed from the approved list in accordance with Chapter 119 of the Revised Code.

Questions regarding the septic tank review and approval process should be directed to:

ODH Bureau of Environmental Health and Radiation Protection

Residential Water and Sewage Program

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Application for Septic Tank Review

*In accordance with Ohio Administrative Code (OAC) Rule 3701-29-12(H), an application shall be submitted by the manufacturer to the Ohio Department of Health (ODH) for approval of the use of a septic tank as a component of a sewage treatment system (STS). To request a septic tank review, complete this form and submit it with all applicable information in accordance with the **Application Instructions for Septic Tank Review** and the **Application Checklist for Septic Tank Review**.*

Manufacturer Name	
Manufacturer Mailing Address	
Plant Location (if different than mailing address)	
Name of Contact person	Phone Number
Fax Number	Email

YES NO **Requesting confidential treatment**

By submitting this application you declare that the information contained herein and within any attached materials is true, accurate and complete to the best of your knowledge. You also understand that any misrepresentation or significant omission of information may result in the return of your application for supplementation or the denial of your application.

Signature	Date
Title	

Mail the complete application to: Ohio Department of Health
 Administrator, Residential Water and Sewage Program
 BEHRP – 7th Floor
 35 Chestnut Street
 Columbus, OH 43215



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Application Checklist for Septic Tank Review

Refer to the *Application Instructions for Septic Tank Review and paragraph (H) of rule 3701-29-12 of the Ohio Administrative Code.* The application instructions and this checklist are provided to assure that a complete application is available for review in a timely manner. Submit written information using the order and designations provided below. The submittal must explain in writing why any requested information is not applicable. An incomplete application will not be reviewed by the Ohio Department of Health (ODH).

- A) Application Form for Septic Tank Review
- B) Trade Secrets – optional request for confidential treatment
- C) Septic Tank Information
 - 1) Tank Structure and Physical Design Information
 - a. Model number, dimensions, capacity, and any brand name or product designation for special use
 - b. Location of tank markings for manufacturer name and tank information
 - c. Siting limitations or specifications as to depth of cover, buoyancy, etc.
 - d. Documentation of the total liquid capacity and tank volumes calibrated in one (1) inch increments
 - e. Plans or drawings to scale with inside and outside dimensions, formulas or calculations for volume determinations, verification of liquid capacity and, if applicable, tank or component buoyancy calculations and associated anti-buoyancy measures.
 - f. Detailed tank profiles (i.e. baffles, center wall, risers and connections, effluent filter)
 - g. Verification of compliance with rule specifications for the inlet and outlet pipe connections, joint and seam sealants, and effluent filter.
 - 2) Materials and Product Information
 - a. Specify materials (i.e. concrete, fiberglass, polyethylene, polypropylene) including specification on any reinforcement materials and details on process
 - b. Provide any special claims or product information as applicable
 - c. Provide any post production specifications for transport, onsite assembly, warranty conditions, etc.
 - d. Identification of methods for tank repair and/or replacement in the event of watertight test, load or installation failure as required in paragraph (H)(8) of rule 3701-29-12 of the Ohio Administrative Code
 - 3) Assurance review method for verification of tank strength and integrity for expected internal and external loads as required in paragraph (H)(6) of rule 3701-29-12 of the Ohio Administrative Code
 - a. Process assurance review. Annual certification of the manufacturer by the national precast concrete association, IAPMO research and testing, CSA quality management institute, or other methods approved by the director;
 - b. Product assurance review. Certification of compliance with one of the following standards, as appropriate, by a registered professional engineer or ANSI approved testing facility for each model of septic tank: ASTM C-1227 standard specifications for precast concrete septic tanks, IAPMO/ANSI Z1000 standard for prefabricated septic tanks; CAN/CSA-B66 for prefabricated septic tanks and sewage holding tanks; or ASTM Standard C 1613 for concrete grease interceptors;
 - c. Submission of written certification of tank designs or drawings assuring structural strength and integrity for anticipated internal and external loads by a registered professional engineer. Certification shall include the reviewed designs and drawings and be stamped with the registered professional engineer's seal.
 - 4) Designation of Assurance Method and Watertight Testing as required in paragraph (H)(7) of rule 3701-29-12 of the Ohio Administrative Code
 - a. Process assurance review. Annual certification of the manufacturer by the national precast concrete association, IAPMO research and testing, CSA quality management institute, or other methods approved by the director.
 - b. Product assurance review. Certification of compliance with one of the following standards,



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- as appropriate, by a registered professional engineer or ANSI approved testing facility for each model of tank.
- c. Field assurance review. Signed written certification provided by the manufacturer that all STS tanks shall be field tested as watertight in accordance with the either ASTM C 1719, for precast concrete tanks, IAPMO/ANSI Z1000 standard for prefabricated septic tanks and CAN/CSA B66 for prefabricated septic tanks and sewage holding tanks.
 - 5) Written Installation Instructions and Checklist
 - a. Detailed written installation instructions including but not limited to bedding and backfilling requirements, depth of cover specifications or restrictions, product specific procedures to address buoyancy concerns with the tank, and identification of all site and installation conditions where these procedures are necessary. Critical steps in the installation procedure to prevent damage to the septic tank shall be included in the instructions.
 - b. An abbreviated installation checklist for installer documentation of proper septic tank installation. The checklist should allow for a pass or a fail determination to be easily made by an inspector.
 - c. If multiple options are available for portions of the installation then each option must be described both in the instructions and on the checklist.
 - d. Any special equipment and/or special materials are clearly described and are generally available or are provided by the manufacturer at a reasonable cost.
 - e. Written steps or procedure for conducting the watertight field test for all tanks or as the designated field assurance method.

ODH Bureau of Environmental Health Contact Information for Questions:
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