



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
FAX (763) 755-8923 • [www.andovermn.gov](http://www.andovermn.gov)

The purpose of this form is to serve as a reminder to homeowner's and businesses that per city code 10-4 - requires a septic tank be pumped every 3 years or if required sooner. Please provide the name of septic pumper and date of service. The State requires proper documentation that a permit was obtained and pumped by a licensed pumper. This rule is under the Individual Sewage Treatment Systems Program (ISTS) - Chapter 7080 - Section 0175 - Maintenance. THANK YOU IN ADVANCE FOR YOUR COOPERATION IN THIS MATTER - ANDOVER BUILDING DEPARTMENT.

## ON-SITE SEWAGE DISPOSAL SYSTEM MAINTENANCE REPORT

(PLEASE COMPLETE IN FULL AND RETURN TO CITY OF ANDOVER)

1. Today's Date \_\_\_\_\_
2. Homeowner's Name (PLEASE PRINT) \_\_\_\_\_
3. Address \_\_\_\_\_
4. Date of original septic installation (if known) \_\_\_\_\_
5. Date of last repair or reconstruction of system (if known) \_\_\_\_\_
6. Date of last septic tank pumping \_\_\_\_\_
7. Name of septic pumper who pumped tank \_\_\_\_\_
8. Was maintenance cover removed for cleaning? \_\_\_\_\_  
If no please explain \_\_\_\_\_
9. Were baffles inspected? \_\_\_\_\_
10. Conditions of baffles? \_\_\_\_\_ good \_\_\_\_\_ need replacement  
Explain \_\_\_\_\_
11. Depth of scum? \_\_\_\_\_ Depth of sludge? \_\_\_\_\_
12. Fluid level in tank was \_\_\_\_\_ Below normal \_\_\_\_\_ Normal \_\_\_\_\_ Above Normal
13. Evidence of drain field failure? \_\_\_\_\_ Yes \_\_\_\_\_ No
14. Contractor \_\_\_\_\_  
MPCA License Number \_\_\_\_\_

OTHER COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Owner's Signature

# Tank Maintenance

## Frequency of Pumping

In *new home installations*, the tank should be pumped either before occupying the home or after one to three months of use as a precautionary measure to ensure good bacterial activity and proper operation. In new homes, sewage containing paint, varnish, stain, and other construction-related products can reduce the initial levels of bacterial activity causing damage to the soil treatment area. If construction work is not completed before occupancy, the tank should be pumped once work is complete.

Once a system is known to be operating properly, the guidelines on page 20 can be used to determine pumping frequency. Take into consideration both the calculated guideline results and the condition of the tank (amount of scum and sludge) at the last service visit. **Figure 13** illustrates how a licensed Maintainer will measure the scum and sludge levels in your tank to determine if it needs to be pumped. Homeowners should be present when the maintenance is done or be sure to get this information from the Maintainer.

**ALL** septic tanks **MUST** be periodically pumped to remove floating scum and sludge that accumulates. Floating scum or sludge that is allowed to enter the soil treatment area will cause expensive and often irreparable damage. Pumping frequency depends on tank size, use, and operating condition.

The pumping frequency guideline calculation for a typical household will suggest a pumping frequency of one to three years. If the result suggests very frequent pumping, the system may need to be upgraded and/or household habits changed. Even if your risk level is low, you should still have your tank evaluated every three years.

The guidelines suggest ways in which you can reduce your impact on your septic system. If you need help interpreting the results of the guidelines, contact a qualified septic system professional for additional advice.

Use the space in the folder accompanying this guide to record your septic tank cleaning dates.

**! Never go more than 36 months  
between cleanings or evaluations! !**

**Figure 13 – Inspection of  
scum and sludge layers**

