

Sewage System Inspection Requirements and Reporting Form

Algonquin Provincial Park Cottage Lot Program

As outlined in section 4.3 of the *Algonquin Provincial Park Cottage Lot Policy (2018-2038)*, all sewage systems on the cottage lot must be inspected between October 2016 and December 31, 2019 by a qualified inspector and any deficiencies remedied by December 31, 2019. Reports are to be submitted directly to the Algonquin Cottage Lot Program for all sewage system inspections including reports related to remediation. Reports can be submitted by mail or by email (if they are scanned originals bearing the signature of the inspector). For the purposes of the inspection, a qualified inspector is deemed to be an individual who is registered with the Ministry of Municipal Affairs and Housing to conduct sewage system inspections and has a current Building Code Identification Number (BCIN).

Septic inspections shall investigate and evaluate ALL sewage systems on the cottage lot including outhouses, grey water pits, septic tanks, leaching beds and holding tanks. Any cesspools should be identified and will be required to be removed/decommissioned. The cottager or an alternate must be on site to provide information with respect to number of rooms, fixtures, location of sewage systems etc. **All portions of this form must be completed by the inspector.**

The Inspector is to submit completed documents by mail to:

Algonquin Cottage Lot Program,
451 Arrowhead Park Road R.R. #3
Huntsville, ON P1H 2J4

Scanned originals (including signature) may also be sent by email (algonquin.cottages@ontario.ca).

The inspector is also to provide a copy to the cottager. Where any deficiencies are noted, MNRF will be providing a copy of the report to the applicable authority (North Bay-Mattawa Conservation Authority or the Township of Algonquin Highlands). For information or clarification contact the cottage lot program by email or phone at 705-645-7436.

Cottage Lot and Inspector Information

Cottage Lot APL Number: _____ Roll Number: _____

Lake and location description: _____

Date of Inspection: _____ Cottage lot primary contact: _____

Name of Cottager Present: _____

I hereby certify that I have completed an inspection of all sewage systems located on the above cottage lot and that all deficiencies noted have been included in my findings on the attached forms:

Signature

Name of Inspector:

Company/Affiliation: _____

BCIN: _____ Phone: _____ Email: _____

Describe the water supply? (Dug well/drilled well (and depth) or lake. Pressurized or gravity system. Other considerations):

Number of outhouses/composting toilets on lot: _____ Number of grey water pits on lot: _____

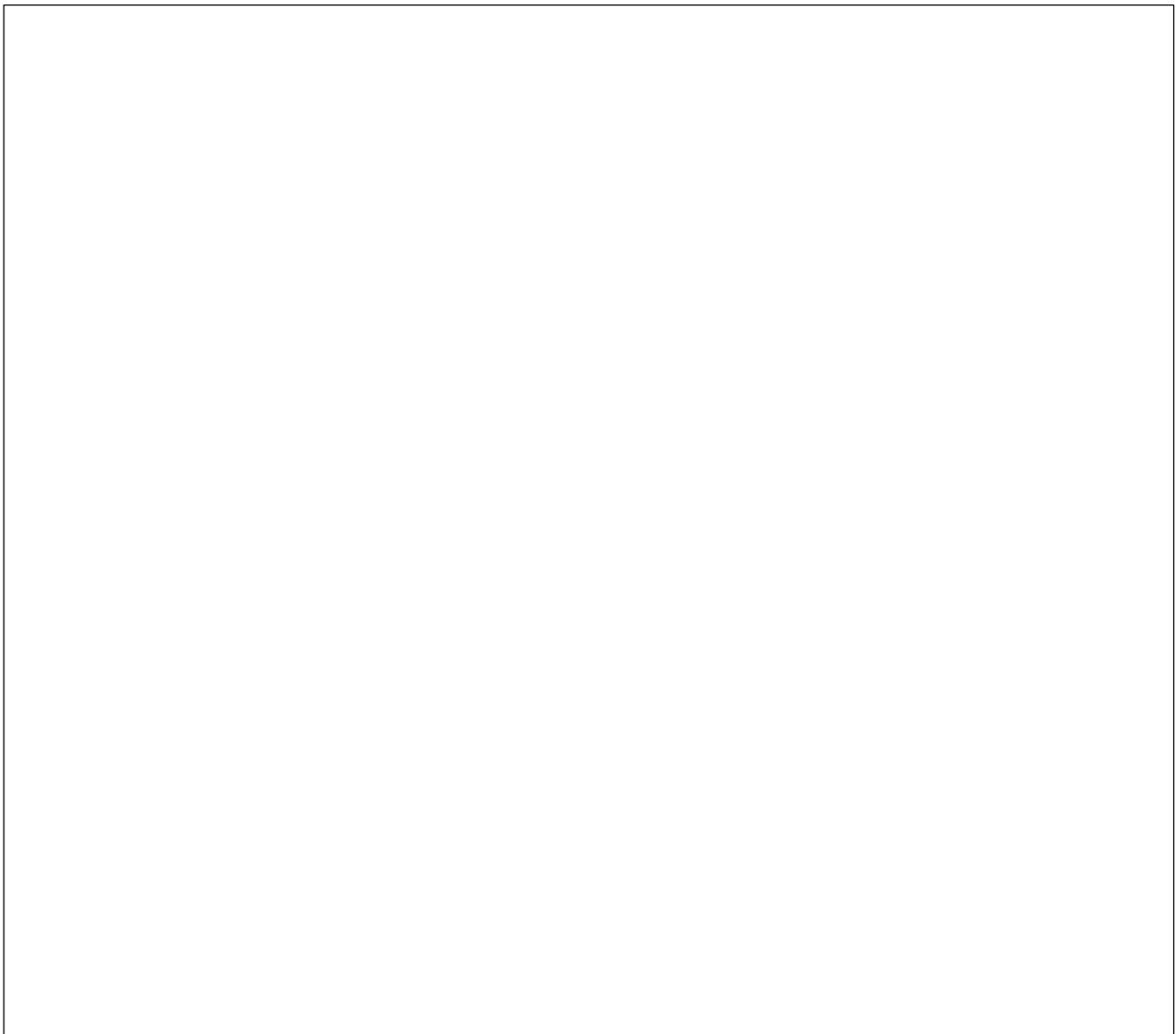
Number of class 4 systems on lot: _____ Number of holding tanks on lot: _____

Are there any cesspools or other systems on the lot? (Describe)

Are there any grey water drains discharging directly onto the ground or into the lake AND/OR is there a complete absence of a grey water system (throwing dish water on ground)?

Are there deficiencies requiring remediation for any sewage systems (details on the specific page):

Provide a Site Sketch including all sewage systems, water's edge and major buildings (attach separate sheet if required)

A large empty rectangular box with a thin black border, intended for a site sketch. The box is currently blank.

Outhouse / Composting Toilet (Page 1/2)

APL# _____

(Pages to be completed for each and every outhouse/composting toilet present on cottage lot – add pages as necessary)

Composting Toilet or Pit Privy? _____

If composting toilet, is it in a standalone outhouse/structure or in another structure?

Describe:

Measured minimum distance to the water's edge at the closest point (metres): _____

Does the construction of the outhouse comply with requirements for a class 1 sewage system as directed by Section 8.3 of Division B of the Ontario Building Code, appear to be maintained and functioning properly as per section 8.9 of Division B of the Building Code and is the outhouse set back at least 15 metres from the water's edge? Explain.

Specifically:

Structure

- What is the general conditions of the above ground structure?
- Is there earth mounded around the base of the sides of the outhouse to a height of at least 0.15 metres above ground level and is the surface of the ground around the outhouse graded such that surface water drains away?
- Is there a solid floor supported by a sill constructed of treated timber, masonry or other material of at least equal strength and durability?
- Are there one or more seats each having a cover and being supported by an enclosed bench or riser which is lined with an impervious material on all interior vertical surfaces?
- Is the door spring loaded or otherwise self-closing?
- Is there one or more openings for purposes of ventilation, all of which are screened? Is the outhouse or pit accessible to insects or animals?
- Is there a ventilation duct that is screened at the top end and that extends from the underside of the bench or riser to a point above the roof?

Explain:

(Outhouse continued on page 2/2)

PIT

- Is the pit surrounded on all sides and on its bottom by at least 0.6 m of earth?
- What is the height of the pile? (if 2/3 of the hole capacity the outhouse should be relocated)
- Are the sides of the pit reinforced so as to prevent collapse?
- Does the Pit appear to be at least .9 metres above ground water level? Is there standing water in the pit?
- Does the outhouse pit receive any waste other than human body waste? (i.e., flush toilet, sink drain, etc.)?

Explain:

Required Remediation

Explain:

(Pages to be completed for each and every grey water system/pit present on cottage lot – add pages as necessary)

Measured minimum distance to the water's edge at the closest point (metres): _____

Describe the building(s) that the grey water system/pit is servicing including overall size, number of bedrooms, bathrooms and kitchens:

Describe the number and types of fixtures draining to the grey water system/pit:

Does the construction of the grey water pit comply with the requirements for a class 2 sewage system as directed by Section 8.4 of Division B of the Ontario Building Code and appear to be maintained and functioning properly as per section 8.9 of Division B of the Building Code? Explain:

Specifically:

- Does the system receive any human excrement?
- Does the system/pit have a tight, strong cover?
- Is there earth mounded around the perimeter of the pit to a height of at least 0.15 m above ground level?
- Is the surface of the ground in the area of the pit graded so that surface drainage in the area will be diverted away from the pit?
- Is there any grey water on the ground's surface? Any spongy ground in the area of the system/pit?
- Is the pit surrounded on all sides and on its bottom by at least 0.6 m of earth?

Explain:

If the inside of the pit can be examined:

- Is the pit constructed in such a manner as to prevent the collapse of its sidewalls?
- Are the walls of the pit built in a manner to permit leaching from the pit (i.e., open jointed material)?
- Is there standing water inside the pit?

Explain:

Required Remediation

Explain:

Class 4 Sewage Systems (Septic tanks and leaching beds) (Page 1/1)

APL# _____

(Page to be completed for each and every class 4 system present on cottage lot)

Inspections for class 4 systems should be conducted following the guidelines provided by MMAH in the document "On-Site Sewage System Maintenance Inspections" dated March 2011 (can be found at <http://www.mah.gov.on.ca/Asset9158.aspx>) utilizing at minimum a Phase I Maintenance Inspection. Where a permit for the system cannot be provided or the systems is, or appears to be older than 25 years, a Phase II Follow-up Maintenance Inspection shall also be completed. The inspector shall complete and include a report summarizing the findings as per the criteria outlined in the Phase I and/or Phase II inspections.

In addition to the information to be collected as part of the Phase I and Phase II inspections, provide the following:

Measured minimum distance to the water's edge at the closest point (metres): _____

Describe the building(s) that the class 4 system is servicing including overall size, number of bedrooms, bathrooms and kitchens:

Describe the number and types of fixtures draining to the system:

When the system was last pumped out: Are there Records? _____

Does the construction of the system comply with the requirements for a class 4 sewage system as directed by Section 8.6 and 8.7 of Division B of the Ontario Building Code and appear to be maintained and functioning properly as per section 8.9 of Division B of the Building Code? Explain.

Required Remediation

Explain:

Class 5 Sewage Systems (Holding Tanks) (Page 1/1)

APL# _____

(Page to be completed for each and every holding tank present on cottage lot)

As per Section 8.8.1.2 and 8.9.2.5 of Division B of the Ontario Building Code, a class 5 sewage system (holding tank) must be operated in accordance with a written agreement for the disposal of sanitary sewage with a hauled sewage system operator (licensed sewage pumping company). A copy of the written agreement must be provided to MNRF.

Name of company with which a written agreement exists: _____

Measured minimum distance to the water's edge at the closest point (metres):

Describe the building(s) that the holding tank is servicing including overall size, number of bedrooms, bathrooms and kitchens:

Describe the number and types of fixtures draining to the system:

Approximate age of holding tank: _____

Approximate capacity of holding tank: _____

Material holding tank constructed from: _____

Overall condition of holding tank (describe):

Does the holding tank have:

- An audible and/or visual warning alarm? _____

- A vent that extends at least 0.3 m above grade with a vent cap? _____

How often is the tank pumped and when was the last pumping date (attach documentation)? _____

How full is the tank? _____

Required Remediation

Explain: