

Requesting Time of Transfer Information Or Requesting Time of Transfer Inspection

Policies/ Procedures
Guthrie/Cass/Adair/Audubon Counties

The Guthrie County Environmental Health Dept. is available to perform time of transfer inspections and provide information for Guthrie, Cass, Adair, and Audubon Counties.

This Dept. has two Certified Time of Transfer Inspectors on staff.

This Dept. recommends that upon listing of a property for sale or transfer that research be done to determine if there is an approved system present, what is known about the system, etc.

Other Certified Time of Transfer Inspectors must check with this Dept. for any records and information available.

Any time of transfer that is purported to be an exception to the inspection requirement due to the nine delineated exceptions in the Code of Iowa must have a proper notation on the revised Groundwater Hazard Statement clearly designating the Code exception. Failure to list the Code reference will result in this Dept. pursuing the new owner to assure that the exception is valid. Any transfer where there is a question of validity will be pursued for enforcement after review by the County Attorney.

Items not addressed in these policies/procedures will be handled as the Iowa Code, DNR rules, and other County regulations indicate are appropriate.

REQUESTING INFORMATION ON PRIVATE SEWAGE DISPOSAL SYSTEM RECORDS

Any person or business may contact this Dept. to determine if there is a permit for a specific location.

Individuals, real estate agents, lawyers, and similar professionals may receive a copy of any permit on file at no charge.

Certified Time of Transfer Inspectors or firms employing such inspectors will be provided copies of all records requested for a fee established by the Board of Health, payable in advance. No fee is assessed if the search determines there are no records.

REQUESTING A TIME OF TRANSFER INSPECTION **Systems with permits or where owner feels an acceptable system is present**

Reports will only be provided to the person or firm requesting the inspection.

The fee for the inspection must be paid in advance. For properties that have one on-site system, consisting of a septic tank and secondary treatment a fee shall be established by the Board by motion at any regular meeting. If a property has two separate septic tank and secondary treatment systems, then the Board shall establish an additional fee for inspection. Any system that has only one set of tanks but two or more secondary treatment systems shall be treated as a single system.

Whenever possible, two weeks advance notice should be provided.

This Dept. will conduct inspections promptly but times may be extended by any requirements for contractors to open tanks, utilities to be provided, etc.

It is the owner's responsibility to provide this Dept. with any pertinent information on the operation of the system or any conditions or problems with the system that bears on the viability of this system.

It is the owner's responsibility to provide safe access to the home/building as needed to complete the inspection.

It is the owner's responsibility to provide water service and electricity, where necessary. (Exceptions may apply)

If it is determined that electricity and/or water is needed and it is not provided, then the inspection will not be completed.

Testing of pumps and alarms and doing the stress test on the secondary treatment system will be conducted as follows:

1. Pumps and alarms must be tested for proper operation.

2. Stressing lateral fields:

On occupied buildings or vacant less than **one month** by adding 200 gallons of water to 1-2 bedroom homes or businesses. For each additional bedroom an additional 50 gallons of water is used. For places vacant for less than 6 months the gallons are doubled. If a building is vacant more than **two** months, no stress test is done. No stress test shall be done on small office, shop, and similar systems with minimal water usage and a lateral field sized at $\frac{1}{2}$ the smallest house field.

3. Stressing other secondary treatment systems: Dose with one average dose of gallons of 50-100 gallons.

4. Failure is determined by the backing up of water into the tank or the surfacing of water in the treatment area.

5. Some minor repairs may be made and a second stress test conducted where this Dept. determines that failure was likely due to minor problems that could be corrected.

6. Failure of the stress test requires the whole system to be brought up to current code.

It is the owner's responsibility to have the tank accessible as required to do the inspection. This may include locating the tank, opening existing tank accesses, or uncovering the whole tank top. It is a contractor's responsibility to contact and arrange appointments with the Dept. The Dept. will not track down contractors to set up meetings.

The tank pumper must work with this Dept. to set a day and time for pumping the tank so that both parties can be present.

When a tank is to be uncovered, accesses opened, etc., this Dept. and the contractor must agree upon which accesses must be opened. Failure of the tank requires the whole system to be brought up to current code.

Upon completion of the inspection, this Dept. will complete DNR Form 542-0191, the Time of Transfer Inspection Worksheet, and provide a detailed narrative letter delineating any problems noted with the system that do not result in failure of the system.

The narrative report shall list all noted deficiencies, how the deficiency affects the operation of the system, and how the deficiency can be corrected. Although minor deficiencies cannot be required to be fixed, this Dept. will strongly urge such corrections be made.

This Dept. will follow up on mandated repairs or replacement of the system in a timely fashion. This Dept. is also available to answer any questions and provide follow up information regarding any aspect of the official report.

Any failed system will require a percolation test and permit followed by an installation inspection by this Dept. with payment of all appropriate fees.

This Dept. will then, at no charge, provide a copy of the new permit and a letter indicating that no time of transfer inspection is required during the two years from date of installation of the system.

Any property with a previous time of sale inspection report issued within two years of a subsequent transfer shall, at no cost, receive a letter indicating that no time of transfer inspection is required for the subsequent sale. If the party needs a new copy of the original inspection, a fee (established by the Board of Health) shall be charged.

RECOMMENDATIONS ON NON-PERMITTED SYSTEMS

Systems lacking permits or likely to not be accepted

Any system that has been researched and has not permit on file is unlikely to be acceptable for transfer. Any system with a known surface discharge will not pass. Any system with a steel tank will not pass.

An owner who feels a non-permitted system has a suitable septic tank and a lateral field must: (1) expose the tank to meet the inspector's requirements to determine the size and condition of the tank, (2) pump the tank, (3) locate a distribution box or manifold to prove that a lateral field is present.

This Dept. will then be available to do the time of transfer inspection or notify the owner that the system does not meet all of the above requirements and thus fails.

Systems not passing shall have a percolation test conducted, permit issued, and new system installed and inspected as a part of the time of transfer.

This Dept will then, at no charge, provide a copy of the new permit and a letter indicating that no time of transfer inspection is required during the two years from the date of installation of the system.

WEATHER EXCEPTIONS TO ABILITY TO INSPECT BUILDING DEMOLITION EXCEPTIONS TO NEED TO INSPECT

For weather delays and demolition exceptions the proper form and agreement must be negotiated with this Dept. to set a date for compliance with the mandated inspection or for the demolition of the building(s) prior to any recording of the transfer.

Failure to comply with the agreement shall result in Board of Health action against the signer of the agreement. If the signer is not available, the current owner of the property will be deemed responsible for complying with the terms of the agreement.

These policies/procedures were adopted by the Guthrie County Board of Health at its July 15, 2009 meeting.
These policies/procedures were adopted by the Cass County Board of Health at its September 22, 2009 meeting.
These policies/procedures were adopted by the Audubon County Board of Health at its August 24, 2009 meeting.
These policies/procedures were adopted by the Adair County Board of Health at its September 15, 2009 meeting.
These policies/procedures were amended by the Guthrie County Board of Health at its May 15, 2013 meeting.
These policies/procedures were amended by the Guthrie County Board of Health at its March 19, 2014 meeting.