It is the responsibility of the homeowner to maintain, repair or replace all components of the septic system so that it will protect the environment and public health. Keep all information about your septic system and it’s maintenance within this folder. This record is important should problems develop with your system or if you sell your home. Keep this folder with your house records as a reference for any questions that may arise.

Home Address: ___________________________  Lot/Block: ________________________________
Subdivision: ___________________________  Septic Permit #: ____________________________
Septic Permit #: ___________________________  Date Issued: ______________________________
Legal Description: ___________________________

### Household and Septic System Information:

All additions and/or improvements to your home must be approved by Environmental Health so as not to adversely affect the system.

- **Number of Bedrooms:** ____________
  - Garbage disposal
  - Public water supply
  - Private water supply
  - Hot tub/Jacuzzi

- **Average Water Consumption: Per Month**
  - 3-Bedroom: 6-8 thousand gallons
  - 4-Bedroom: 8-10 thousand gallons
  - 5-Bedroom: 10-12 thousand gallons
  - Other: ________________________________

- **Septic Tank:**
  - Number of tanks: ____________
  - Capacity (Gallons): ____________
  - Manufacturer: ____________
  - Rectangle
  - One compartment
  - Concrete
  - Round/Oval
  - Multi-compartment
  - Fiberglass

- **Pump Tank:**
  - Capacity (Gallons): ____________
  - Pump horse power: ____________
  - Grease trap size: ____________

- **Aerobic Pretreatment Unit Size:**
  - Manufacturer: ____________

- **Absorption Field:**
  - Pipe and gravel (conventional)
  - High capacity chamber
  - Drip irrigation
  - Beds
  - Other: ____________

- **Accessories:**
  - Septic effluent filter
  - Siphon/Pump
  - Distribution box
  - Other: ____________

- **Additional Treatment Components:**
  - Biofilter
  - Disinfection
  - Constructed wetland
  - Other: ____________

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GWINNETT COUNTY BOARD OF HEALTH
ENVIRONMENTAL HEALTH SECTION

Gwinnett County
Public Utilities
STORM WATER MANAGEMENT

"Depend on Us to Protect Gwinnett's Health"
Note: Some manufacturers offer electronic transmitters to assist with locating the septic tank. Metal detectors are another possibility.

**Safety Checklist**

Never enter the septic tank. Toxic gases are produced by the natural treatment processes in septic tanks and can kill in minutes. Extreme care should be taken when inspecting a septic tank. Never smoke around or near septic tank openings.

Electrical lights, appliances, or tools are to be kept away from the septic tank and water or wet ground near the system.

Manholes serve the purpose for inspections and cleaning and should be locked or heavy enough to prevent children from opening them. Keep children and other spectators away from the system.

Pathogens present in wastewater are also present in the contents of the septic tank. These organisms are capable of spreading infectious disease. Use eye protection and gloves and always wash hands thoroughly with antibacterial soap before eating, drinking, or smoking. Change clothes before coming into contact with food and others after being around an onsite system.

When attempting to locate your system, be careful of both overhead and underground utility lines.
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<tr>
<th>Date:</th>
<th>*Service Performed:</th>
<th>Service Performed By:</th>
<th>Cost:</th>
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*Service must be performed by licensed and certified septic contractors only

## Tips to Avoid Trouble

**DO** have your tank pumped out and system inspected every 3-5 years by a licensed septic tank contractor (list can be obtained from Environmental Health)

**DO** practice water conservation. Repair dripping faucets and leaking toilets, run washing machines and dishwashers only when full, avoid long showers, and use water-saving fixtures.

**DO** learn the location of your septic tank system and absorption field and keep a sketch of it handy for service visits.

**DO** divert roof drains and the surface water flowing down driveways and hillsides away from the septic system.

**DO** take leftover hazardous household chemicals to your approved hazardous waste collection center for disposal. Use bleach, disinfectants, and drain and toilet bowl cleaners sparingly and in accordance with product labels.

**DON’T** allow anyone to drive or park over any part of the system or put any foundational structures on drainfields or tank. The area over the absorption field should be left undisturbed with only mowed grass cover. Roots from nearby trees or shrubs may clog and damage your drain lines.

**DON’T** make, or allow to be made, repairs to your septic system without obtaining the required health department permit. Use licensed septic contractors.

**DON’T** use commercial septic tank additives. These products do not help and some may harm your system in the long run.

**DON’T** use your toilet as a trash can by dumping non-biodegradables including fats and greases or harmful chemicals down your toilet or drains.

This folder has been provided by Gwinnett County Department of Public Utilities Storm Water Management Division in cooperation with the Gwinnett County Board of Health, Environmental Health Section.

For more information contact: Gwinnett Storm Water Mgt., 684 Winder Hwy. Lawrenceville, GA 30045 (678) 376-6929
**Important Numbers**

**Local Health Department:**

Gwinnett County Environmental Health Section  
240 Oak Street, Suite 101, Lawrenceville, GA. 30045  
770-963-5132  Fax: 770-339-4282

**Installer:**

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**Pumper:**

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**Operation & Maintenance Provider:**

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