N. C. Department of Environment and Natural Resources
Division of Environmental Health

INSPECTION OF WASTEWATER TREATMENT PLANT

Health Department | Name of Establishment | Type of Plant | Design Flow

Operator | Address | Phone

Remarks_____

	Yes	No	REMARKS
1. GENERAL CONDITION:			
Structurally sound, protected from corrosion, watertight?	☐	☐	
Floats/pipes/valves/disconnects in good working condition?	☐	☐	
Fenced, protected from unauthorized access?	☐	☐	
Grounds maintained in a safe, sanitary condition?	☐	☐	
Control panel enclosures/components in good condition?	☐	☐	
Standby power system operating properly, automatically?	☐	☐	
Monitoring data collected, reports submitted as required?	☐	☐	
Plant meeting flow and quality limits?	☐	☐	
2. HEADWORKS:			
Bar screenings being removed and disposed of properly?	☐	☐	
Comminutor/flow splitter operating properly?	☐	☐	
3. FLOW EQUALIZATION:			
Pumps/blower present, operating, and cycling properly?	☐	☐	
Controls/weirs adjusted to effectively equalize flow?	☐	☐	
High-water alarm present and operating properly?	☐	☐	
4. AERATION SYSTEM:			
All blowers present, operating, and cycling properly?	☐	☐	
Diffusers all open, no dead spots, air flow balanced?	☐	☐	
"Mixed liquor" looks and smells satisfactory?	☐	☐	
Settleability test: _____ (5 min.) _____ (30 min.) _____ (60 min.)			
5. CLARIFIERS:			
Effluent free of excess solids?	☐	☐	
Few floating solids and sludge blanket sufficiently deep?	☐	☐	
Sludge return pumps and skimmers operating properly?	☐	☐	
Sides/hopper walls scraped regularly?	☐	☐	
Weirs level, free of debris, algae?	☐	☐	
6. SLUDGE HOLDING TANK:			
Properly used for sludge wasting/concentration/aeration?	☐	☐	
Evidence of sludge being hauled as needed?	☐	☐	
7. TERTIARY FILTERS:			
In use and operating properly?	☐	☐	
Backwash pumps present, operating properly/automatically?	☐	☐	
Air scour blower(s) operate properly/automatically?	☐	☐	
No evidence of clogged filters, solids buildup?	☐	☐	
Mudwell pumps present, operating, and cycling properly?	☐	☐	
High-water alarm present and operating properly?	☐	☐	
8. CHLORINATOR:			
Present if required, operated and maintained properly?	☐	☐	
9. FLOW MONITORING DEVICE:			
Present and in good working condition:?	☐	☐	
10. EFFLUENT DOSING TANK:			
Effluent appears clear, free of suspended solids?	☐	☐	
Required pumps present, operating and cycling properly?	☐	☐	
High-water alarm present and operating properly?	☐	☐	
Elapsed time reading: _____ _____ _____ _____	☐	☐	

REMARKS/OTHER ITEMS INSPECTED: _____

SUMMARY OF IMPROVEMENTS NEEDED:

Improvement	**Repair Within (Days)**

DATE: _____ SIGNED: _____ AGENT

Division of Environmental Health

DENR 3703 (Revised 3/98)
On-Site Wastewater Section (Review 12/98)

SUMMARY OF IMPROVEMENTS NEEDED (*Continued*)

Improvement	**Repair Within (Days)**

INSTRUCTIONS

Purpose: Article 11 of Chapter 130A requires the Commission for Health Services to adopt rules governing the design, construction, and operation of wastewater systems. 15A NCAC 18A .1937 specifies that the local health department shall determine whether systems with an Operation Permit are operating properly at a frequency specified in Rule .1961, Table V(a), and that systems which exceed 3,000 gallons per day and other systems which are required to be designed by a professional engineer shall be reinspected annually. This form is developed to be used in making inspections of wastewater treatment plants.

Preparation: Local environmental health specialists shall complete the form every time they conduct an inspection of a wastewater treatment plant, along with DENR 3702. Prepare an original and two copies for:

1. Original to be left with the responsible person (attach to DENR 3702).
2. Copy for the local health department (attach to DENR 3702).
3. Copy for the On-Site Wastewater Section, Division of Environmental Health (attache to DENR 3702).

Disposition: This form may be destroyed in accordance with Standard 7, Inspection Records, of the *Records Disposition Schedule* published by the N.C. Division of Archives and History.

Additional forms may be ordered from:

On-Site Wastewater Section
Division of Environmental Health
P. O. Box 29594
Raleigh, NC 27626-0594
(Courier 52-01-00)