

CIRCULAR DEQ 4

**MONTANA STANDARDS
FOR SUBSURFACE WASTEWATER
TREATMENT SYSTEMS**

2004 Edition

- F. Emergency contact numbers for service providers, pumpers, the local health department, and the reviewing authority.

Installation manual

The installation manual must be submitted to the reviewing authority and include:

- A. A numbered parts list of system components with accompanying illustrations, photographs, or prints in which the components are respectively identified;
- B. Design, construction, and material specifications for the system's components;
- C. Schematic drawings of the system's electrical components;
- D. A process overview explaining the function of each component and a description of how the entire system functions when all components are properly assembled and connected;
- E. A clear description of installation requirements for, but not limited to, plumbing, electrical power, ventilation, air intake protection, bedding, hydrostatic displacement protection (floating in high ground water conditions), watertightness, slope, and miscellaneous fittings and appurtenances;
- F. A sequential installation procedure from the residence out to the effluent discharge connection; and
- G. A detailed start-up procedure.

Operations and maintenance manual

The system designer or manufacturer must provide comprehensive and detailed operation and maintenance instructions to the reviewing authority. The operation and maintenance manual must include:

- A. A maintenance schedule for all components;
- B. Requirements and recommended procedures for periodic removal of residuals from the system;
- C. A detailed procedure for visually evaluating function of system components;
- D. Safety concerns that may need to be addressed.

Service-related obligations

The entire wastewater treatment and disposal system must be assured proper O & M through an initial and renewed service contract for the life of the system or through other means approved by the reviewing authority.

A two-year initial service policy must be furnished to the owner by the designer, manufacturer or authorized representative with the following conditions.

- A. The initial service policy must contain provisions for four inspection/service visits (scheduled once every six months over the two-year period) during which electrical, mechanical, and other components are inspected, adjusted, and serviced;
- B. The service policy must contain a clause stating that the owner must be notified, in writing, about any improper system function that cannot be remedied during the time of inspection, and the written notification must include an estimated date of correction by the designer, manufacturer or its representative.

Service providers must maintain accurate records of their service contracts, customers, performance data, and time lines for renewing the contracts. These records must be available for inspection upon request by the reviewing authority. The reviewing authority may require copies of these records to be submitted.

The designer, manufacturer or authorized representative must make available, for purchase by the owner, an extended service policy with terms comparable to those of the initial service policy, which includes O & M service for the entire wastewater system. The service provider must notify the reviewing authority and local health department of service contracts that are not renewed.

In the event that a mechanical or electrical component of the system requires off-site repair, the local authorized representative must maintain a stock of mechanical and electrical components that can be temporarily installed until repairs are completed if repairs are expected to render the unit inoperable for longer than 24 hours.

Emergency service must be available within 48 hours of a service request.