

MAINE DEPARTMENT OF HUMAN SERVICES
DIVISION OF HEALTH ENGINEERING - WASTEWATER & PLUMBING CONTROL
SUPPLEMENT TO VOLUNTARY INSPECTION FORM HHE-240 - DESCRIPTION OF INSPECTION ITEMS

OBSERVATION & EXPLANATION	
YES	A record search was conducted, including owner, municipal, and state sources.
NO	A record search was not conducted - reason noted in narrative.
UNKN	Not applicable to this item.
N/A	A record search was not conducted - reason noted in narrative.
YES	A system design plan (HHE-200 Form) was located.
NO	System was installed prior to June 1974; design plan could not be located and may not exist.
UNKN	System was installed after June 1974 but design plan (HHE-200 Form) could not be located.
N/A	A record search was not conducted - reason noted in narrative.
YES	An external plumbing permit was located.
NO	System was installed prior to June 1974; external plumbing permit could not be located and may not exist.
UNKN*	System was installed after June 1974 but external plumbing permit could not be located.
N/A	A record search was not conducted - reason noted in narrative.
YES	A certificate of inspection was located.
NO	System was installed prior to June 1974; certificate of inspection could not be located and may not exist.
UNKN	System was installed after June 1974 but certificate of inspection could not be located.
N/A	A record search was not conducted - reason noted in narrative.
YES	Septic tank pumping and/or system repair records exist.
NO	Septic tank has not been pumped and/or system repaired.
UNKN	Current owner has not pumped tank and/or repaired system; verification with prior owners not possible.
N/A	A record search was not conducted - reason noted in narrative.
YES	Property is served by metered public or private water.
NO	Property is served by unmetered public or private water.
UNKN	Not normally applicable to this item.
N/A	A record search was not conducted - reason noted in narrative.

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YES	A review of the items relative to the internal plumbing was completed.
NO	A review of the items relative to the internal plumbing was not completed - reason noted in narrative.
UNKN	Not normally applicable to this item.
N/A	No internal plumbing exists on the property.
YES	Owner and/or tenant have resided on property within the last six months.
NO	Property has been vacant for previous six months or longer.
UNKN	Unable to verify occupancy during the previous six months.
N/A	No structure exists on the property.
YES	One or more garbage disposals are present.
NO	No garbage disposals are present.
UNKN	Unable to verify presence of garbage disposal - reason noted in narrative.
N/A	No internal plumbing exists on the property.
YES	One or more water treatment units are present.
NO	No water treatment units are present.
UNKN	Unable to verify presence of water treatment unit(s) - reason noted in narrative.
N/A	No internal plumbing exists on the property.
YES	One or more plumbing connections for clothes washers are present.
NO	No plumbing connections for clothes washers are present.
UNKN	Unable to verify presence of clothes washer(s) - reason noted in narrative.
N/A	No internal plumbing exists on the property.
YES	All plumbing fixtures are physically connected to a subsurface disposal system.
NO	One or more fixtures discharge to the ground surface or an open ditch.
UNKN	Unable to verify the connection of all plumbing fixture(s) - reason noted in narrative.
N/A	No internal plumbing exists on the property.
YES	All faucets close tightly without drips and all plumbing fixtures shut off properly.
NO	One or more plumbing fixtures do not shut off properly and/or one or more faucets drip when shut off.
UNKN	Unable to verify the condition of all water supplied plumbing fixture(s) - reason noted in narrative.
N/A	No internal plumbing exists on the property.

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OBSERVATION & EXPLANATION	
YES	A septic tank or aerobic treatment tank is part of the disposal system.
NO	Design plan specifies a treatment tank; no septic tank or aerobic tank is part of the disposal system.
UNKN	Unable to verify if a septic tank or aerobic treatment tank is present - reason stated in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.
YES	Observable portions of treatment tank in serviceable condition.
NO	Observable portions of treatment tank are deteriorated or cracked.
UNKN	Unable to observe treatment tank - reason noted in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.
YES	Liquid volume is adequate for the current use of the property.
NO	Liquid volume is not adequate for the current use of the property.
UNKN	Unable to observe treatment tank - reason noted in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.
YES	Access cover can be located and removed with 18 inches or less of excavation.
NO	Access cover cannot be located and/or removed - reason noted in narrative.
UNKN	Unable to observe treatment tank - reason noted in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.
YES	Inlet and outlet baffles are present and in serviceable condition.
NO	Inlet and/or outlet baffle(s) are missing or not in serviceable condition.
UNKN	Unable to observe treatment tank - reason noted in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.
YES	Liquid level at or below outlet invert.
NO	Liquid level above outlet invert.
UNKN	Unable to observe treatment tank - reason noted in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.
YES	Solids and/or scum occupy one-third or less of treatment tank volume.
NO	Solids and/or scum occupy more than one-third of treatment tank volume.
UNKN	Unable to observe treatment tank - reason noted in narrative.
N/A	No septic tank or aerobic treatment tank is present as part of the disposal system.

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OBSERVATION & EXPLANATION	
YES	A grinder and/or effluent pump and tank are part of the disposal system.
NO	Design plan specifies grinder and/or effluent pump and tank; no pump(s) and tank(s) is present.
UNKN	Unable to verify if a grinder and/or effluent pump and tank is present - reason stated in narrative.
N/A	No grinder and/or effluent pump and tank is present as part of the disposal system.
YES	Observable portions of pump(s) and tank(s) in serviceable condition.
NO	Observable portions of pump(s) and tank(s) are deteriorated or cracked.
UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
N/A	No pump(s) or tank(s) are present as part of the disposal system.
YES	Pump power and high water alarm circuits have separate breakers.
NO	Pump power and high water alarm circuits have common breaker.
UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
N/A	No pump(s) or tank(s) are present as part of the disposal system.
YES	Access cover can be located and removed with 6 inches or less of excavation.
NO	Access cover cannot be located and/or removed - reason noted in narrative.
UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
N/A	No pump(s) or tank(s) are present as part of the disposal system.
YES	Pump on, pump off, and high water alarm float switches present and functional.
NO	Pump on, pump off, and/or high water alarm float switches missing or not functional.
UNKN	Unable to observe pump(s) and tank(s) - reason noted in narrative.
N/A	No pump(s) or tank(s) are present as part of the disposal system.

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OBSERVATION & EXPLANATION	
YES	A subsurface wastewater disposal area is part of the disposal system on the property.
NO	Design plan specifies a subsurface wastewater disposal area; one is not present on the property.
UNKN	Unable to verify if a subsurface wastewater disposal area is present - reason stated in narrative.
N/A	A subsurface wastewater disposal area is not part of the waste disposal system for this property.
YES	All disposal system pipes and components are covered and surface area is clear of obstructions.
NO	Disposal system pipe(s) and/or components are exposed; or surface area is not clear of obstructions.
UNKN	Unable to verify if a subsurface wastewater disposal area is present - reason stated in narrative.
N/A	A subsurface wastewater disposal area is not part of the waste disposal system for this property.
YES	Subsurface wastewater disposal area functioning per definition - no malfunction present.
NO**	Subsurface wastewater disposal area not functioning per definition - malfunction present.
UNKN	Unable to verify if a subsurface wastewater disposal area is present - reason stated in narrative.
N/A	A subsurface wastewater disposal area is not part of the waste disposal system for this property.
YES	Ground surface on wastewater disposal area is stable, with no visible evidence of surface erosion.
NO	Ground surface on wastewater disposal area not stable, with visible evidence of surface erosion.
UNKN	Unable to verify if a subsurface wastewater disposal area is present - reason stated in narrative.
N/A	A subsurface wastewater disposal area is not part of the waste disposal system for this property.
YES	Observed disposal system to water supply setback(s) concur with design plan - (HHE-200 Form).
NO	Observed disposal system to water supply setback(s) do not concur with design plan (HHE-200 Form).
UNKN	Unable to verify subsurface wastewater disposal area to water supply setback - reason stated in narrative.
N/A	A subsurface wastewater disposal area is not part of the waste disposal system for this property.
YES	Observed disposal system to water body setback(s) concur with design plan (HHE -200 Form).
NO	Observed disposal system to water body setback(s) do not concur with design plan (HHE-200 Form).
UNKN	Unable to verify subsurface wastewater disposal area to water body setback - reason stated in narrative.
N/A	A subsurface wastewater disposal area is not part of the waste disposal system for this property.

**** Malfunctioning system:** A system that is not operating or is not functioning properly. Indications of a malfunctioning system include, but are not limited to, any of the following: ponding or outbreak of waste water or septic tank effluent onto the surface of the ground; seepage of waste water or septic tank effluent into parts of buildings below ground; back-up of waste water into the building served that is not caused by a physical blockage of the internal plumbing; or contamination of nearby water wells or waterbodies/courses.