

2024 SSTS Septic Tank Installation record/submission form

Subsurface Sewage Treatment System (SSTS) Program

Doc Type: Data Collection

Requirements on page 2.

Instructions: Please print clearly or type your submission(s). Information about the SSTS tank fee can be found on the Minnesota Pollution Control Agency's (MPCA) website at <https://www.pca.state.mn.us/business-with-us/ssts-installation>.

Electronic submittal: If you would like to submit this form electronically, please visit the MPCA's website at <https://www.pca.state.mn.us/business-with-us/ssts-installation>, save the form to your computer; complete the form, save the completed form and send the form to the MPCA by attaching the form to an email message, using *SSTS tank installation form* as the subject line to sststanks.pca@state.mn.us. If you do not receive an automated email response, please contact us.

Note: All fields under Installer information and Certification **must** be filled out.

Paper submittal: To submit this form by paper copy, please mail completed form to:

Minnesota Pollution Control Agency – 5th floor
Olivia Hood
520 Lafayette Road North
St. Paul, MN 55155

Note: Do **not** include payment with this form.

To avoid license suspension, this form must be submitted by January 30th.

Installer information (Required)

1. Total number of installed tanks in 2024: _____
2. Installer business name: _____ Business license no.: L
Address: _____
City: _____ State: _____ Zip code: _____
Phone: _____ Email address: _____

SSTS septic tank installation record

List the cities, townships, or counties where you installed septic system tanks in 2024:	Number of tanks installed in each jurisdiction:
Total number of tanks installed: <i>(Enter this amount on line #1 above - If needed, please include additional pages)</i>	

Approval

By typing/signing my name below, I certify the above information to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Business representative

Signature: _____

Date (mm/dd/yyyy): _____

☐ Check if electronically signing and type name in Signature field.*I certify that I have electronically signed this document.*

SSTS tank fee requirements

According to Minn. Stat. § 115.551, SSTS installers in Minnesota are required to pay a \$25.00 fee for each septic system tank they install. The statute requires SSTS installers to submit this form by January 30 each year to show the number of tanks installed in each jurisdiction in the previous year. Additionally, the statute requires the MPCA to send SSTS installers an invoice prior to installers submitting payment for their septic system tank fees. Invoices will be sent based on when the MPCA receives the form (see below).

- **December:** Installers should check with Local Governmental Units (LGUs) to verify the number of tanks they installed.
- **January:** SSTS Installers must complete this entire form and submit it to the MPCA by January 30. SSTS installers who did not install any tanks this calendar year shall report zero on this form. **Do not include payment with this form. Payments submitted with this form will be returned.** Failure to submit the form may result in license suspension and/or escalated enforcement action.
- **Invoice Timing:** SSTS Installers who report installing one or more septic system tank will receive an invoice in February if the MPCA receives their form **by January 30**. Invoices will be issued monthly for forms received after the deadline. For example, if the form is received in February, the invoice will be issued in March. **The invoice must be paid within 30 days of receipt.** Directions for payment options will be found on the invoice. Failure to submit payment may result in license suspension and/or escalated enforcement action. Unpaid fees may be sent to the Department of Revenue for collection.
- **Questions:** Call Olivia Hood at 651-757-2031.

“Septic system tank” includes septic tanks, dosing chambers, holding tanks, aerobic tanks, and tanks for sand/peat/textile filters. A combination septic tank/dosing chamber that exists as a single tank is considered one tank.