

Basic Inspector Task Analysis		
I.	Participate in certification program	
	I.A	Complete training
	I.B	Pass certification exam
	I.C	Apply for certification
	I.D	Complete experience with mentor
	I.D.1	Conduct work duties in compliance with restrictions of apprentice or employee designation
	I.E	Complete continuing education
	I.E.1	Complete soils-specific continuing education
	I.F	Provide mentorship according to state code
II.	Obtain Basic Inspector business license	
	II.A	Apply for a business license
	II.A.1	Employ a Designated Certified Individual (DCI)
	II.A.2	Maintain appropriate SSTS surety bond and general liability insurance
	II.A.3	Remit appropriate business license fee
	II.B	Renew business license
III.	Conduct new construction or replacement system permitting and inspection activities	
	III.A	Review and validate required reports to issue construction permit
	III.A.1	Review and validate preliminary evaluation report
	III.A.1.1	Confirm domestic strength waste is anticipated
	III.A.2	Review and validate field evaluation report
	III.A.3	Review and validate complete design report
	III.A.3.1	Confirm building classification, system type, and system permit flow and design flow
	III.A.4	Review and validate ISTS management plan
	III.A.4.1	Confirm management plan is complete and includes maintenance requirements and frequencies
	III.A.4.2	Confirm management plan appropriately delegates operational responsibilities between owner, Maintainer, and Service Provider
	III.A.5	Determine if an operating permit will be required for Type I-III SSTS ≤ 2500 gpd
	III.A.5.1	Define required management activities, frequencies, and reporting requirements
	III.A.5.2	Confirm permit holder is aware of management responsibilities and renewal process
	III.A.5.3	Verify Type I - III SSTS ≤ 2500 gpd meets operating permit requirements and renew operating permit
	III.A.6	Follow state requirements and locally defined protocol to issue construction permit
	III.A.6.1	Confirm design application has valid certified signature under a valid business license
	III.A.6.2	Stipulate installation be completed under a valid business license or valid licensure exemption
	III.A.7	Follow consistent process to approve or deny changes to original permit application
	III.A.7.1	Manage scenarios in which multiple designs in different locations, design changes, or varying soil interpretations are submitted by one or more licensed professionals
	III.A.7.2	Implement appropriate permitting and review of SSTS repair, rejuvenation, or remediation activities

Basic Inspector Task Analysis

	III.A.8	Confirm authorization by state and local program to perform basic inspector activities
	III.A.8.1	Confirm that no conflict of interest exists between Inspector, Designer, Installer, and system owner
III.B		Conduct new construction or replacement system inspection
	III.B.1	Evaluate and verify acceptable site conditions
	III.B.1.1	Identify the constructability of a site
	III.B.1.2	Match benchmark and elevations to design report
	III.B.1.3	Confirm soil treatment areas have been protected from disturbance and/or compaction
	III.B.1.4	Confirm SSTS abandonment activities have taken place according to applicable requirements
	III.B.1.5	Confirm acceptability of any reused existing SSTS components
	III.B.1.6	Confirm all applicable setbacks are being met
	III.B.2	Evaluate building sewer per Minnesota Plumbing Code requirements
	III.B.2.1	Verify adequate slope of building sewer
	III.B.2.2	Verify depth of inlet to septic tank
	III.B.2.3	Verify acceptable building sewer material and diameter
	III.B.2.4	Verify acceptable building sewer construction practices
	III.B.2.5	Verify building sewer meets testing requirements
	III.B.2.6	Verify building sewer meets accessibility requirements for maintenance activities
	III.B.3	Inspect sewage tanks to state code and local standards
	III.B.3.1	Verify sewage tank is level
	III.B.3.2	Verify adequate sewage tank burial depth and cover
	III.B.3.3	Verify sewage tank is registered or otherwise acceptable
	III.B.3.4	Verify sewage tank was installed with acceptable construction practices
	III.B.3.5	Verify sewage tank meets watertightness requirements
	III.B.3.6	Verify sewage tank meets accessibility requirements for maintenance activities
	III.B.3.7	Verify sewage tank matches SSTS design specifications
	III.B.4	Inspect supply pipe and/or collection system to state code and local standards
	III.B.4.1	Verify adequate drainback of supply pipe and/or collection system
	III.B.4.2	Verify adequate burial depth of supply pipe and/or collection system
	III.B.4.3	Verify acceptable supply pipe and/or collection system materials and diameter
	III.B.4.4	Verify acceptable supply pipe and/or collection system construction practices
	III.B.4.5	Verify supply pipe and/or collection system meets testing requirements
	III.B.4.6	Verify supply pipe and/or collection system meets accessibility requirements for maintenance
	III.B.4.7	Verify supply pipe and/or collection system matches SSTS design specifications
	III.B.5	Inspect pump, alarms, and dosing schedule to state code and local standards
	III.B.5.1	Verify acceptable installation practices for pumping system components and alarms
	III.B.5.2	Verify pumping system components and alarms are accessible and replaceable
	III.B.5.3	Verify pumping system components and alarms are functional
	III.B.5.4	Verify pumping system components and alarms match SSTS design specifications
	III.B.6	Inspect distribution system and soil dispersal area to state code and local standards
	III.B.6.1	Verify that distribution system and soil dispersal area is level and on the contour
	III.B.6.2	Verify elevations and layout of distribution system, media, and soil dispersal area
	III.B.6.3	Record that adequate vertical separation exists below the entire soil dispersal area
	III.B.6.4	Verify the use of acceptable construction materials
	III.B.6.5	Verify that adequate cover and vegetation has been placed above the soil dispersal area

Basic Inspector Task Analysis

		III.B.6.6	Verify that distribution media is registered or otherwise acceptable
		III.B.6.7	Verify acceptable distribution system and soil dispersal area construction practices
		III.B.6.8	Verify distribution system and soil dispersal area components are accessible
		III.B.6.9	Verify distribution system and soil dispersal area matches design specifications
	III.B.7		Obtain complete as-built form with certified signature from ISTS Installer
		III.B.7.1	Confirm installation was completed under a valid business license or valid licensure exemption
	III.B.8		Complete inspection reporting activities to state code and local standards
		III.B.8.1	Confirm that certificate of compliance or notice of non-compliance is complete; includes the vertical separation distance report, management plan, property information, and acceptable site map
		III.B.8.2	Issue certificate of compliance only if reasonable assurance is evident that the system was built according to the approved construction permit
		III.B.8.3	Issue notice of noncompliance with specific reason(s) for noncompliance and corrective actions to bring system into compliance
		III.B.8.4	Confirm that individual authorized by the local unit of government to conduct the new construction or replacement inspection has signed the certificate of compliance or notice of noncompliance and submitted the inspection form to the local unit of government and system owner within 15 days
IV.	Conduct existing system inspection		
	IV.A	Communicate with client to determine if you will complete a compliance inspection or a different type of evaluation	
	IV.B	Confirm authorization to conduct basic inspection activities	
		IV.B.1	Verify that no conflict(s) of interest interferes with ability to conduct duties
		IV.B.2	Gather and review prior SSTS records; permits, soils data, service records, and compliance inspections
		IV.B.3	Determine system type, age, and flow
	IV.C	Use acceptable methods to determine if the ISTS poses an imminent threat to public health and safety (ITPHS)	
		IV.C.1	Confirm location and safe status of all system components
		IV.C.2	Produce narrative explanation of observations and other methods used to determine if ISTS poses ITPHS according to state and local definitions
	IV.D	Use acceptable methods to determine if sewage tanks are seepage pits, cesspools, or other pits	
		IV.D.1	Identify date and validity of prior tank integrity assessment, and attach as supporting documentation, if used
		IV.D.2	Confirm seepage pit meets state and local standards
		IV.D.3	Produce narrative explanation of observations and other methods used to determine the hydraulic integrity of sewage tanks according to state and local definitions
	IV.E	Use acceptable methods to determine if soil treatment area has adequate vertical separation between the bottom of distribution media and the limiting condition	
		IV.E.1	Use system type, age, location, source, and design information to identify required vertical separation depth
		IV.E.2	Define elevation of distribution media bottom
		IV.E.3	Define depth of vertical separation that exists and compare to vertical separation requirement
		IV.E.4	Identify and attach previously completed vertical separation assessments that are acceptable for use
		IV.E.5	Produce narrative explanation of observations and other methods used to determine if adequate vertical separation exists between the bottom of distribution media bottom and the limiting condition according to state and local definitions
	IV.F	Use acceptable methods to determine if other criteria affect compliance	
		IV.F.1	Conduct hydraulic performance test
		IV.F.1.1	Verify all required sources enter ISTS
		IV.F.1.2	Confirm that sewage moves through system as designed
		IV.F.1.3	Conduct hydraulic load test if determined necessary
		IV.F.2	Evaluate other design, installation, operation or maintenance conditions that may affect compliance
		IV.F.3	Produce narrative explanation of observations and other methods used to determine compliance status according to state and local definitions
	IV.G	Determine if operating permit exists for Type I-III ISTS, and determine if conditions of operating permit are met	

Basic Inspector Task Analysis

	IV.H	Complete inspection reporting activities within 15 days
	IV.H.1	Issue certificate(s) of compliance if state and applicable requirements for compliance are met
	IV.H.2	Issue notice(s) of noncompliance with specific reason(s) for noncompliance with state and local standards
	IV.H.3	Provide certified signature of individual that conducted the inspection activities and submit complete inspection report to the local unit of government and system owner
V.		Conduct duties within context of local, state, and federal programs
	V.A	Identify and comply with local requirements
	V.A.1	Provide best practice education for SSTS management and operational performance in all professional activities
	V.A.2	Follow local inspection protocol that defines frequency, times, and activities of new construction or replacment inspections
	V.A.3	Identify state or local inspection trigger that defines the need for a certificate of compliance or notice of noncompliance for an existing ISTS (as opposed to some other purpose and outcome for a system assessment)
	V.A.4	Create and file official records in local data management system
	V.A.4.1	Create and file official records for new construction and replacement SSTS, including construction permit, design report, operating permit, soil verification report, certificate of compliance, notice of noncompliance, as-built report, etc.
	V.A.4.2	Create and file official records for existing system compliance inspections and other compliance management activities, including certificate(s) of compliance, notice(s) of noncompliance, service reports, official notifications, etc.
	V.A.5	Incorporate differences between applicable requirements and Minnesota Rules Chapters 7080, 7081, and 7082 into inspection activities, reporting requirements, and local program implementation
	V.A.5.1	Identify and complete all locally required forms
	V.A.5.2	Enforce local standards
	V.A.5.3	Develop and participate in locally defined dispute resolution process
	V.B	Identify all applicable administrative activities and their respective authorities
	V.B.1	Facilitate multi-jurisdictional activities
	V.B.2	Facilitate state or local variance process upon request of owner or agent
	V.B.3	Facilitate proper inventory of Class IV and V underground injection wells
	V.B.4	Identify and complete required forms from other departments, programs, or jurisdictions
	V.B.5	Administer septage requirements in accordance with CFR 40 Parts 257 and 503 and Minnesota Septage Management Guidelines
	V.B.6	Document system information for annual reporting to the state