

## VIDEO 7: RECORDS COMPLIANCE, ANNUAL REPORTING - MPCA SSTS ADMINISTRATIVE TRAINING

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and  
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2013

## Introduction

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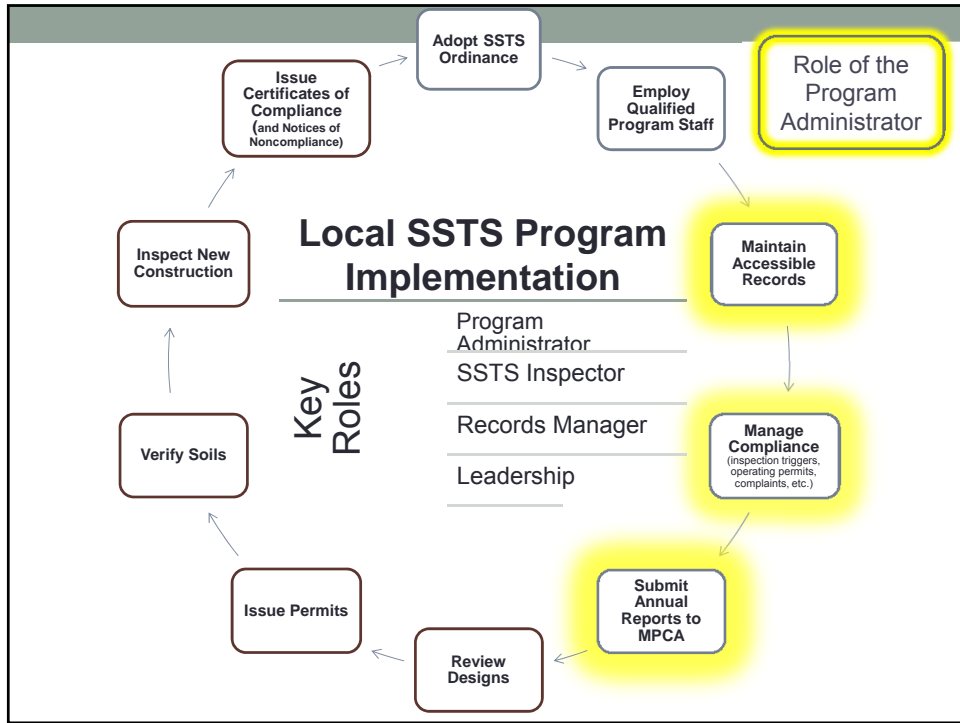
Talk 7 of 13

### Expectations of Local SSTS Programs

- Maintain Accessible Records
- Manage Compliance
- Submit Annual Report to MPCA

### Learning Outcomes

- Understand the need to maintain SSTS records
- Identify SSTS compliance triggers, such as zoning and building permits, point of sale, operating permits, complaints
- Understand the requirement for all SSTS programs to submit an Annual Report to the MPCA by Feb 1<sup>st</sup> each year



## SSTS RECORDS

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Importance of Maintaining Accessible SSTS Records

## Maintain Accessible Records

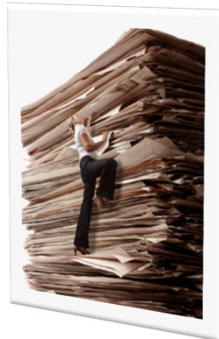
- **Where:** Each local unit of government with an SSTS program, typically house records at office facilities.
- **What:** SSTS Records
  - SSTS permit applications, design, and construction permits
  - Soil verifications
  - Inspections
    - New systems
    - Replacement systems
    - Existing systems
  - Certificates of Compliance/Notice of Noncompliance
  - Correspondence –Complaints, point of sale follow-up
  - Operating permits



## Maintain Accessible Records

- **How:** Accessible Records

- Paper copies
- Electronically stored
- IT Support
- Office support staff



## MANAGE COMPLIANCE

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Ways SSTS compliance occurs at the local level

## SSTS Compliance

- Triggers for Compliance Inspections - Existing Systems
  - Building Permit
  - Zoning Permit (CUP, Variance...)
  - Point of Sale (selling a property)
  - Complaints
  - Operating Permit
  - Inventory



## SSTS Compliance

- Process for Compliance Inspections – Existing System
  - Qualified Employee / Licensed SSTS Inspector
  - State Inspection Form (15 days to submit)
  - Certificate of Compliance / Notice of Noncompliance
  
  - Follow-up letter(s) to system owner
  - Timeframe to upgrade SSTS
  - Support system to track upgrades
  - Enforcement
    - Local per local ordinance
    - Local and state (Straight-Pipe Law)



## ANNUAL REPORT

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An Annual Report is required to be submitted each year to the MPCA by all local SSTS programs.

# Annual Report

▪ **Why**

- Specified in the rules
- Summarize SSTS efforts statewide
- Credible information available when legislators ask
- Documents the SSTS work accomplished

• **Who**

- All local units of gov't with SSTS programs
- In 2012, local reports submitted by 210 programs
- 546,000 septic systems reported

• **When**

- By February 1 for the previous calendar year

# Annual Report

▪ **How**

- Email spreadsheet to each SSTS program – sent December each year
- 4 tabs to complete
- Return completed spreadsheet by February 1

▪ **What**

- List in 7082.0040 (Subp. 5)
- Program information
- System information
- Inspectors
- LGU programs in the county
- Tank fee
  - Installers
  - Owner installed

License #	State Tank Fee	# of Installers	# of Systems	# of Inspectors	Inspector Name	Address	City	State
1-2188	0	0	0	0				
1-2192	0	0	0	0				
1-2813	0	0	0	0				
1-2817	0	0	0	0				
1-2829	4	0	0	0				
1-2827	0	0	0	0				
1-2832	2	0	0	0				
1-2834	2	0	0	0				
1-2836	2	0	0	0				
1-2837	0	0	0	0				
1-2773	0	0	0	0				
1-2840	0	0	0	0				
1-2898	0	0	0	0				
1-2899	2	0	0	0				
1-2900	0	0	0	0				
1-2901	0	0	0	0				
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# Annual Report

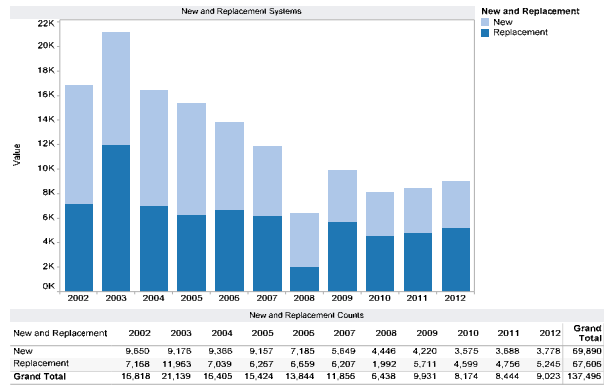
## MPCA's Annual SSTS Report

2012 SSTS Annual Report



Subsurface Sewage Treatment Systems in Minnesota

May 2013



## SUMMARY

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## Summary

- SSTS records need to be maintained by the local permitting authority
- SSTS compliance can be managed through local permit issuance, point of sale, complaints, operating permits, and systematic inventories
- Annual Reports for SSTS are required by all local SSTS programs and are due by February 1<sup>st</sup> for the previous calendar year