



**STATE OF ALASKA**  
**DEPARTMENT OF ENVIRONMENTAL CONSERVATION**



**DOCUMENTATION OF CONSTRUCTION INSTRUCTIONS**

This form is applicable to document the construction of conventional onsite wastewater disposal systems that were installed in strict conformance to the Onsite Wastewater System Installation Manual. A “conventional onsite system” treats domestic wastewater only and uses a septic tank followed by a conventional soil absorption system (SAS); the system may also include a lift station. Full definitions of these and other applicable terms are found in 18 AAC 72.990. Wastewater Disposal Regulations (18 AAC 72), the Onsite Wastewater System Installation Manual (OWSIM) and this form can be found on the Engineering Support and Plan Review Home Page at [dec.alaska.gov/water/wastewater/engineering](http://dec.alaska.gov/water/wastewater/engineering).

18 AAC 72 allows conventional onsite systems that meet all prescriptive requirements of Article 1 and the OWSIM to be installed without prior plan approval. 18 AAC 72.035(d) specifies who may install conventional onsite systems. Homeowners may install conventional onsite systems serving their owner-occupied private residence, provided they meet the training requirements and have their site specific soils classified by a professional. Systems serving a private residence or a small commercial facility may be installed by a certified installer or by an individual under the inspection or supervision of a registered engineer, in accordance with the engineer’s design. In addition to a private residence or a small commercial facility, registered engineers may design and install (or inspect/supervise construction of) a conventional onsite system that serves one multi-family dwelling with no more than 16 bedrooms total (<2500 gpd design flow) in accordance with the OWSIM. For those systems installed under 18 AAC 72.035(d), this form, including testhole log, must be completed and submitted to ADEC within 90 days of construction completion. In addition, the following information must be attached as applicable:

**Submission requirements for all installations:**

1. Sealed engineer’s soils report and/or percolation test results if required because of soil type
2. If sand liner was installed, sand liner gradation analysis or other report indicating material specifications were met
3. \$115 Registration Fee

**Minimum photographic documentation required labeled with legal description:**

1. Septic tank with inlet or outlet exposed and gallonage label showing
2. Open excavation of absorption field and line leading to it
3. Filter fabric pulled back to reveal screened gravel and perforated pipe in absorption field
4. Finished grade and landscaping with standpipes
5. Sewer line(s) including drop connections, clean outs, bends, junctions, etc.
6. If applicable, sand liner excavation and the sand in place
7. If applicable, lift station with audio/visual alarm
8. If applicable, effluent filters and other specialized components

**Additional submittal requirements for Approved Homeowners:**

1. Record of a soil classification from a soil testing lab or report from the registered engineer who rated the receiving soil
2. Copy of letter from ADEC confirming the homeowner has completed the required training

**Submittal requirements for systems installed by, or under the inspection/supervision of, a registered engineer:**

1. Record drawings in accordance with 18 AAC 72.010(c)(1); may use sheets provided with this form
2. Documentation of Construction Form sealed and signed by the registered professional engineer

**The Documentation of Construction form and applicable attachments must be submitted to the local area ADEC Office. Office locations are listed below and is available at [dec.alaska.gov/water/wastewater/engineering/area-offices](http://dec.alaska.gov/water/wastewater/engineering/area-offices).**

ADEC Office	Address	Office Line	Notification Line*
Anchorage	555 Cordova Street, Anchorage, AK 99501	907-269-7500	907-269-6285
Fairbanks	610 University Avenue, Fairbanks, AK 99709	907-451-2109	907-451-2184
Juneau	410 Willoughby Avenue, Juneau, AK 99803	907-465-5350	907-465-5350
Kenai	43335 Kalifornsky Beach Rd, Suite 11, Soldotna, AK 99669	907-262-3402	907-262-3424
Mat-Su Valley	1700 E Bogard Rd, Bldg B, Suite 103, Wasilla, AK 99654	907-376-1871	907-376-5139

\*Use the Notification line to notify the ADEC Office closest to the wastewater system construction site at least 24 hours prior to any planned wastewater system installation or repair.

Date Received	<b>State of Alaska</b> <b>Department of Environmental Conservation</b> <b>Documentation of Construction</b>	Processed by:
		Date:
		SEPTS Key #:

**Part I. General Information**

Legal Description	PAN or Tax ID#:		
Street Address	City (or nearest community):		
Coordinates	Latitude:	Longitude:	Datum:
Installer Name, Email, & Phone #			

**Part II. Wastewater Disposal System**

Facility Served	<input type="checkbox"/> Private Residence - # of buildings:	<input type="checkbox"/> Multi-family - # of Units:	Total # Bedrooms:			
	<input type="checkbox"/> Small Commercial Facility (< 500 gpd)	<i>show design flow calculations in Comments section below</i>		Total Design Flow (gpd):		
<input type="checkbox"/> New System <input type="checkbox"/> Repair/Replace Existing (state new components installed and decommissioning/inspection results of existing components):						
System Installed By: <input type="checkbox"/> Certified Installer <input type="checkbox"/> Approved Homeowner <input type="checkbox"/> Registered Engineer/Supervision or Inspection by Registered Engineer			Notification Date:			
			Date Installed:			
Septic Tank	Capacity (gal):	# of Compartments:	Material:	Manufacturer:		
Lift Station	Manufacturer:	Pump (make/model):		Alarms: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Type of Field	<input type="checkbox"/> Deep Trench <input type="checkbox"/> Shallow Trench <input type="checkbox"/> Leach Pit <input type="checkbox"/> Bed <input type="checkbox"/> 5-Wide					
Soils – Visual and Perc Test	Classification:	Application Rate (sq. ft./bedroom):	Percolation Rate (min/inch):			
Attach percolation test results or other soils report sealed by registered professional engineer as applicable.						
Soil Absorption System Details	Length (ft):	Width (ft):	Rock Depth:	Effective Area (sq ft):		
	Rock Grade:	Graveless Media: # Units:	Unit Area:	Manufacturer:		
Freeze Protection		Septic Tank	Absorption Area	Sewer Lines		
	Soil Cover (feet)					
	Insulation (inches)					
Cleanout Pipes	# Cleanout(s):	# Septic Tank Vents:	# Leach Field Monitor Tubes:			
Vertical Separation Distance from Bottom of Soil Absorption System to: Groundwater Impermeable Soils						
Horizontal Separation Distances (measured from nearest edge to nearest edge)	list distances to <u>all</u> nearest:	Private Well	Public Well	Waterline	Surface Water	Property Line
	Septic Tank					
	Soil Absorption System					
	Lift Station					
	Sewer Line(s)					
Horizontal Separation Distance from Soil Absorption System to Slope exceeding 25%:						
Comments/Criteria used to size commercial facility (state type of facility, # people, gpd/person, etc.):						
I certify that the information provided in Parts I, II, III and IV is correct:						
Signature			Printed Name			
Title or Certification No.			Date			
NOTE: Certified Installers or Approved Homeowners must sign and date. Professional Engineers must seal, sign, and date.						

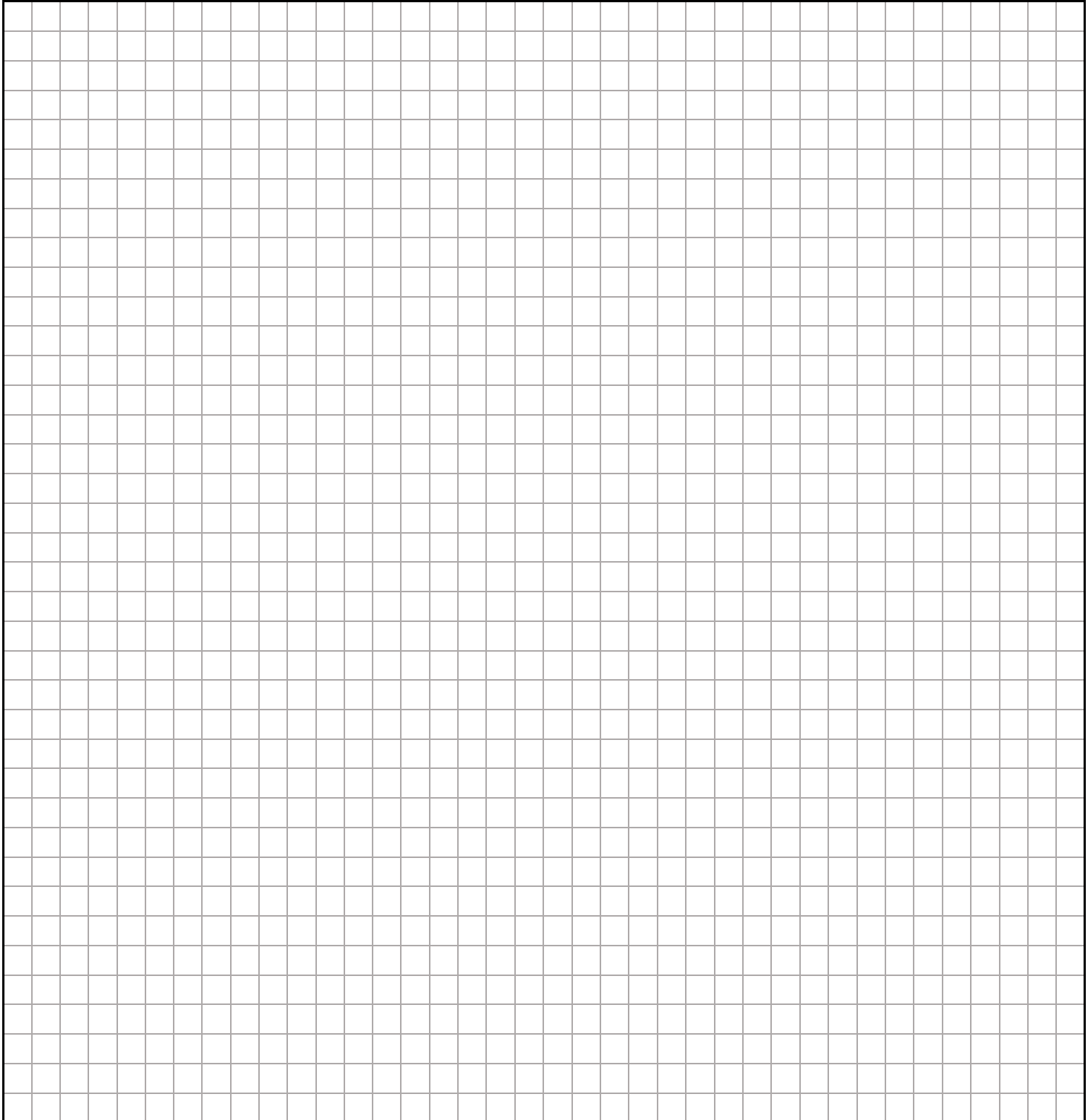
Legal Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

### Part III. Plan View Diagram

**Instructions for Diagram:** (use space below or attach additional pages as necessary; engineers may attach separate sealed drawings)

1. In a PLAN VIEW, identify and label all of the following:  On Lot Drinking Water Source  Waterline(s)  Surface Water  
 Septic Tank  Soil Absorption System  Fuel Tank(s) (identify above or below ground and size)  Property Line(s)  Testhole  
 All Sewer Lines and Perforated Pipe  All Cleanouts and Monitor Tubes  All Structures  Slopes >25% and >10 feet in height  
 Closest Well on Adjacent Properties (identify classification)  Closest Septic Tank and Soil Absorption System on Adjacent Properties
2. In the PLAN VIEW, label the horizontal separation distances, to the nearest half foot, between well(s), water lines, and surface water high water boundary to all potential sources of contamination listed above in accordance with Section 40.06 Typical Site Plan in the Onsite Wastewater System Installation Manual. Label separation distance between soil absorption system and slopes exceeding 25%. Label the size of each septic system component using appropriate units. Identify fittings used at bends and junctions.

A large grid area for drawing the plan view diagram. The grid consists of 30 columns and 30 rows of small squares, providing a space for the engineer to draw and label the site plan as required by the instructions above.

Legal Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

**Part IV. System Cross Section Diagram and Testhole Log**

**Instructions for Diagram:** (use space below or attach additional sheets as necessary; engineers may attach separate sealed record drawings)

1. In a CROSS SECTION VIEW of the entire septic system (from foundation cleanout to disposal field), identify and label the following:  Original Grade (major grade changes)  
 Final Grade  Filter Fabric  Cleanouts and Monitor Tubes  Soil Cover and Insulation  Sewer Lines  Septic Tank(s)  Lift Station/Sump  Soil Absorption System
2. In the CROSS SECTION VIEW, the system drawing should be vertically to scale and correspond to the depth indicated by the testhole log. Label the depth of gravel and sand liners, if applicable, in soil absorption system. Show slopes and drops of sewer lines. Indicate soil(s) type, groundwater, and impermeable soils encountered in testhole.

Testhole Inspected by:	Groundwater/Seeps: <input type="checkbox"/> Yes <input type="checkbox"/> No At (feet below original grade):
------------------------	---

Date:	Testhole Depth:	Impermeable Soil (Clay/Bedrock/Permafrost): <input type="checkbox"/> Yes <input type="checkbox"/> No At (feet below original grade):
-------	-----------------	--

	+5 ft	
	+4 ft	
	+3 ft	
	+2 ft	
<b>Testhole Log</b>		
	Original Grade	
1 ft		
2 ft		
3 ft		
4 ft		
5 ft		
6 ft		
7 ft		
8 ft		
9 ft		
10 ft		
11 ft		
12 ft		
13 ft		
14 ft		
15 ft		
16 ft		
17 ft		
18 ft		
19 ft		
20 ft		

Legal Description: \_\_\_\_\_

Street Address: \_\_\_\_\_

**Part V. Water Supply System**

(Optional but Recommended)

<b>Potable Water Source</b> <i>(check all that apply)</i>	Holding Tank: <input type="checkbox"/> above-ground <input type="checkbox"/> below-ground    Capacity (gallons): _____    Material: _____		
	<input type="checkbox"/> Roof Catchment <input type="checkbox"/> Surface Water <i>(identify)</i> :		
	<input type="checkbox"/> On Lot Well <input type="checkbox"/> Off Lot Well/Service Line <i>(provide legal description of property where well is located or identify Public Water System below)</i> :		
<b>Classification of Water System</b>	<input type="checkbox"/> Private	<input type="checkbox"/> Public	Classification: <input type="checkbox"/> Community <input type="checkbox"/> Non-Transient <input type="checkbox"/> Transient
	If Public Water System, Name and/or PWS ID #: _____ <i>(not necessary to complete the remainder of this form)</i>		
<b>Well Information</b>	Size of Casing (in): _____	Depth of Well (ft): _____ <i>(minimum 30 feet recommended)</i>	Static Water Level (ft): _____ <i>(below top of casing)</i>
	Date Installed: _____		Height of Casing Above Ground: _____ <i>(minimum 12 inches recommended)</i>
<b>Construction Recommendations</b> <i>(attach well log, if available)</i>	Is a sanitary seal or well cap installed on well casing?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Are the well wires enclosed in a conduit that attaches to the seal or well cap?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Is ground surface graded to drain away from casing at least ten (10) feet in all directions?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Was well casing grouted to at least ten (10) feet below the pitless adapter OR at least twenty (20) feet below the ground surface?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Is well located at least fifty (50) feet from surface water?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Separation Distances</b>	<b>From On Lot Well to the Following On Lot Potential Sources of Contamination</b> <i>(nearest edge to nearest edge)</i> :		
	Fuel Tank (ft): _____	Size (gallons): _____	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground
	Animal Containment Areas (ft): _____	Animal Manure/Waste Storage Areas (ft): _____	
	Outhouse/Pit Privy (ft): _____	Other Potential Contamination <i>(identify)</i> : _____	
	<b>From On Lot Well to All Nearest Sources of Contamination on Adjacent Lot(s)</b> <i>(nearest edge to nearest edge)</i> :		
	Septic Tank (ft): _____	Soil Absorption System (ft): _____	Sewer Lines (ft): _____
	Fuel Tank (ft): _____	Size (gallons): _____	<input type="checkbox"/> Above Ground <input type="checkbox"/> Below Ground
	Animal Containment Areas (ft): _____	Animal Manure/Waste Storage Areas (ft): _____	
Outhouse/Pit Privy (ft): _____	Other Potential Contamination <i>(identify)</i> : _____		
<b>Water Sample Results</b> <i>(attach report)</i>	Date Taken: _____	Coliform/E.Coli: _____	Other <i>(identify)</i> : _____
	Nitrate/Nitrite: _____	Arsenic: _____	Other <i>(identify)</i> : _____
<b>Comments/Recommendations:</b>   			
<b>I assert the information provided in Part V is correct to the best of my knowledge:</b>			
<b>Signature</b>		<b>Printed Name</b>	
<b>Title</b>		<b>Date</b>	

More information on private water wells construction recommendations and best management practices is available at [dec.alaska.gov/eh/dw/dwp/private-wells/](http://dec.alaska.gov/eh/dw/dwp/private-wells/). Public water systems are regulated under Drinking Water Regulations 18 AAC 80.