

**INSTRUCTIONS FOR SUBMITTAL OF A  
 NOTICE OF TRANSFER  
 FOR AN ON-SITE WASTEWATER TREATMENT FACILITY**

**INSTRUCTIONS**

Any person selling or transferring ownership of a property served by an on-site wastewater treatment facility (including a conventional septic tank system or alternative on-site wastewater treatment facility) must retain a qualified Inspector to inspect the facility within six months prior to transferring ownership of the property (Arizona Administrative Code, A.A.C. R18-9-A316). See Figure 1. Typically, such an inspection is triggered by the resale of a home by an owner, whether with or without the assistance of a real estate professional.

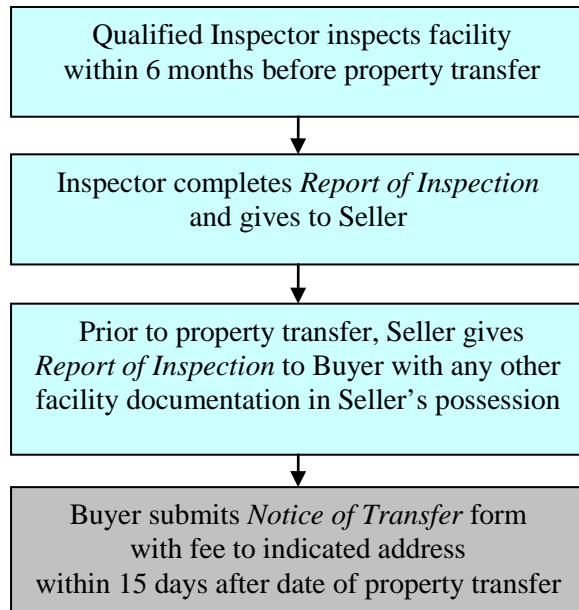
The requirement to have the on-site wastewater treatment facility inspected within six months of property transfer is a provision of Arizona law, and takes precedence over any conflicting terms that may exist in any contract pertaining to the property transfer.

**WHAT IS REQUIRED TO TRANSFER OWNERSHIP OF MY ON-SITE FACILITY?**

An inspector that is qualified under A.A.C. R18-9-A316, must complete a *Report of Inspection* form, found at <http://www.azdeq.gov/envIRON/water/permits/download/inspection.doc>, and provide it to the seller as required by the Code. If there is more than one on-site system in use on the property, the Inspector shall complete a *Report of Inspection* form for each system. This form can be found at.

Before the transfer date (closing date) of the property, the seller shall provide the buyer with the completed *Report of Inspection* form and any other documents in their possession that relate to the permitting or operation and maintenance of the septic tanks systems or alternative on-site wastewater treatment facility.

Within 15 calendar days after the date of property transfer, the Buyer shall submit this completed *Notice of Transfer* form for the change of ownership, and file it with the applicable agency indicated in the instructions given on page iii.



**Figure 1. Flowchart of Notice of Transfer Process**

**Effective February 2, 2007, you may be able to file your *Notice of Transfer* online. Go to the ADEQ web site at <http://www.azdeq.gov/envIRON/water/permits/onsitenot.html> for further information regarding this.**

Property buyers, or anyone submitting this *Notice of Transfer* form on their behalf, are required to completely and accurately fill out this form to the best of their knowledge.

## WHERE DO I SUBMIT MY *NOTICE OF TRANSFER*?

Where the *Notice of Transfer* form is submitted depends on when and where the on-site system was constructed (either item a, b, or c applies):

- a. If the on-site system was **constructed before 2001 (box 5A on the *Notice of Transfer* form is checked)**, send the *Notice of Transfer* form to Arizona Department of Environmental Quality at the address below with a \$50 check made out to **ADEQ** for the transfer of ownership fee.  
**(EXCEPTION— if the system is located in Pima County, send the form and fee to Pima County per the instructions in item c at the end of this section):**

On-site Facility Notice of Transfer  
Arizona Department of Environmental Quality  
P.O. Box 18228  
Phoenix, AZ 85005-8228

- b. If the on-site system was **constructed in 2001 or later (box 5B on the *Notice of Transfer* form is checked)**, send the *Notice of Transfer* form to the appropriate county agency with a \$50 check made out to the county agency for the transfer of ownership fee. County agency names and addresses are listed at the end of this instruction sheet.  
**(EXCEPTION— if the system is located in Navajo County, send the form and fee to ADEQ at the address shown above.**
- c. If the on-site system is **located in Pima County, regardless of the date of construction**, send the *Notice of Transfer* form to the address below with a \$50 check made out to **Pima County** for the transfer of ownership fee:

Pima County Department of Environmental Quality  
150 W. Congress, 1<sup>st</sup> Floor  
Tucson, AZ 85701

## WHO MAY DO THE INSPECTIONS?

Only qualified inspectors may do the inspection. An inspector must meet all of the following requirements:

1. Possess working knowledge of the type of facility and the inspection process;
2. Hold a certificate of training from a course for inspectors recognized by ADEQ; and
3. Hold a license in one of the following categories:
  - a. An Arizona-registered engineer;
  - b. An Arizona-registered sanitarian;
  - c. An owner of a vehicle licensed under ADEQ rules to pump or haul septage, or an employee of the licensee;
  - d. A Registrar of Contractor licensed contractor in the B-4, C-41, A, A-12, L-41, KA, or K-41 category;
  - e. A wastewater treatment operator certified by ADEQ; or
  - f. A person qualifying under another category designated by ADEQ.

**AS THE NEW PROPERTY OWNER, WHAT MUST I DO TO PROPERLY OPERATE AND MAINTAIN MY ON-SITE WASTEWATER TREATMENT FACILITY?**

As the owner of a property served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, you must operate and maintain the facility according to the requirements of ADEQ's Aquifer Protection Permit (APP) program. In fact, you are a permittee under the APP program.

The operation and maintenance requirements, which are listed below, are common-sense measures designed to prevent environmental, water quality, and public health problems. Also, you will extend the life of your system by following these operation and maintenance requirements. **Bolded items** apply to all systems (conventional septic tank systems and systems employing alternative technologies). Items not bolded typically apply only to systems employing alternative technologies. If you do not have the knowledge, time, or desire to personally perform the operation and maintenance tasks applicable to your on-site system, you are advised to engage a qualified person to perform them.

1. **Pump accumulated residues, inspect and clean wastewater treatment and distribution components, and manage residues to protect human health and the environment;**
2. **Clean, backwash, or replace effluent filters according to the manufacturer's instructions, and manage residues to protect human health and the environment;**
3. **Inspect tanks, liners, ports, seals, piping, and appurtenances for watertightness under all operational conditions;**
4. **Implement corrective measures if anomalous ponding, dryness, noise, odor, or differential settling is observed;**
5. **Manage vegetation in areas that contain components subject to physical impairment or damage due to root invasion or animals;**
6. **Maintain drainage, berms, protective barriers, cover materials, and other features;**
7. **Maintain the usefulness of the reserve area to allow for repair or replacement of the on-site wastewater treatment facility;**
8. Clean the dosing tank effluent screen, pump switches, and floats, and properly dispose of cleaning residue;
9. Flush lateral lines and return flush water to the pretreatment headworks;
10. Inspect, remove and replace, if necessary, and properly dispose of filter media;
11. Rod pressurized wastewater delivery lines and secondary distribution lines (for dosing systems), and return cleaning water to the pretreatment headworks;
12. Inspect and clean pump inlets and controls and return cleaning water to the pretreatment headworks;
13. Inspect and clean the effluent baffle screen and pump tank, and properly dispose of cleaning residue; and
14. Inspect and monitor inspection and access ports, as applicable, to verify that operation and maintenance is within expected limits for:
  - a. Influent wastewater quality;
  - b. The pressurized dosing system;
  - c. The aggregate infiltration bed and mound system;
  - d. Wastewater delivery and the engineered pad;
  - e. The pressurized delivery system, filter, underdrain, and native soil absorption system;
  - f. Saturation condition status in peat and other media; and
  - g. Treatment system components.

NOTE: The above APP requirements for operation and maintenance are found in A.A.C. R18-9-A313 (B). If your system employs alternative technologies or is a very large system with a design flow from 3000 gallons per day to less than 24,000 gallons per day, additional operation and maintenance requirements specified in A.A.C. R18-9-E303 through R18-9-E323 may be applicable.

## MAILING ADDRESSES FOR STATE AND COUNTY AGENCIES

### **Arizona Department of Environmental Quality**

On-site Facility Notice of Transfer  
P.O. Box 18228  
Phoenix, AZ 85005-8228

### **Apache County Health Department**

P.O. Box 697  
St. Johns, AZ 85936  
Tel: (928) 337-4364

### **Cochise County Health Department Environmental Health Division**

1415 W. Melody Lane, Bldg. A  
Bisbee, AZ 85603  
Tel: (520) 432-9440

### **Coconino County Health Department Environmental Quality Services**

2500 Ft. Valley Road, Building 1  
Flagstaff, AZ 86001  
Tel: (928) 228-2710

### **Gila County Community Development Div. Environmental Health - Wastewater Dept**

Property Transfer Section  
P.O. Box 2297  
Payson, AZ 85547  
Tel: (928) 474-7175

### **Graham County Health Department**

826 W. Main,  
Safford, AZ 85546  
Tel: (928) 428-1962

### **Greenlee County Health Department**

P.O. Box 936  
Clifton, AZ 85533  
Tel: (928) 865-2601

### **La Paz County Health Department**

1112 Joshua Street, #206  
Parker, AZ 85344  
Tel: (928) 669-1100

### **Maricopa County Environmental Services**

1001 N. Central, Suite 150  
Phoenix, AZ 85004  
Tel: (602) 506-6666

### **Mohave County Health Department**

P.O. Box 7000  
Attention: Environmental Health  
Kingman, AZ 86402-7000  
Tel: (928) 757-0901

### **Navajo County Planning & Zoning Dept**

P.O. Box 789  
Show Low, AZ 85901  
Tel: (928) 532-6040

### **Pima County Department of Environmental Quality**

150 W. Congress, 1st Floor  
Tucson, AZ 85701  
Tel: (520) 740-3340

### **Pinal County Division of Environmental Health**

P.O. Box 2517 (31 N. Pinal St., Bldg F)  
Attention: Septic Transfer  
Florence, AZ 85232-2517  
Tel: (520) 866-6633

### **Santa Cruz County Health Department**

2150 N. Congress Street  
Nogales, AZ 85621  
Tel: (520) 761-7800

### **Yavapai County Development Services**

**Environmental Unit**  
500 S. Marina St  
Prescott, AZ 86303  
Tel: (928) 771-3214

### **Yuma County Developmental Services Environmental Health Section**

2351 W. 26<sup>th</sup> Street  
Yuma, AZ 85364  
Tel: (928) 817-5000



**NOTICE OF TRANSFER  
OF OWNERSHIP**  
FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

**1 PROPERTY INFORMATION (All fields are required)**

Address \_\_\_\_\_ County \_\_\_\_\_  
 \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  Residential property  Non-residential property

**2 TRANSFEROR/SELLER/FORMER OWNER OF PROPERTY (All fields are required)**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**3 TRANSFEREE /BUYER/NEW OWNER OF PROPERTY (All fields are required)**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**TRANSFEREE/BUYER MUST CHECK THIS BOX IF THE ON-SITE WASTEWATER TREATMENT FACILITY IS EXEMPTED FROM INSPECTION**

An inspection is not required if both of the following conditions apply (Buyer shall check applicable boxes to affirm that these conditions are met, provide the file number and authorization date, then skip directly to Item 8 before submitting this form):

- A Discharge Authorization was issued by ADEQ or its delegated county agency to operate the facility.  
 Discharge Authorization File No.: \_\_\_\_\_  
 Discharge Authorization Date: \_\_\_\_\_
- The facility has never been put into service before this property transfer.

**4 INSPECTOR INFORMATION (All fields are required)**

Inspector Name \_\_\_\_\_ NAWT Inspector No. \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**5 DATE OF FACILITY CONSTRUCTION (Information is required. Check one box only. Copy from either Item 7A or 7B of the REPORT OF INSPECTION form)**

- A. Before January 1, 2001
- B. On or after January 1, 2001 as authorized by ADEQ or its delegated county agency

**6 FACILITY TYPE (Information is required. Check one box only. Refer to Item 7 of the REPORT OF INSPECTION form)**

- Conventional septic tank/disposal system (very common—any system consisting of a septic tank that disposes effluent to trench, bed, chamber technology, or seepage pit)
- Alternative on-site system (not common—any system using an alternative technology for treatment or disposal)

**7 INSPECTION INFORMATION (Copy all required information from the REPORT OF INSPECTION form)**

- A. Date of Inspection (from Item 13 of *Report of Inspection* form): \_\_\_\_\_
- B. Design flow of facility (from Item 6E of *Report of Inspection* form): \_\_\_\_\_ gallons per day
- C. Are there any file numbers/dates indicated in Item 5 of *Report of Inspection* form?  
(If so, check applicable box(es) below and indicate the file number/date)
  - Discharge Authorization* issued on or after January 1, 2001 (Item 5B of *Report of Inspection* form):  
File No. \_\_\_\_\_ Date issued: \_\_\_\_\_
  - Approval of Construction* or other permitting document issued by ADEQ or a County agency before January 1, 2001 (Item 5C of *Report of Inspection* form):  
File No. \_\_\_\_\_ Date issued: \_\_\_\_\_
- D. Number of septic tanks in use on this property?  
 One (very common)     More than one (uncommon): \_\_\_\_\_ (indicate number)
- E. Was the Septic tank(s) pumped as part of inspection (Item 8A of *Report of Inspection* form)?  
 Yes     No  
If No, the septic tank(s) not pumped because:
  - The septic tank was put into service less than 12 months before inspection.
  - Pumping or servicing was not necessary at the time of inspection based on manufacturers written operation and maintenance instructions (applicable only to alternative technologies).
  - No accumulation of floating or settled waste was present in the septic tank (may be applicable to certain remote or seasonal systems with little use).
- F. Were repairs made as part of the inspection (Item 12B of *Report of Inspection* form)?  
 Yes     No

**8 FORM SUBMITTAL AND BUYER/TRANSFEEE ADVISORY (All information is required)**

- A. Date of property transfer (closing date): \_\_\_\_\_
- B. Date of submittal of this *Notice of Transfer* form: \_\_\_\_\_
- C. Filing fee:  
 Check this box to confirm the \$50 filing fee is being submitted with this *Notice of Transfer* form
- D. Is the Notice of Transfer Form being submitted by the Buyer/Transferee or by a person on behalf of the Buyer?  
(Check the box that applies)
  - Buyer/Transferee
  - A person submitting this form on behalf of the Buyer/Transferee (complete the required information below)
    - Name of Submitter: \_\_\_\_\_
    - Company: \_\_\_\_\_
    - Address: \_\_\_\_\_
    - \_\_\_\_\_
    - Phone Number: \_\_\_\_\_
    - Relationship of submitter to Buyer/Transferee (check one):
      - Escrow Officer/Title Company     Other (indicate): \_\_\_\_\_
- E. Advisory (Check the box that applies and sign the form)
  - I, as the Buyer/Transferee, certify that I have received a Report of Inspection from the Seller/Transferor or their representative, and that I have accurately completed this Notice of Transfer form to the best of my knowledge.
  - I, as a person submitting this form on behalf of the Buyer/Transferee, certify that the information provided in this Notice of Transfer form is complete and accurate to the best of my knowledge.

Signature of submitter: \_\_\_\_\_

Date: \_\_\_\_\_