



# COMMONWEALTH of VIRGINIA

## Department of Health

Dr. M. Norman Oliver, MD, MA

PO BOX 2448

TTY 7-1-1 OR

State Health Commissioner

RICHMOND, VA 23218

1-800-828-1120

«Date»

Property Owner

«OwnerAddress»

«OwnerCity», VA «OwnerPostalCode»

**Subject: Alternative Onsite Sewage System Operation and Maintenance Reports**

Dear Property Owner:

Our records indicate that you have an operation permit for an alternative onsite sewage system (AOSS) that serves your property located at «OwnerAddress» «OwnerCity», VA «OwnerPostalCode». As an AOSS owner, you are required by Virginia Code §32.1-164H, to have an operator submit an operator report for your system (most AOSS require at least one report to be submitted annually; for further detail see Table 4 on page 2). This report is necessary to determine whether your AOSS is working properly and is not negatively impacting public health or groundwater. Please ensure that an operator submits the required report(s) for your AOSS in accordance with the timeframe detailed in the Attachment, Table 4.

The AOSS Regulations, at 12 VAC5-613-120, require you to have your AOSS operated and maintained by a licensed operator.<sup>1</sup> Whenever an operator performs a required visit the results are to be documented by the operator filing a report using the web-based system in accordance

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<sup>1</sup> Operation and maintenance information for your system may be found by contacting the system designer. If you do not have a copy of your O&M Manual or do not know who your designer is, then please contact us at «OfficeName» Health District located at «OfficeAddress» «OfficeCity», VA «OfficePostalCode» or by phone at «OfficePhone». You can search for licensed operators by visiting the Department of Professional and Occupational Regulation at [www.dpor.virginia.gov](http://www.dpor.virginia.gov). You can also find operators at <http://www.vdh.virginia.gov/environmental-health/onsite-sewage-water-services-updated/septic-system-and-private-well-service-providers/>

with §32.1-164H of the *Code of Virginia*. Please be advised the *AOSS Regulations* at 12VAC5-613-50.C provide that a “failure by any owner to accomplish any mandated visit, operation, maintenance, repair, monitoring, sampling, reporting, or inspection requirement prescribed by this chapter shall be a violation.” Violations of the *AOSS Regulations* may result in civil or criminal enforcement.

We look forward to working with you in maintaining your AOSS to ensure the protection of public health and the environment. If you have any questions regarding this letter or the operation of your AOSS, or if you received this letter in error, please feel free to contact me directly at «EH\_Manager\_Email» or «EH\_Manager\_Phone».

Sincerely,

«EH\_Manager»  
 Environmental Health Manager  
 «OfficeName» Health District

**Table 4 Minimum Operator Visit Frequency for AOSSs up to 40,000 GPD**  
**12VAC5-613-150. Operator requirements for AOSS with flows up to 40,000 GPD, minimum frequency of visits.**

The owner of each AOSS shall have that AOSS visited by an operator in accordance with Table 4. *Table 4 Minimum Operator Visit Frequency for AOSSs up to 40,000 GPD*

Avg. Daily Flow	Initial Visit	Regular visits following initial visit
≤ 1,000 GPD	Within 180 calendar days of the issuance of the operation permit	Every 12 months
> 1,000 GPD to 10,000 GPD	First week of actual operation	Quarterly
>10,000 GPD to 40,000 GPD	First week of actual operation	Monthly