



Community Development Department
On-Site Division
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TANK ABANDONMENT PROCEDURES

Instructions The tank(s) contents must be pumped completely empty by a licensed sewage disposal service. Attach a copy of the pumper's receipt to this form.

Select ONE of the following 3 options:

- Removal:** Check with the local landfill or local recycler before transporting the old tank. Not all locations are approved to accept used septic tanks. Mark or flag the location where the tank location was in use prior to requesting an inspection.
- Fill in place:** The top of the tank shall be removed before filling. Destroy steel or plastic tops and cave in concrete lids. Fill tanks with sand or bar-run gravel and pack the tank so as to eliminate void areas. For inspection; fill tanks to the tops of the vertical sides and request an inspection using the instructions below. After the inspection is completed, you will need to fill the tank to final grade.
- Crush and bury:** After pumping the tank, crush the tank so that there are no void areas. Leave the crushed tank visible for the inspection.

Request Inspection To request an inspection, the following must be completed:

- ✓ Check the appropriate boxes above,
- ✓ Fill out the location and permit # below,
- ✓ Attach a copy of the receipt from the pumper,
- ✓ And sign and turn this form.

Once the information is received, the inspection will usually take place within the next 2 working days and then the final covering can be done.

Septic Permit # _____ Contact Name: _____ Contact Phone # _____

Job Site Address _____ City/State/Zip _____

I certify that the above information is true and complete to the best of my knowledge and that the decommissioning of this septic system on the above stated lot has taken place in accordance with the above procedures and the OAR 340-71-0185 requirements.
Contractor's Signature _____

Remember to attach a copy of the pumper's receipt with this form.

Note: Components of the Decommissioned System

Drainfields can be left intact but they should not be excavated for a year after the last use. Distribution boxes should be pumped out by a licensed pumper and removed or filled in location. Sand Filter mounds can be left in place, but if removed, they should not be excavated for a year after the last use.