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TOWN OF TOPSFIELD

Board of Health

8 West Common Street, Topsfield, Massachusetts 01983
(978) 887-1520/Fax (978) 887-1521



SEPTIC SYSTEM UPGRADE PROCEDURE

- 1.) FAILING RESULT (Title 5 Inspection Report) or VOLUNTARY UPGRADE
- 2.) Start process for septic system upgrade by completing the percolation test application process (see steps a-e below).
 - a.) Find a Professional Engineer or Registered Sanitarian.
 - b.) Apply for percolation testing with the Board of Health.
 - i.)The designer must submit a completed perc application form and fee and request scheduling.
 - ii) Conservation Commission should be contacted and could require additional permitting and time.
 - c.) Board of Health schedules perc testing based on receipt of completed application.
 - d.) Owner or designer coordinates schedule with backhoe for perc test date.
 - e.) Perc test and soil evaluation is done with Board of Health Agent as a witness.
- 3.) Designer draws plans.
- 4.) Plans and fee are submitted to Board of Health (maximum 45 days to review).
 - a.)Plans may need technical revisions or additional information (revisions reviewed by Board of Health, each with maximum 45 days to review).
 - b.)May have to appear before the Board of Health.
- 5.) Get approval letter for the proposed septic system plans from Board of Health.
- 6.) Send approved plans to contractors licensed in the Town of Topsfield (listed on BOH web page at www.topsfield-ma.gov).
- 7.) Choose licensed contractor to install the septic system.

- 8.) Homeowner and/or installer/designer should check with Topsfield Conservation Commission to ensure work does not involve a Topsfield Conservation Commission Order of Conditions.
- 10.) Installation is started. Installer is responsible for pulling permit for job and requesting inspections from designer and Board of Health.
- 11.) Board of Health conducts primary and final inspections, and the designer conducts required inspections during construction.
- 12.) As Built plans and a Certificate of Compliance signed by the designer are submitted to the Board of Health for review and approval.
- 13.) Installer signs Certificate of Compliance in Board of Health office.
- 14.) Board of Health Agent signs and issues Certificate of Compliance. Homeowner receives the original Certificate of Compliance and a copy of the approved As Built plan.
- 15.) If needed, As Built plans and any other follow-up with the Conservation Commission are separate from the Board of Health and must be handled by the owner or designer.
- 16.) The job is done. It is the owner's responsibility to maintain the system. Septic tanks are recommended to be pumped every 1-3 years. The Town of Topsfield R: 1-2.3 §9 Supplemental Regulations to 310 CMR 15.00 Title 5 of the State Environmental Code mandates that septic tanks and cesspools must be pumped every 4 years. Pump chambers, pressure dosed fields, re-circulating sand filters and other alternative or innovative systems require an Operation and Maintenance Contract with a qualified professional for the life of the system. It is in your best interest to maintain the system.

Please contact the Board of Health with any questions.