

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

**INSTRUCTIONS**

Any person selling or otherwise transferring ownership of a property (seller/transferor, hereinafter referred to as the Seller) served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, must have the facility inspected prior to transferring ownership of the property (Arizona Administrative Code (A.A.C.) R18-9-A316).

**Once the property is transferred, the new property owner (buyer/transferee, hereinafter referred to as the Buyer) must file the attached *Notice of Transfer* form to the appropriate address indicated below.**

**NOTE: BEFORE COMPLETING THIS FORM, PLEASE DOWNLOAD THE LATEST UPDATE FROM THE ADEQ WEBSITE AT <http://www.azdeq.gov/environ/water/permits/download/presale.doc>**

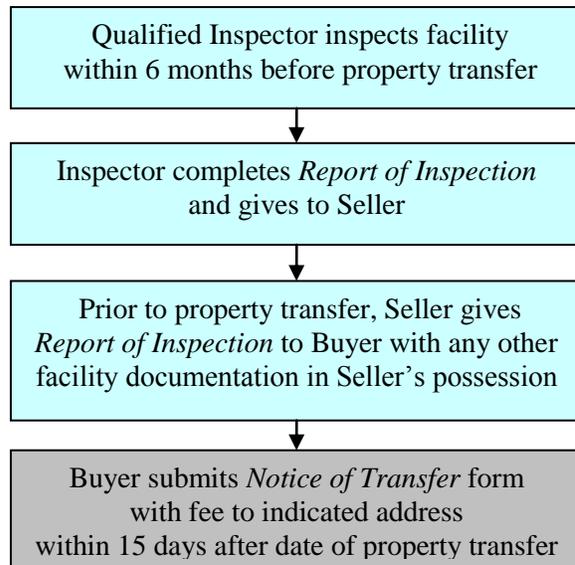
**WHAT ARE THE REQUIREMENTS TO TRANSFER OWNERSHIP OF MY SEPTIC TANK OR ON-SITE FACILITY?**

Within six months before the date of property transfer, the Seller of a property served by an on-site wastewater treatment facility shall retain a qualified Inspector to perform a transfer of ownership inspection of the facility.

The Inspector shall complete the ADEQ form entitled *Report of Inspection* ([www.azdeq.gov/environ/water/permits/download/inspection.doc](http://www.azdeq.gov/environ/water/permits/download/inspection.doc)) and provide it to the Seller.

Before the property is transferred, the Seller shall provide the Buyer with the completed *Report of Inspection* form and any documents in the possession of the Seller relating to permitting, operation, and maintenance of the on-site wastewater treatment facility.

The Buyer shall complete and submit the attached *Notice of Transfer* form, with the required \$50 transfer of ownership fee, to the address indicated below within 15 calendar days after the date of property transfer.



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

## 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.
- 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, HOW MUST I 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, by following these operation and maintenance requirements, you will extend the life of your system. **Bolded items** apply to all systems, including conventional septic tank systems and systems employing alternative technologies. Items not bolded typically apply only to systems employing alternative technologies.

- 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-A314(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.

## COUNTY AGENCIES AND MAILING ADDRESSES

**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 Department  
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 Department**

P.O. Box 789  
Attention: Septic Transfer  
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

**After removing this instruction sheet, the Buyer should make a record copy of the *Notice of Transfer* form, then submit the original *Notice of Transfer* form with fee to the address indicated in the instructions above.**



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

**1 PROPERTY INFORMATION**

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

**2 TRANSFEROR/SELLER/FORMER OWNER OF PROPERTY**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_

**3 TRANSFEREE /BUYER/NEW OWNER OF PROPERTY**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 \_\_\_\_\_ Phone \_\_\_\_\_

**BUYER TO CHECK THIS BOX IF ON-SITE WASTEWATER TREATMENT FACILITY IS EXEMPTED FROM INSPECTION**

An inspection is not required if both of the following 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 of this form):

- A Discharge Authorization was issued by ADEQ or its delegated county agency to construct the facility.  
 Discharge Authorization File No.: \_\_\_\_\_  
 Discharge Authorization Date: \_\_\_\_\_
- The facility was not put into service before this property transfer.

**4 INSPECTOR INFORMATION (BUYER TO COPY FROM ITEM 3 OF THE REPORT OF INSPECTION FORM)**

Inspector Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Address \_\_\_\_\_

**5 DATE OF FACILITY CONSTRUCTION (BUYER TO 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 (BUYER TO CHECK ONE-FROM 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 a technology other than a septic tank for treatment or a means of disposal other than trench, bed, chamber technology, or seepage pit)

**7 INSPECTION INFORMATION (BUYER SHALL COPY FROM INDICATED ITEM IN 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 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)
  - Construction Authorization* issued on or after January 1, 2001 (Item 5A of *Report of Inspection* form): File No. \_\_\_\_\_
  - Discharge Authorization* issued on or after January 1, 2001 (Item 5B of *Report of Inspection* form): File No. \_\_\_\_\_
  - Approval to Construct, Approval of Construction*, or other official permitting documents issued by ADEQ or its delegated county agency before January 1, 2001 (Item 5C of *Report of Inspection* form): Date of issuance: \_\_\_\_\_
- D. Was the septic tank pumped as part of inspection (Item 8A of *Report of Inspection* form)?
  - Yes  No
  - If no, septic tank was 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).
- E. Were repairs made as part of the inspection (Item 12B of *Report of Inspection* form)?
  - Yes  No

**8 BUYER ACKNOWLEDGMENT OF TRANSFER OF OWNERSHIP OF PROPERTY AND OPERATION AND MAINTENANCE REQUIREMENTS TO COMPLY WITH AQUIFER PROTECTION PERMIT**

As of the date of property transfer indicated below, I, as buyer/transferee of the property, acknowledge that I am a permittee under ADEQ's Aquifer Protection Permit program pursuant to Arizona Administrative Code (A.A.C.) Title 18, Chapter 9, Article 3, and therefore am responsible for the proper operation and maintenance of the on-site wastewater treatment facility on my property to prevent environmental, water quality, and public health problems. I am aware that the general operation and maintenance requirements for on-site wastewater treatment facilities are contained in A.A.C. R18-9-A313(B). If my on-site system employs an alternative technology or has a design flow of from 3000 gallons per day to less than 24,000 gallons per day, I am aware that additional requirements in A.A.C. R18-9-E303 through E323 may be applicable.

Buyer/Transferee Signature: \_\_\_\_\_  
Date of property transfer \_\_\_\_\_

Date of submittal of this Notice of Transfer form \_\_\_\_\_

- Check this box to confirm the \$50 filing fee is being submitted with this *Notice of Transfer* form (required).