

# On-Site Sewage Facilities Program

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Water Quality Protection Manager



# **LCRA's Authority to Regulate OSSFs**

- **LCRA Enabling Legislation**
- **Texas Commission on Environmental Quality (TCEQ) Authorized Agent**
- **TCEQ's Chapter 285 and LCRA's OSSF rules**
- **LCRA mission**

# **LCRA's OSSF Jurisdiction**

- **Within 2,000 feet of Lake Travis and 2,200 feet of the upper Highland Lakes**
- **Within the city limits of Lakeway, Jonestown, Briarcliff, Volente, Lago Vista and Granite Shoals**

# Where to Find Information

- [www.lcra.org/ossf](http://www.lcra.org/ossf)
- Contact us at 512-578-3216 or [ossf@lcra.org](mailto:ossf@lcra.org)

# Starting the Process

- **Call our office to obtain a preparation checklist and diagram**
- **Have the following information available:**
  - Address
  - Legal description
  - Owner's name
- **We will send you a Sale Application Packet**

# **Sale Application Packet**

- **LCRA preparation checklist**
- **Diagram of the septic system**
- **Checklist of required documents for submittal**
- **Form 1139-Reinspection Application**
- **Form 1100-Continued Use Application (when required)**
- **Blank floor plan sheet**

# Example of Preparation Checklists

## LCRA OSSF PREPARATION CHECKLIST FOR SALE/ REINSPECTION for “Permitted OSSFs”

APPLICATION # \_\_\_\_\_ Owner of record \_\_\_\_\_  
 Initial date system installed \_\_\_\_\_ Date system was modified \_\_\_\_\_  
 Date tank replaced \_\_\_\_\_ Date drain-field repaired \_\_\_\_\_  
 System last inspected on \_\_\_\_\_ Tanks last uncovered \_\_\_\_\_

\_\_\_\_\_ Walkover Inspection-LCRA inspector walks the property, assessing the facility without any of the system being uncovered. Although uncovering is not required, an inspection of the indicated items below must be performed. Note-pump and alarm inspections do require one porthole to be accessible and the porthole lid removed.

\_\_\_\_\_ If the system is not in current owner’s name, complete and submit OSSF Application for Continued Use (Form 1100) which must be submitted with the Re-inspection Application.

\_\_\_\_\_ House must be retrofitted with low flow devices. As of April 5, 2010, LCRA rules define low-flow toilets are 1.3 gallons/flush or less, and low-flow showerheads are 2.0 gallons/minute or less at 80 psi of water pressure. These fixtures must be EPA Water Sense certified. Someone must be present at the site for this inspection. Reason for retrofit \_\_\_\_\_ bedroom addition.

Comments: \_\_\_\_\_

### SEPTIC/ PUMP TANK PREPARATION

**If either of the uncovering items are checked below, someone must be present at the site to remove the port or manhole covers and to place them back in place after the inspection.**

\_\_\_\_\_ Uncover completely around the inlet and the outlet pipes on the outside of the tank. Uncover sufficient tank lid area to expose the clean-out ports or manhole, which must be removable for easy visual access to the tank interior.

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\_\_\_\_\_ Grease traps must be inspected and pumped if needed.

\_\_\_\_\_ Pump and Alarm must be activated by the owner or the owner’s representative during the LCRA inspection. If the pump tank does not have an alarm, an alarm meeting current requirements must be installed **before** the inspection can be requested. **The port hole lid over the pump and alarm floats must be removed during this inspection.**

\_\_\_\_\_ This system requires a current O&M contract to be on file. Current Contract expires \_\_\_\_\_ No contract on file \_\_\_\_\_.

\_\_\_\_\_ Homeowner or Realtor must notify the maintenance provider that a test of the electronic monitoring and notification system will be done for an LCRA inspection, unless the homeowner is doing his/her own maintenance.

\_\_\_\_\_ A Maintenance Report is not on file with LCRA within the required interval. A copy of the most recent Maintenance Inspection Report is required to be submitted with the sale application. If one is not available, the maintenance provider must conduct an inspection prior to the acceptance of the reinspection application.

Comments: \_\_\_\_\_

### DRAINFIELD PREPARATION:

\_\_\_\_\_ This system has dual drainfields, the flow alternating valve must be uncovered to verify accessibility and function. The alternative valve must be in a weatherproof protective box. If the valve requires a tool to conduct the switching of the valves the tool must be onsite.

Comments: \_\_\_\_\_

\_\_\_\_\_ Water load test performed by a Texas Commission on Environmental Quality licensed Apprentice, Installer I or Installer II required if the house has not been used for 7 consecutive days OR at the discretion of the LCRA inspector if there are concerns regarding the functionality of the system. The test is a 3-day test (100 gallons per bedroom). The LCRA inspector must be present on the third and final day. It is suggested the test be called into the LCRA inspection line on the first day of the test in order to guarantee inspection on the third day (no weekend inspections). The outlet clean-out port or manhole on the final treatment tank must be open for this inspection.

**Once preparations have been made and the application has been submitted and processed (processing takes 2 full working days from the date the application is received), you must call the LCRA OSSF inspection line to schedule the inspection by calling (512)578-4091 or 1-800-776-5272, ext 4091. An LCRA inspector will call the designated contact between 7:30 and 8:30 a.m. the day of the inspection with a set time that the inspection will occur. Note – LCRA does not conduct inspections on Fridays.**

**THIS CHECKLIST WAS PREPARED PRIOR TO RECEIVING THE APPLICATION REQUEST FOR REINSPECTION. THE CHECKED ITEMS ARE SUBJECT TO CHANGE UPON RECEIPT OF THE APPLICATION REQUEST.**

Checklist Date \_\_\_\_\_

Revised 9/15/2020

## LCRA OSSF PREPARATION CHECKLIST FOR SALE/ REINSPECTION for “Pre-Existing OSSFs”

APPLICATION # \_\_\_\_\_ Owner of record \_\_\_\_\_  
 Initial date system installed \_\_\_\_\_ Date system was modified \_\_\_\_\_  
 Date tank replaced \_\_\_\_\_ Date drain-field repaired \_\_\_\_\_  
 System last inspected on \_\_\_\_\_ Tanks last uncovered \_\_\_\_\_

\_\_\_\_\_ Walkover Inspection-LCRA inspector walks the property, assessing the facility without any of the system being uncovered. Although uncovering is not required, an inspection of the indicated items below must be performed. Note-pump and alarm inspections do require one porthole to be accessible and the porthole lid removed.

\_\_\_\_\_ If the system is not in current owner’s name, complete and submit OSSF Application for Continued Use (Form 1100) which must be submitted with the Re-inspection Application.

\_\_\_\_\_ House must be retrofitted with low flow devices. **As of April 5, 2010, LCRA rules define low-flow toilets are 1.3 gallons/flush or less, and low-flow showerheads are 2.0 gallons/minute or less at 80 psi of water pressure. These fixtures must be EPA Water Sense certified. Someone must be present at the site for this inspection.**

**Reason for retrofit \_\_\_\_\_ pre-71 requirement, \_\_\_\_\_ bedroom add on.**

Comments: \_\_\_\_\_

### SEPTIC/ PUMP TANK PREPARATION

**If either of the uncovering items are checked below, someone must be present at the site to remove the port or manhole covers and to place them back in place after the inspection.**

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\_\_\_\_\_ Grease traps must be inspected and pumped if needed.

\_\_\_\_\_ Pump and Alarm must be activated by the owner or the owner’s representative during the LCRA inspection. If the pump tank does not have an alarm, an alarm meeting current requirements must be installed **before** the inspection can be requested. **The port hole lid over the pump and alarm floats must be removed during this inspection.**

Comments: \_\_\_\_\_

### DRAINFIELD PREPARATION:

\_\_\_\_\_ OSSF drainfields installed prior to Sept. 17, 1971, shall be inspected through the use of one or more sight holes provided by the owner, as directed by LCRA. The sight hole(s) shall be used to verify that a drainfield exists, and to evaluate the drainfield materials, i.e., distribution pipe, and drainfield condition.

\_\_\_\_\_ Water load test performed by a Texas Commission on Environmental Quality licensed Apprentice, Installer I or Installer II required if the house has not been used for 7 consecutive days OR at the discretion of the LCRA inspector if there are concerns regarding the functionality of the system. The test is a 3-day test (100 gallons per bedroom). The LCRA inspector must be present on the third and final day. It is suggested the test be called into the LCRA inspection line on the first day of the test in order to guarantee inspection on the third day (no weekend inspections). The outlet clean-out port or manhole on the final treatment tank must be open for this inspection.

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Checklist Date \_\_\_\_\_

Revised 9/15/2020

# Sale Application

P.O. Box 220 L-110, Austin, TX 78767  
512-578-3216 or 800-776-5272, Ext. 3216  
Fax 512-578-3501



2643 N. Wirtz Dam Road, Marble Falls, TX 78654  
800-776-5272, Ext. 3216  
Fax 830-693-6242

## CONTINUED USE AUTHORIZATION (REINSPECTION) PROCESS

LCRA requires an on-site sewage facility (OSSF) inspection each time a property is sold before the new owner receives a Continued Use Authorization. An inspection is also required for a system that is repaired and for homes being retrofitted with low-flow devices to add a bedroom. LCRA must perform the inspection and approve the OSSF before the new owner uses it.

If the homeowner chooses not to personally uncover the required OSSF components, LCRA recommends that a licensed septic system installer perform the work.

Read and complete the following required information:

- Complete Continued Use Authorization Application (Form 1139)
- If the owner of record is not the current owner, then LCRA requires an OSSF Application for Continued Use (Form 1100) with the owner's signature in addition to the Request for Reinspection. If the property is owned by a company, the person who signs the application must provide proof he or she can sign on behalf of the company.
- Provide a floor plan of the residence showing all rooms, including closets, with the total amount of heated and or cooled square footage of the residence/establishment.
- Provide a copy of the Multiple Listing Service (MLS) or letter from the owner verifying the number of bedrooms.
- O&M Contract and maintenance inspections for aerobic treatment systems.
- \$150.00 fee.

**Please Note:** When a sale transaction closes, the new owner must submit a Form 1100 and O&M Contract (if required) for approval to continue using the OSSF. This form will be provided by LCRA along with approval paperwork if the OSSF passes the inspection.



# Scheduling the Inspection

- **Two business days after submitting the application, you may schedule an inspection by calling 512-578-4091 or 800-776-5272, ext. 4091**
- **Provide the following information:**
  - LCRA application number
  - Contact person's name and number
  - Address of the property
  - Subdivision and gate code (if applicable)

# Tank Inspection

- Inspects the inside of the tank
- Determines whether the tank needs to be pumped
- Verifies “tees” and “elbows”
- Checks for root invasion

# Inlet/Outlet Inspection

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Uncovers pipes

Inspects the integrity of the pipes





# Pump Tank Inspection

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When a pump tank is present, an inspection of the alarm is required

The green ring seen in the picture is called a riser



# Example of Alarm Location

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# Example of Mechanical Alarm

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# Pump Inspection

- **Makes sure pump is working properly, has not lost its "prime," and is clear of any obstruction**
- **Checks the floats for the alarm and pump are secured to the pump influent pipe and will work when activated**

# Example of an Unsecured Pump

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# Drain Field Inspection

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Checks for surfacing effluent

Ensures grass is growing and kept short

If both look good, drain field is working properly



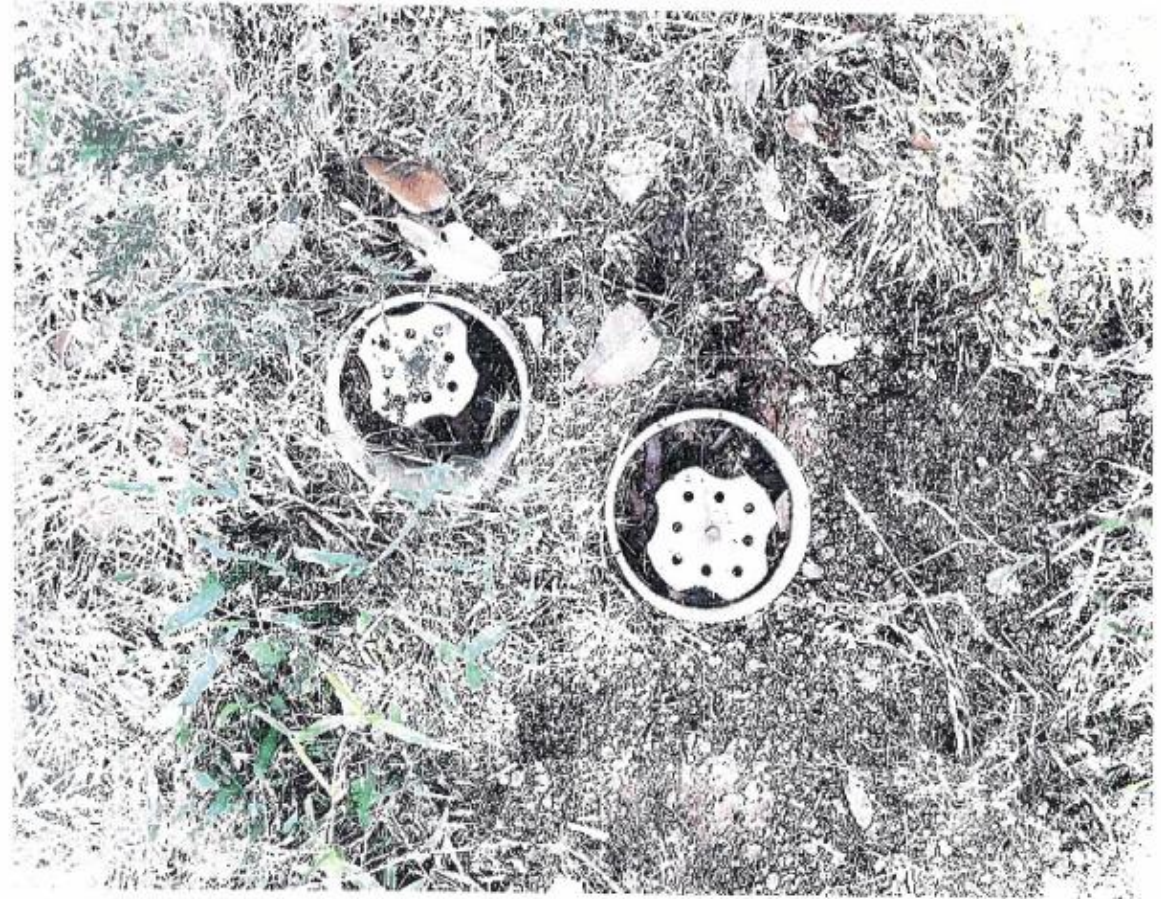


# Switching Valves Inspection

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Checks the drain field valves

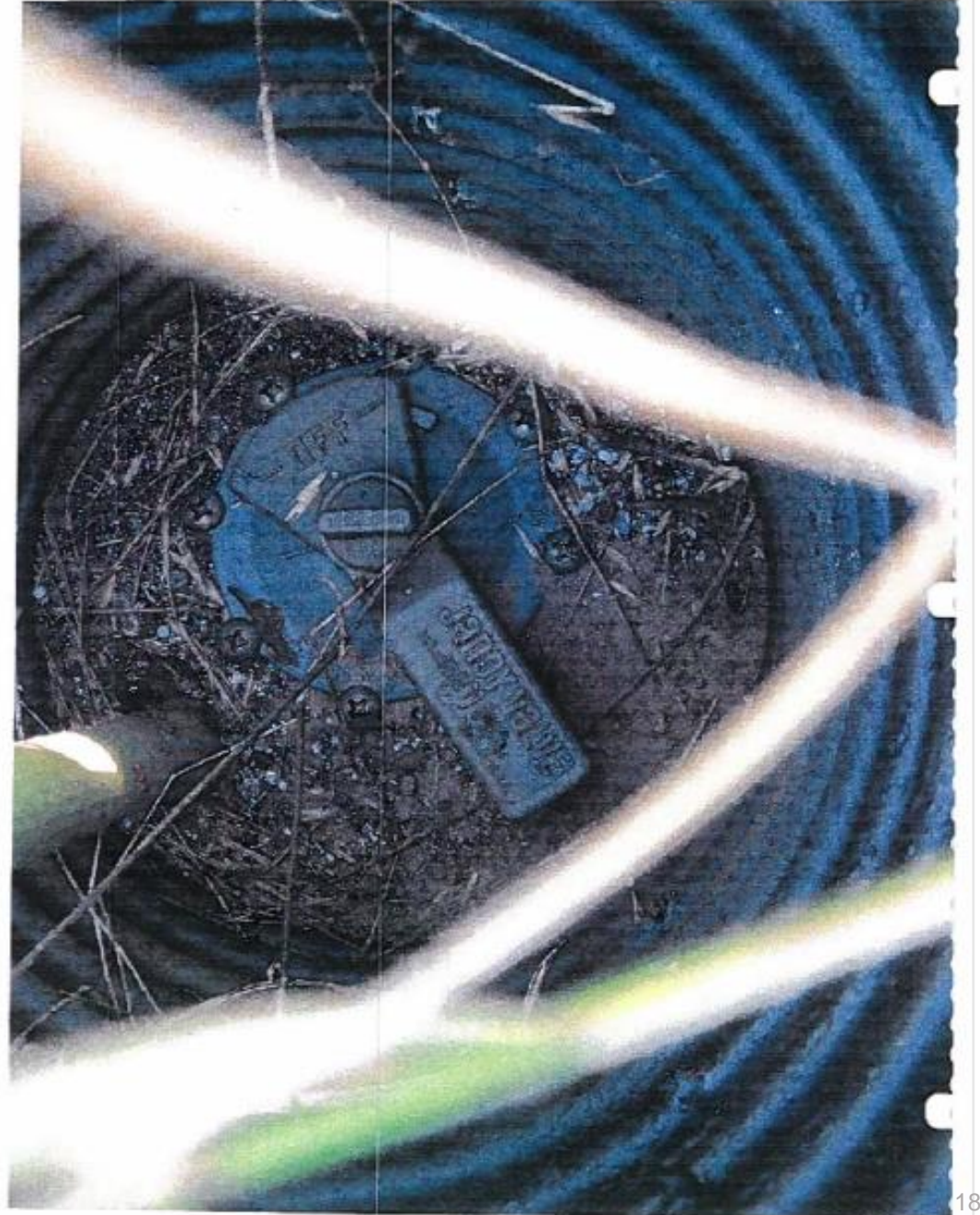
The valves shown are known as "gate" valves



# Jandy Valve

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A single handle Jandy valve is used when there is pumped effluent to the drain field





# Walk Around the Property

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Look for any discharge

A pipe discharging onto the ground is unacceptable



# After the Inspection

- **LCRA will provide a report indicating whether the system passed inspection.**
- **If the system passed, LCRA will issue an approval letter. After closing, the buyer needs to fill out and submit the Application for Continued Use (Form 1100) to LCRA.**
- **After receiving Form 1100, LCRA will send Approval for Continued Use to the new owner.**
- **If the system failed the inspection, the owner must arrange for the necessary repairs or submit a construction permit for a system modification.**

# Frequently Asked Questions

- **When is an inspection required?**
- **Is a private inspection sufficient?**
- **Who pays for and coordinates the inspection?**
- **Does the tank have to be pumped prior to the inspection?**
- **How do you navigate the inspection process if the property is a foreclosure?**

# Questions?

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