

August 21, 2013

[Certified Mail No.]

[Name]
[Address]
[City, State]

Re: Extended Treatment Package System Service, Maintenance, and Testing

Dear [Name],

It has come to our attention that you have not had your [insert manufacturer's name] extended treatment package system (ETPS) [maintained and/or tested] for this reporting year. The subject property is located at [address or legal description]. It is a requirement of the septic permit issued for your property that the ETPS unit has annual maintenance performed and the effluent quality tested through your Operation & Maintenance Entity (O&M Entity) and the O&M Entity's associated Service Provider. According to our records your O&M Entity and Service Provider contacts are:

O&M Entity:

Entity Contact Name
Entity Business Name
Entity Address
Phone Number

Service Provider:

SP Name
SP Business
SP Address
Phone Number

Your ETPS unit is under contract with this O&M Entity through a Member Agreement. This agreement is recorded with your County. It is the homeowner's responsibility to ensure the ETPS unit is provided with maintenance, and that the effluent quality discharged from the unit is tested annually. Failure to have annual maintenance performed and effluent quality tested for your ETPS unit places you in violation of the Subsurface Sewage Disposal Rules. Please work with your O&M Entity to schedule your annual maintenance and effluent quality testing. If you have any questions regarding your Member Agreement or the necessary requirements to schedule your maintenance and testing appointment please contact your O&M Entity. If you have questions concerning regulatory requirements regarding your ETPS system please contact [insert health district name] at [insert phone number]. Your cooperation in meeting the requirements of your septic permit is appreciated.

Sincerely,

[Regulator Name]
[Regulator Title]

c: [O&M Entity]

enclosure

Dear Extended Treatment Package System Owner,

The Department of Environmental Quality (DEQ) would like to take this opportunity to provide some information about the treatment component of your septic system and remind you of the annual service and testing of the treatment unit that is vital to your system's performance, drainfield life, and required as a condition of your septic permit. Improper operation and maintenance could lead to premature failure and costly replacement of your drainfield. The issuance of the septic permit for your property required a treatment component in order to install the drainfield. Without the septic permit the construction of buildings necessitating sewer connections on your property would not be possible.

Extended Treatment Package Systems provide pretreatment to your wastewater prior to its discharge to the drainfield portion of your septic system. These treatment units reduce waste strength and nutrients (particularly nitrogen) in wastewater. For more information on these systems and your drainfield please view the *Aerobic Treatment Systems and Drainfields: What You Need to Know* brochure on the DEQ website located at http://www.deq.idaho.gov/media/657393-aerobic_treatment_systems_and_drainfields_brochure.pdf.

Per your member agreement contract you are required to work with your Operation and Maintenance Entity and Service Provider to ensure that annual servicing and testing of your treatment unit is scheduled. Protection of public health and the environment is a team effort. Your participation in this program is a critical aspect to its success and is a requirement of the septic system permit for your property.

Thank you for your cooperation.

Sincerely,

The Idaho Department of Environmental Quality