



TOWN OF WENDELL

Board of Health

TITLE 5

Standard Operational Procedure

1. Title 5 is an inspection of an existing septic system required by the State of Massachusetts when property is sold or transferred, whether cash, privately or via bank. Exceptions exist if sold or passed to immediate family members, current spouses, parents and children, or siblings. (310 CMR 15.301 (4)(d))
2. Process can be initiated by homeowner, realtor, bank, Board of Health (BoH).
3. A septic system shall be inspected at or within two years prior to the time of transfer of title to the facility served by the system. If weather conditions preclude inspection at time of transfer, the inspection may be completed as soon as weather permits, but no later than six months after transfer. (310 CMR 15.301)
4. A Title 5 inspection will be performed by a licensed State Systems Inspector and attended by an agent of or member of the BoH as witness.
5. The Title 5 fee of \$100 covers in fee covers the agent or BoH member witnessing the inspection and the review of the inspection report.
6. An inspection report shall be submitted to BoH office within 30 days of the inspection by the System Inspector.
7. Title 5 Inspection Reports are valid for two years from the date of the inspection. (310 CMR 15.301 (1))
8. Title 5 Report can be valid for three years if the owner provides records that the septic tank was pumped once in each of the three years following inspection. (310 CMR 15.301 (1)). (1) A Certificate of Compliance (COC) is valid for three years if the septic tank is pumped once in the third year following the date on the C.O.C. (310 CMR 15.301 (1)(a))
9. Title 5 Inspection results:
 - A. **Passes** - The septic system is functioning. No failure criteria were found.
 - B. **Conditionally Passes** - One or more of the system components need to be replaced or repaired. Upon completion of repair/replacement and inspection by BoH agent the system will Pass.
 - C. **Needs Further Evaluation by the Local Approving Authority** - Conditions exist which requires further evaluation by BoH or agent to determine if system is failing to protect public health, safety or the environment.
 - D. **Fails** - The system owner should contact the BoH or agent to determine what is necessary to correct the failure.If system Fails - the owner shall upgrade the system within two years of discovery unless BoH determines there is an imminent health hazard and requires a shorter period of time for an upgrade. (310 CMR 15.305)

