



STATE OF NEW MEXICO  
 ENVIRONMENT DEPARTMENT  
 FIELD OPERATIONS DIVISION  
 ONSITE LIQUID WASTE SYSTEM  
 PHOTO SELF INSPECTION

Revised 6/16



Applicant's Name \_\_\_\_\_ NMED Permit/Registration No: \_\_\_\_\_

Address \_\_\_\_\_

Type of Inspection:  PHOTO INSPECTION  INITIAL  FINAL  RE-INSPECTION  OTHER Permit:  NEW  MOD

**1. BUILDING SEWER**

- a. \_\_\_\_\_ Correct Size and Material 20.7.3.813.C
- b. \_\_\_\_\_ Required Cleanouts Present, Installed Correctly & to Finish Grade
- c. \_\_\_\_\_ Pipe at Correct Grade (1/8" to 1/4" per foot min.) 20.7.3.813.A

**2. PRE-TREATMENT**

- a. \_\_\_\_\_ Type: \_\_\_\_\_
- b. \_\_\_\_\_ Installed as per Plans or Manufacturer's Instructions 20.7.3.401.I
- c. \_\_\_\_\_ Other: \_\_\_\_\_

**3. SEPTIC TANK / SEC./TERT. TREATMENT UNIT**

Type  Concrete  Plastic/Fiberglass  Sec./Tert. Treatment Unit

- a. \_\_\_\_\_ Located as per Site Plan 20.7.3.401.I
- b. \_\_\_\_\_ Correct Setbacks 20.7.3.302, Table 302.1
- c. \_\_\_\_\_ Tank Certified: Correctly Labeled 20.7.3.501; 20.7.3.501.B.4
- d. \_\_\_\_\_ Tank Correctly Oriented, Level & Depth Below Grade 20.7.3.501.J.7
- e. \_\_\_\_\_ Inlet / Outlet Pipes Sealed & Watertight
- f. \_\_\_\_\_ Inlet / Outlet Baffle or Tee with Branch Extending 12" Minimum Below Liquid Level
- g. \_\_\_\_\_ Effluent Filter Installed, Riser to Grade
- h. \_\_\_\_\_ Tank & Fittings Correctly Vented
- i. \_\_\_\_\_ Concrete Tank: Coated & Material Correct OR Type V Concrete
- j. \_\_\_\_\_ Outlet Pipe Correct Size & Material
- k. \_\_\_\_\_ Manholes Correctly Sized & Located
- l. \_\_\_\_\_ Manhole Risers at Grade, Diameter, Secure Lids & Coated
- m. \_\_\_\_\_ Tank Installed per Manufacturer's Instructions
- n. \_\_\_\_\_ Water Tightness Test  Pass  Fail (Tank filled to outlet invert)
- o. \_\_\_\_\_ Other: \_\_\_\_\_

**4. SURGE, PUMP AND HOLDING TANKS**

Type  Surge Tank  Pump Tank  Holding Tank  Other

- a. \_\_\_\_\_ Correct Size: \_\_\_\_\_
- b. \_\_\_\_\_ Inlet/Outlet Sealed Correctly
- c. \_\_\_\_\_ Pump(s) & Alarms installed on separate circuits, properly set and located
- d. \_\_\_\_\_ Manholes, Risers, Lids Correct and Water Tight

**5. DISTRIBUTION BOX / TEE / HEADER**

- a. \_\_\_\_\_ 4" Diameter
- b. \_\_\_\_\_ Tee/Header Level
- c. \_\_\_\_\_ "D" Box Level and on Concrete Slab or Stable Soil
- d. \_\_\_\_\_ "D" Box Inlet Baffled and 1" Above Outlets
- e. \_\_\_\_\_ "D" Box Outlets at Same Height; Equal Flow to Outlets
- f. \_\_\_\_\_ Tee or "D-box" Located a Min. of 5' From Disposal Field.
- g. \_\_\_\_\_ Other: \_\_\_\_\_

**6. DISPOSAL TRENCH OR BED**

Type  Trench  Chamber  Bed  Seepage Pit(s)  Other

- a. \_\_\_\_\_ Soil Type Verified,  Type I  Type II  Type III  Type IV
- b. \_\_\_\_\_ Correct Clearance to Ground Water or Limiting Layer

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

- c. \_\_\_\_\_ Correctly sized disposal area \_\_\_\_\_
- d. \_\_\_\_\_ Correct Setbacks, Distance to well(s) \_\_\_\_\_
- e. \_\_\_\_\_ Excavation at Correct Grade, Depth \_\_\_\_\_
- f. \_\_\_\_\_ Correct Spacing Between Trenches or Beds, Dist. \_\_\_\_\_
- g. \_\_\_\_\_ Smeared Soils Not Present on Trench or Bed
- h. \_\_\_\_\_ Correct Aggregate; Type, Size, Clean and Amount
- i. \_\_\_\_\_ Correct Depth of Aggregate Above and Below Pipe
- j. \_\_\_\_\_ Correct Pipe; 2-hole, 4" Minimum Diameter, End Caps
- k. \_\_\_\_\_ Aggregate Covered with Approved Material
- l. \_\_\_\_\_ Pipe Covered with Geotextile Fabric in Place of Aggregate
- m. \_\_\_\_\_ Inspection Port(s), Capped
- n. \_\_\_\_\_ Other: : \_\_\_\_\_

**7. Seepage Pit:**

- a. \_\_\_\_\_ Underside of lid coated; riser provided as required
- b. \_\_\_\_\_ Domed covers covered with minimum 2" concrete
- c. \_\_\_\_\_ Brick or block laid end to end with staggered tight joints
- d. \_\_\_\_\_ Side wall inlet properly vented
- e. \_\_\_\_\_ Inlet/outlet fittings sealed
- f. \_\_\_\_\_ Locking or secured lid

**8. Other Disposal Method:**

- a. \_\_\_\_\_ Type: \_\_\_\_\_
- b. \_\_\_\_\_ Installed per Plans or Manufacturer's Instructions
- c. \_\_\_\_\_ Other: : \_\_\_\_\_

**9. NMED FIELD MEASUREMENTS**

- a. \_\_\_\_\_ Well: lat \_\_\_\_\_ long \_\_\_\_\_  
Elev \_\_\_\_\_
- b. \_\_\_\_\_ Tank: lat \_\_\_\_\_ long \_\_\_\_\_  
Elev \_\_\_\_\_
- c. \_\_\_\_\_ Dimensions: Trench / Bed \_\_\_\_\_  
Length: \_\_\_\_\_ Width: \_\_\_\_\_
- d. \_\_\_\_\_ Number of Chambers: \_\_\_\_\_

**COMMENTS/VIOLATIONS**

Continued on attached sheet(s)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Installation Approved
- Installation Approved w/ conditions (See Comments/Violations)
- Installation Not Approved (See Comments/Violations)

Installer / Contractor \_\_\_\_\_ Date \_\_\_\_\_

I certify that this liquid waste system was installed in accordance with the permit approved by NMED, unless otherwise noted in Comments Section above.

- √ -If installed and meets Requirements A/P -As Proposed
- N/I -Not Inspected N/V -Not Verified
- X, N/C -Not Complaint, circle item N/T -Not Tested
- N/A -Not Applicable EX -Existing

NMED Inspector \_\_\_\_\_ Date \_\_\_\_\_

<b>Installer Check List for Photo Inspections</b>		NMED Permit No.
Photo Inspections are to be used with NMED Consent or IAW NMAC 20.7.3.203 B (1)		
Photos authorized by (NMED official name) or inspection scheduled by:	Date and time photos authorized or the hour after inspection was scheduled:	
1. This form must be submitted with photos attached and properly identified. 2. Photos must be dated and labeled with permit number and the corresponding outline number as shown below. 3. All photos must have a reference for measurement, such as a yardstick. 4. As built site drawing must be submitted with photos.		
System Owner's Name	System Location:	
Installer's Name & Company:	Phone:	
Date and Time Photos Taken:	Photographer's Name:	Phone:
<b>1. BUILDING SEWER, if present at the time of inspection</b>		
	a. Photo Showing Pipe Size, Cleanouts	
<b>2. SEPTIC TANK</b>	Latitude(NN.nnnnn)	Longitude (NN.nnnnn) Elevation (ft)
	a. Photo Showing Tank inside view	
	b. Photo Showing Tank Certification, and Size	
	c. Photos Showing Sides of Tank	
	d. Photos Showing Tank Tees and or baffles	
	e. Photo Showing Bituminous Coating	
	f. Photo Showing 10' (SVR 35) or 5' (SCH 40) Setback (solid pipe) From Disposal Field	
<b>3. TEE OR DISTRIBUTION BOX</b>		
	a. Photo Showing Proper Diameter Pipe	
	b. Distribution Box Photo (Showing Bituminous Coating )	
	c. Photo Showing 5' Setback (solid pipe) From Disposal Field	
<b>4. DISPOSAL TRENCH OR BED</b>		
	a. Photos Showing All of the Disposal Area, include something for perspective	
	b. Photos Showing Aggregate Depth	
	c. Photos Showing Aggregate and Aggregate Covering	
	d. Photo Showing The Disposal Field Spoils Pile	
	e. Photo Showing inspection ports, properly capped	
	f. Photo Showing drain field at correct grade	
<b>5. OTHER PICTURES</b>		
	a. Lot Perspective, include, if present, any buildings, trees, wells, well houses, landmarks, water courses.	
If photos are not taken or submitted within 5 days, the permit will be denied or canceled as appropriate until such time as the entire liquid waste system can be exposed and inspected by department personnel.		
Installer Name	Installer Signature	Date
Inspector Name	Inspector Signature received photos:	Date Received:

## Instructions for Photo Inspection by Installer

Guidance #12 establishes requirements to be met by contractors providing photographs of newly installed liquid waste systems in lieu of inspections by NMED personnel. This applies to photographic evidence of compliance with liquid waste regulations pertaining to new construction as allowed in 20.7.3.203, NMAC. NMED staff may then use the photographs to assess the regulatory compliance of the system. All homeowner installed systems, Advanced Treatment Systems (ATS), and unpermitted systems must be inspected by NMED.

### 20.7.3.203 Procedures; Construction Inspections and Testing:

A. The department may perform site inspections prior to making a decision on a permit application or variance petition, during construction or modification of the system and after completion of the system. The department may require test holes to be excavated and documentation to be provided for purposes of determining soil types, depth of soil and water table depths. In areas where soil conditions are well characterized and groundwater depth is documented, test holes may be waived. The department may collect samples of soil, liquid waste and water, including water from wells, to determine compliance with 20.7.3 NMAC.

B. Upon granting the permit or variance application, if the department determines an inspection is necessary, the department shall indicate the point in the construction process where the first construction inspection is to be scheduled or in accordance with Subparagraph A of this section.

(1) The person doing the work authorized by the permit shall notify the department to schedule an inspection, orally or in writing, a minimum of 2 working days prior to the inspection. The department may assess a re-inspection fee if the work is not ready for inspection at the time of the scheduled inspection. In the event the inspection is not conducted within one hour after the appointed time of inspection, the contractor shall take photographs that accurately identify the site and features of installation and proceed with the installation. Copies of such photographs shall be submitted to the department.

Therefore, it is up to the discretion of NMED to require, or not require, an inspection of a newly constructed or modified liquid waste system before granting final approval of the permit. In some cases, it may be possible for NMED staff to perform the inspection and photographs of the installation or modification must be provided by the contractor. When photographs are allowed in place of NMED inspection, all photographs must be submitted along with the ***“Installer Check List for Photo Inspections”***. Each submitted photograph must be clearly labeled with the date taken, liquid waste permit number, contractor and initials of photographer. Minimum items to be included in the photos are:

1. Lot Perspective – This photo should include the system and any buildings, trees, wells, well houses, and landmarks when present. Photos should include a person or device that will show relative dimension.
2. Building Sewer Perspective – This photo should include the pipe and cleanouts.
3. Tank Perspective – This photo should include a view of the tank with the covers removed and any risers present.
4. Tank Sides – This series of photos should include all four (4) sides of the outside of the tank.
5. Demonstration that Tank is Level – Close-up photos of a level, showing the “bubble” to demonstrate tank is level.
6. Disposal System Perspective – This photo should include a view of drain field, including distribution box or tees, spoil pile, etc. The photo collection should include an adequate number of photos to show each leach line, dog legs, trees, etc.
7. Other Tank Perspective – This photo should include any holding, surge, and/or pump tanks, switches, alarms, manholes, risers, and tank effluent filter.
8. Photo inspections should contain the following disclaimer: “This is a photo inspection and is limited to those items clearly observed and should not be construed as a comprehensive inspection and approval.”
9. If the contractor fails to submit the required photos or the photos are not adequate to determine all necessary aspects of the installation, the permit must be denied or canceled as appropriate until such time as the whole system can be exposed and inspected by New Mexico Environment Department personnel.
10. The Installer shall certify the Photo Inspection Check List by signature and date.