

Texas Commission on Environmental Quality

CHECKLIST WORKSHEET

OSSF AUTHORIZED AGENT COMPLIANCE REVIEW

Regulating Entity Name

Date :

Additional I D:

Investigator Name:

Item Number 1	Description Administrative Review: Were any conflicts between the order and Commission Rules identified?	Answer	Citations 285.10(c)(1)	Notes
Item Number 2	Description Administrative Review: Do DRs have a copy of the current Order/Ordinance?	Answer	Citations 285.10(b)(3)	Notes
Item Number 3	Description Administrative Review: What is the date of the Order/Ordinance?	Answer	Citations	Notes
Item Number 4	Description Administrative Review: What is the Area of Jurisdiction?	Answer	Citations	Notes
Item Number 5	Description Administrative Review: Are there cooperative agreements initiated between cities and counties?	Answer	Citations	Notes
Item Number 6	Description Administrative Review: If there are cooperative agreements, are the agreements in writing and on file?	Answer	Citations	Notes
Item Number 7	Description Ten Acre Exemption: Does the entity exempt 10 acres and above?	Answer	Citations 285.10(b)(4)	Notes
Item Number 8	Description Ten Acre Exemption: If the entity does not exempt 10 acres and above, is the stricter provision in the order/ordinance?	Answer	Citations 285.10(b)(4)	Notes
Item Number 9	Description Record Keeping: Is a log book for applications maintained for all applications filed with the designated representative?	Answer	Citations 285.62(14)	Notes
Item Number 10	Description Record Keeping: Is the application form provided by the Authorized Agent adequate?	Answer	Citations	Notes
Item Number 11	Description Record Keeping: Are applications administratively complete?	Answer	Citations 285.3(b)	Notes
Item Number 12	Description Planning Materials: Are planning materials submitted in accordance with Chapter 285 and the local order?	Answer	Citations 285.3(b)	Notes
Item Number 13	Description Authorization to Construct: Are authorizations to construct being issued based on the application, planning material, site/soil evaluation?	Answer	Citations 285.2(5)	Notes
Item Number 14	Description Inspection Form: Is documentation provided that the installation procedures have met minimum criteria of Chapter 285. This is also documentation as to the location of the OSSF for future reference.	Answer	Citations 285.3(d)(3)	Notes
Item Number 15	Description Inspection Form: Is the inspection form being used?	Answer	Citations	Notes
Item Number 16	Description Inspection Form: Is the inspection form adequate?	Answer	Citations	Notes
Item Number 17	Description Is a permit to operate issued?	Answer	Citations 285.62(8)	Notes

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OSSF AUTHORIZED AGENT COMPLIANCE REVIEW (Cont)

Item Number 18	Description Is the issued permit documented in a log book?	Answer	Citations 285.62(14)	Notes
Item Number 19	Description Complaints: Are complaints investigated in a timely manner?	Answer	Citations 285.71(a)	Notes
Item Number 20	Description Complaints: Is a log kept of all complaints, showing date received, date investigated and date of resolution?	Answer	Citations 285.62(15)	Notes
Item Number 21	Description Variances: Are variances documented by a P.E. or R.S.?	Answer	Citations 285.62(6)	Notes
Item Number 22	Description Variances: Are variances based on equivalent protection?	Answer	Citations 285.30(b)	Notes
Item Number 23	Description Fee Receipts: Is a receipt book/documentation kept of all OSSF money transactions?	Answer	Citations 285.62(6)	Notes
Item Number 24	Description Fee Receipts: Who is responsible for the log book?	Answer	Citations	Notes
Item Number 25	Description Is the On-Site Wastewater Treatment Research Council (OSWTRC) fee of \$10.00 per application collected and paid?	Answer	Citations 285.11(b)	Notes
Item Number 26	Description Is the monthly On-Site Activity Reporting System (OARS) activity report being properly submitted to the TCEQ?	Answer	Citations 285.11(e)(2)	Notes
Item Number 27	Description Is the report complete?	Answer	Citations	Notes
Item Number 28	Description Information Availability: Are the instructions for filling out the applications helpful? Information should be available for persons asking for assistance. Basic information on permitting procedures, investigation procedures, floodplain information, etc.	Answer	Citations	Notes
Item Number 29	Description Installer Verification: Does the Authorized Agent verify that the name, registration number, and address of the installer are correct?	Answer	Citations 285.62(9)	Notes
Item Number 30	Description Enforcement Activities: Are necessary legal actions being taken?	Answer	Citations 285.11(c)	Notes
Item Number 31	Description Subdivision Review: Is the LOT SIZE checked before the final plat is approved?	Answer	Citations 285.4(c)	Notes
Item Number 32	Description Subdivision Review: Is the SOURCE OF WATER checked before the final plat is approved?	Answer	Citations 285.4(c)	Notes
Item Number 33	Description Subdivision Review: Is the OVERALL SITE PLAN checked before the final plat is approved?	Answer	Citations 285.4(c)	Notes
Item Number 34	Description Subdivision Review: Is the TOPOGRAPHICAL MAP checked before the final plat is approved?	Answer	Citations 285.4(c)	Notes
Item Number 35	Description Subdivision Review: Is the 100 YEAR FLOODPLAIN checked before the final plat is approved?	Answer	Citations 285.4(c)	Notes

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Item Number 36	Description	Subdivision Review: Is the SOIL SURVEY checked before the final plat is approved?	
	Answer	Citations	285.4(c) Notes
Item Number 37	Description	Subdivision Review: Is the LOCATION OF WATER WELLS checked before the final plat is approved?	
	Answer	Citations	285.4(c) Notes
Item Number 38	Description	Subdivision Review: Are the TYPES OF OSSFs checked before the final plat is approved?	
	Answer	Citations	285.4(c) Notes
Item Number 39	Description	Subdivision Review: Is the DRAINAGE PLAN checked before the final plat is approved?	
	Answer	Citations	285.4(c) Notes
Item Number 40	Description	Subdivision Review: Is the 100 YEAR FLOODPLAIN IMPACT PLAN checked before the final plat is approved?	
	Answer	Citations	285.4(c) Notes
Item Number 41	Description	Technical Review: Describe what procedures are used for soil/site evaluations: (who, how and what depth) Explain:	
	Answer	Citations	Notes
Item Number 42	Description	Technical Review: Describe the Inspection Procedures by discussing how many, who was observed, etc.	
	Answer	Citations	Notes
Item Number 43	Description	Technical Review: Do the DRs have adequate investigation equipment?	
	Answer	Citations	Notes
Item Number 44	Description	Technical Review: List the investigation equipment available to the DR.	
	Answer	Citations	Notes
Item Number 45	Description	Designated Representative: List the names of Personnel and their assigned duties.	
	Answer	Citations	Notes
Item Number 46	Description	Designated Representative: Have DRs completed the Commission's approved training?	
	Answer	Citations	Notes
Item Number 47	Description	Item #1	
	Answer	Citations	Notes
Item Number 48	Description	Item #2	
	Answer	Citations	Notes
Item Number 49	Description	Item #3	
	Answer	Citations	Notes
Item Number 50	Description	Item #4	
	Answer	Citations	Notes
Item Number 51	Description	Item #5	
	Answer	Citations	Notes
Item Number 52	Description	Item #6	
	Answer	Citations	Notes