



St. Joseph County Health Department
*“Promoting physical and mental health and facilitating the prevention of disease, injury,
and disability for all St. Joseph County residents”*

CLUSTER SYSTEM

MONITORING, MAINTENANCE, and REPORTING REQUIREMENTS

County Code 24.04 requires that the owners of cluster systems have contracts in place at all times for routine monitoring and maintenance of the system. It also requires that the Health Department establish monitoring, maintenance, and reporting requirements for all cluster systems. The following are the monitoring, maintenance, and reporting requirements for elevated sand mounds, the most common type of cluster system in St. Joseph County. These requirements may be modified for other types of cluster systems. These requirements are in addition to any requirements established by the Indiana State Department of Health in the permit for the cluster system although most requirements are identical.

The system owner of the cluster system shall enter into and maintain a contract with a licensed septic installer or engineering company qualified to perform the following monitoring and maintenance.

Monitoring and maintenance at each residence or business connected to the cluster system

- Perform and record monthly water usage readings for each structure connected to the system.
- Inspect effluent filters every six months and record the date of the inspection.
- Clean effluent filters as needed and record the date of the cleaning.
- Inspect the septic and dose tanks for solids and floatables every twelve months.
- Clean septic and dose tanks as needed but no less than every 24 months. Record the date of the cleaning.

Cluster system monitoring and maintenance

- Check operation of each pump monthly.
- Record usage of each pump monthly.
- Perform pump maintenance per manufacturer’s recommendations.
- Check and record water levels in monitoring wells monthly.
- Collect and analyze liquid from monitoring wells if specifically required by ISDH or the Health Department.
- Check system for effluent leaks to the surface monthly.
- Check and record the status of the vegetative cover (e.g. percent covered with grass and amount of woody vegetation).
- Remove woody vegetation and maintain grass cover.

Reporting

- Submit a quarterly report to the Health Department.
- Reports are due within 30 days of the end of the calendar quarter.
 - Quarter 1 – January 1 to March 31 – report due no later than April 30.
 - Quarter 2 – April 1 through June 30 – report due no later than July 31.
 - Quarter 3 – July 1 through September 30 – report due no later than October 30.
 - Quarter 4 – October 1 through December 31 – report due no later than January 31 of following year.

- The report shall include the following data:
 - A table showing each month on one axis and each structure on the other axis and include the following:
 - Monthly water usage.
 - Date effluent filters were inspected.
 - Date effluent filters cleaned.
 - Date tanks inspected.
 - Date tanks cleaned.
 - Cluster system
 - Number of hours each pump pumped.
 - Monitoring wells.
 - Which contained saturated water.
 - Provide sampling data if specifically required by ISDH or the Health Department.
 - Results of exterior inspection.
 - Extent of woody vegetation.
 - Presence or absence of effluent on the surface.
 - Off-normal event summary.
 - Describe any repairs to pumps.
 - Describe any effluent found on the surface.
 - Describe the reason found for any alarm activation.
 - Other items as observed.

Please contact the Health Department at 574-235-9722 if there are any questions.