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November, 2016

Onsite System Registration Instructions Fact Sheet

Any onsite wastewater treatment system constructed, reconstructed, altered, modified, or otherwise changed by a [certified professional](#), professional engineer, or registered environmental health specialist must be registered with the Nebraska Department of Environmental Quality (NDEQ) by that individual within 45 days of completion of the construction, reconstruction, alteration, modification, or other change.

The registration must include all required information as described in [Title 124 - Rules and Regulations for the Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems](#). Alternatively, the system registration information may be submitted on a [form](#) provided by the Director. The certified professional, professional engineer, or registered environmental health specialist must provide a copy of the system registration information to the system owner.

All required information shall be typed or legibly printed and, at a minimum, must include the following:

- The words "System Registration for Onsite Wastewater Treatment System";
- Owner's full name (first name, middle initial, and last name), mailing address, and phone number;
- The name of the business or legal entity if the system is for a business or legal entity;
- The physical address of the system if the system is at a different address than the owner;
- The system legal description (quarter section, quarter section, section, township, and range) **or** geographical coordinates (latitude and longitude to four decimal points);
- County;
- Specify if the registration is for a dwelling or non-dwelling;
- The system design flow in gallons per day;
- Specify if the registration is for a new system, a system inspection **or** for the modification, reconstruction or alteration of an existing system;
- The previous system registration number, if appropriate and/or available;

- The type of system constructed, inspected, modified, reconstructed or altered (permit system; septic system; holding tank; household domestic lagoon; or an endorsed mound system);
- The statement “I swear or affirm that the system complies with Title 124 requirements and that the registration information and documentation submitted are true, complete, and accurate”
- The first name, middle initial, and last name of the Master or Journeyman Installer, Professional Engineer, or Registered Environmental Health Specialist under whose direct supervision the work on the system was done;
- Certification number or professional license number;
- Signature; and
- Date of inspection or completion of construction for the modification, reconstruction, or alteration.

The following system type information is required in addition to the general information above:

Permit System

- Construction permit number.

Septic System

- Depth to seasonal high groundwater in feet;
- Percolation rate in minutes per inch;
- Septic tank capacity in gallons;
- Details of the soil absorption system including:
 - The number of trenches;
 - Total trench length in feet;
 - Actual width of trenches in inches; and
 - Total effective trench bottom area in square feet.
- Specify whether filter material was used and, if so, provide a description of the filter material;
- The type of distribution system:
 - Gravelless chambers without filter material;
 - Gravelless chambers with filter material;
 - Pipe with filter material;
 - Gravelless pipe without filter material;
 - Gravelless pipe with filter material;
 - Bundled expanded polystyrene synthetic aggregate without filter material;
 - Bundled expanded polystyrene synthetic aggregate with filter material; or
 - A specific description if not one of the above
- For systems with no filter material include:
 - The inside bottom width of the gravelless chamber; or
 - Diameter of the gravelless pipe or the bundle diameter that was used in inches.

Temporary Modification

- A description of the problem that caused the discharge; and
- The reason the temporary modification was made.

Holding Tank

- Tank capacity in gallons

Lagoon

- The surface area at the maximum operating depth in square feet; and
- The seepage rate of the liner in inches per day.

Endorsed Mound

- Maximum ground slope in percent;
- Pump tank capacity in gallons;
- Pump off, pump on, and high water alarm levels in inches measured from the bottom of the pump tank;
- Dose pump manufacturer, make, and model number; and
- Force main length in feet.

The registration must be accompanied by a non-refundable registration fee of \$140. If the system is not registered within 45 days, then late fees will apply. An initial late registration fee is required for any registration received by the Department 46 to 90 days after completion of the system and is in addition to the system registration fee. A final late registration fee is required for any registration received by the Department 91 or more days after completion of the system and is in addition to the system registration fee.

Fees Associated with Registration of an Onsite System

Registration of Onsite System	\$140
Initial Late Registration – add to registration fee for any registration received by the Department 46 to 90 days after completion of the system	\$150
Final Late Registration – add to registration fee for any registration received by the Department 91 days or more after completion of the system	\$450

Please note that an incomplete registration or submittal of inadequate fees will delay the registration of the system and may result in the registration being returned to you for completion and/or other action as needed.