



CPHS Title 5 Inspection Policy

This Policy outlines the requirements for scheduling and conducting Title 5 Inspections pursuant to 310 CMR 15.300 in the Cooperative Public Health Service (CPHS) towns of Buckland, Charlemont, Colrain, Gill, Hawley, Heath, Leyden, Monroe, Rowe and Shelburne. All Title 5 Inspections in those towns must be witnessed by a CPHS Regional Health Agent.

All *Title 5 Inspections* are to be completed in accordance with 310 CMR 15.300 through 310 CMR 15.340 and the following:

- System Inspectors are required to complete and submit an application for a *Title 5 Inspection* via the CPHS online permitting system at <https://frcog.org/inspections-permits/health/>
- The *Title 5 Inspection* application must be submitted and payment received in order to schedule the inspection date with a Health Agent.
- The System Inspector is responsible to notify the System Owner, and other involved parties, of the inspection date and time.
- The CPHS Health Agent shall be present on-site before any system component cover is opened for inspection, filter removal, pumping, or otherwise.
- The System Inspector is responsible to schedule a duly licensed Septage Hauler to be present at the *Title 5 Inspection*. **All septic tanks, and other components (as required), must be pumped at the time of inspection to assess the component condition.**
- The System Inspector is responsible to schedule any needed excavators or other contractors required to complete the *Title 5 Inspection* according to 310 CMR 15.302 and this Policy.
- Multiple systems on a single property each require an individual application, fee, and inspection report. Every system on a singular property must be noted in each report for that property.
- Properties that have not been occupied and/or have not been receiving normal flows prior to the inspection may be identified as “Needs Further Evaluation by the Local Approving Authority” on the Inspection Report. Such “dormant” systems may not be certified as a “Pass” until approximately six (6) months of normal flows have been passing through the system, and the system has been subjected to a re-inspection. The Board of Health or its Agents shall make a determination based upon the results of the initial inspection and subsequent re-inspection.