



# RESPONSIBILITIES & RESOURCES: Property Owners

The Property Owner's role in terms of onsite wastewater management is to ensure that the onsite wastewater treatment system is operated and maintained as designed.

Programme Element	Responsibilities	Resources
Installation	<ul style="list-style-type: none"> <li>• Maintain accessibility to all system access covers:               <ul style="list-style-type: none"> <li>⇒ Access covers over treatment system compartments are to be such that one person can open and close it, using standard tools.</li> <li>⇒ Access covers are not to be built over, have items stored over, be planted over, paved over, or be sealed with cement, caulk, silicone, spray foam, etc. Proper covers are designed to achieve a water-tight seal via recessed covers that fit into frames or via lids fitted with gaskets and screws or clamps to tighten the lid.</li> <li>⇒ In instances where safety or security requires locked access (such as at schools), a duplicate key shall be provided to the Water Authority.</li> </ul> </li> </ul>	<p><a href="#">Owner's Guide</a> with system diagrams</p> <p><a href="#">Development Control staff for WWTS ID map &amp; reference photos of installation</a></p>
Operation & Maintenance	<ul style="list-style-type: none"> <li>• Know your system's purpose, use and care requirements; if additional information is needed, request from OWMP.</li> </ul>	<p><a href="#">Owner's Guide</a></p> <p><a href="#">Technical Guides</a></p> <p><a href="#">Best Management Practice Guides</a></p>
	<ul style="list-style-type: none"> <li>• Advise all residents / tenants of the "do's and don'ts" of proper use of the system.</li> <li>• Advise all residents / tenants to keep the system clear for inspection and maintenance.</li> </ul>	<p><a href="#">Owner's Guide</a> listing of "do's &amp; don'ts"</p> <p>Notices, Signage</p>
	<ul style="list-style-type: none"> <li>• Obtain the services of a Certified OWTS O&amp;M Technician to carry out required maintenance services per manufacturer's and Water Authority guidelines.</li> <li>• Minimum suggested frequency of service is once per three months; monthly service may be required for larger/more complex systems.</li> </ul>	<p><a href="#">Companies Employing Certified OWTS O&amp;M Technicians</a></p> <p><a href="#">Owner's Guide</a></p>
	<ul style="list-style-type: none"> <li>• Notify Service Provider of unusual conditions observed; e.g., audible or visual alarm, noise, odour. In event of overflow, notify Water Authority as well as Service Provider.</li> </ul>	<p><a href="#">Companies Employing Certified OWTS O&amp;M Technicians</a></p> <p><a href="#">Development Control staff</a></p>
Record Keeping, Inventory & Reporting	<ul style="list-style-type: none"> <li>• Access OWMP information needed to know purpose, use and care of your system.</li> <li>• Advise Water Authority regarding Service Contract / Provider issues.</li> <li>• Advise Water Authority in the event of system overflow.</li> </ul>	<p><a href="#">OWMP</a> link on Water Authority website</p> <p><a href="#">Development Control staff</a></p>
Public Education & Participation	<ul style="list-style-type: none"> <li>• Stay informed, request additional information when needed.</li> <li>• Utilise references and resources provided by OWMP.</li> <li>• Provide feedback on OWMP.</li> </ul>	<p><a href="#">OWMP</a> link on Water Authority website</p> <p><a href="#">Development Control staff</a></p>