

**Texas Commission on Environmental Quality**

**CHECKLIST WORKSHEET**

**OSSF AUTHORIZED AGENT COMPLIANCE REVIEW**

Reg Ent Name : \_\_\_\_\_

Date : \_\_\_\_\_

Add ID \_\_\_\_\_

Investigator Name \_\_\_\_\_

Item No.	Description	Answer	Citations	Notes
1	Administrative Review: Were any conflicts between the order and Commission Rules identified?		285.10(c)(1)	
2	Administrative Review: Do DRs have a copy of the current Order/Ordinance?		285.10(b)(3)	
3	Administrative Review: What is the date of the Order/Ordinance?			
4	Administrative Review: What is the Area of Jurisdiction?			
5	Administrative Review: Are there cooperative agreements initiated between cities and counties?			
6	Administrative Review: If there are cooperative agreements, are the agreements in writing and on file?			
7	Ten Acre Exemption: Does the entity exempt 10 acres and above?		285.10(b)(4)	
8	Ten Acre Exemption: If the entity does not exempt 10 acres and above, is the stricter provision in the order/ordinance?		285.10(b)(4)	
9	Record Keeping: Is a log book for applications maintained for all applications filed with the designated representative?		285.62(14)	
10	Record Keeping: Is the application form provided by the Authorized Agent adequate?			
11	Record Keeping: Are applications administratively complete?		285.3(b)	
12	Planning Materials: Are planning materials submitted in accordance with Chapter 285 and the local order?		285.3(b)	
13	Authorization to Construct: Are authorizations to construct being issued based on the application, planning material, site/soil evaluation?		285.62(8) 285.2(5)	
14	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.		285.5(a) 285.3(d)(3)	
15	Inspection Form: Is the inspection form being used?			
16	Inspection Form: Is the inspection form adequate?			
17	Is a permit to operate issued?		285.62(8)	
18	Is the issued permit documented in a log book?		285.62(14)	
19	Complaints: Are complaints investigated in a timely manner?		285.71(a) 285.11(c)	

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20	Complaints: Is a log kept of all complaints, showing date received, date investigated and date of resolution?		285.62(15)	
21	Variations: Are variations documented by a P.E. or R.S.?		285.62(6)	
22	Variations: Are variations based on equivalent protection?		285.30(b)	
23	Fee Receipts: Is a receipt book/documentation kept of all OSSF money transactions?		285.62(6)	
24	Fee Receipts: Who is responsible for the log book?			
25	Is the On-Site Wastewater Treatment Research Council (OSWTRC) fee of \$10.00 per application collected and paid?		285.11(b)	
26	Is the monthly On-Site Activity Reporting System (OARS) activity report being properly submitted to the TCEQ?		285.11(e)(2)	
27	Is the report complete?			
28	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.			
29	Installer Verification: Does the Authorized Agent verify that the name, registration number, and address of the installer are correct?		285.62(9)	
30	Enforcement Activities: Are necessary legal actions being taken?		285.62(15) 285.11(c) 285.71(a)	
31	Subdivision Review: Is the LOT SIZE checked before the final plat is approved?		285.4(c)	
32	Subdivision Review: Is the SOURCE OF WATER checked before the final plat is approved?		285.4(c)	
33	Subdivision Review: Is the OVERALL SITE PLAN checked before the final plat is approved?		285.4(c)	
34	Subdivision Review: Is the TOPOGRAPHICAL MAP checked before the final plat is approved?		285.4(c)	
35	Subdivision Review: Is the 100 YEAR FLOODPLAIN checked before the final plat is approved?		285.4(c)	
36	Subdivision Review: Is the SOIL SURVEY checked before the final plat is approved?		285.4(c)	
37	Subdivision Review: Is the LOCATION OF WATER WELLS checked before the final plat is approved?		285.4(c)	
38	Subdivision Review: Are the TYPES OF OSSFs checked before the final plat is approved?		285.4(c)	
39	Subdivision Review: Is the DRAINAGE PLAN checked before the final plat is approved?		285.4(c)	
40	Subdivision Review: Is the 100 YEAR FLOODPLAIN IMPACT PLAN checked before the final plat is approved?		285.4(c)	

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**OSSF AUTHORIZED AGENT COMPLIANCE REVIEW (Cont)**

41	Technical Review: Describe what procedures are used for soil/site evaluations: (who, how and what depth) Explain:			
42	Technical Review: Describe the Inspection Procedures by discussing how many, who was observed, etc.			
43	Technical Review: Do the DRs have adequate investigation equipment?			
44	Technical Review: List the investigation equipment available to the DR.			
45	Designated Representative: List the names of Personnel and their assigned duties.			
46	Designated Representative: Have DRs completed the Commission's approved training?			
47	Item #1			
48	Item #2			
49	Item #3			
50	Item #4			
51	Item #5			
52	Item #6			

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