

DYE TEST – STANDARD OPERATING PROCEDURES

SCHEDULING

1. Dye Test **Application for Document of Certificate** is to be picked up from the Donegal Township Municipal Office or on line at donegaltownship.com
2. Dye Test Applications are to be returned by the real estate agent or homeowner back to Donegal Township twenty-one (21) working days prior to the closing date, along with a cash/check payment of \$50.00.
3. Donegal Township processes the Application and gives the Original document to Tom Bibby (Sewer Plant Manager/Inspector)
4. The Inspector will schedule the inspection; appointments are based on closing dates and geographic locations.

PERFORMING – Report of Test and Inspections

1. Once onsite, the Inspector will meet with either the Real Estate Agent or homeowner to gain entry into the home.
 - If the Real Estate Agent or homeowner do not show up to let the Inspector into the home, the Inspector will wait approximately 5 minutes, then contact the Township Office to notify of the no show and subsequent dye test cancellation.
2. The basement of the home is inspected for any interior French drains, sump pumps, sewer ejectors, etc.
 - These items are allowed, but **any** type of ground water **cannot** be discharged into the public Sanitary Sewer System.
 - Sewer ejectors CAN be discharged into the public Sanitary Sewer System.
3. The exterior down spouts are verified of their discharge location.
 - Down spouts **are not** allowed to discharge into the public Sanitary Sewer System.
4. Next, the Fresh Air Vent (FAV) is located and verified that it is of such a height and location as to prevent entry of storm or surface water.
 - If a FAV was installed and it is not visibly located, it must be located by the real estate agent or homeowner. Once found, Donegal Township requires notification so the Inspector can verify its existence.
5. To conclude the inspection, **Report of Test and Inspection** is filled out.
 - If there are any deficiencies with the inspection, they will be noted on this form.
 - If the **Fresh Air Vent** can't be located by the real estate agent or homeowner and it is assumed that the FAV was never installed, a letter is given to the real estate agent or homeowner stating that it is strongly recommended that one should be installed.

COMPLETION

1. Once completed, the original **Application for Document of Certification/ Report of Test and Inspection** dye test permit/inspection sheet is brought back to the Donegal Township Office. A copy is made and placed in the Dye Test File.

DONEGAL TOWNSHIP

34 N Liberty Street, PO Box 310, West Alexander PA 15376

Phone: (724) 484-4017 Fax: 724-484-4029

APPLICATION FOR DOCUMENT OF CERTIFICATION

Date of Application: _____ Estimated Closing Date: _____

Applicant's Name(s): _____
(Present Owner(s))

Property Address: _____

Contact Person: _____ Phone Number: _____

PARCEL # _____
(It is essential that property is positively identified)

Purchaser's Name(s): _____

Address: _____

Contact Number: _____

Applicant(s) is to return the completed application for Document of Certification to Donegal Township's Municipal Office with a check/cash in the amount of Fifty Dollars (\$50).

Applicant(s) – Print Name(s)

Signature of Applicant(s)

Date

If violations are indicated on the test and inspection report, they must be corrected before Document of Certification will be issued. If weather conditions prevent dye testing or hardship could result in corrective measure, please contact the Donegal Township Municipal Office at the above number for alternative procedures.