



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it may be required if an appeal is filed. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Wayne Township (Attn: AORO)

Date of Request: 9-3-25 Submitted via: Email U.S. Mail Fax In Person

PERSON MAKING REQUEST:

Name: Ken A. Smith Company (if applicable): _____

Mailing Address: 100 Missing Pines Drive

City: McVeytown State: PA Zip: 17051 Email: ksmith8787@hotmail.com

Telephone: 717-348-6148 Fax: _____

How do you prefer to be contacted if the agency has questions? Telephone Email U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law. Use additional pages if necessary.

I am requesting all signed receipts from the pumper/hauler that are mandatory under section VII F of the Wayne Township sewage ordinance. I am requesting receipts for all septic tanks pumped for the time period June 1, 2025 through August 31, 2025.

DO YOU WANT COPIES? Yes, printed copies (default if none are checked)
 Yes, electronic copies preferred if available
 No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? Yes (may be subject to additional costs) No
RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than \$100 (or) \$25.⁰⁰

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? Yes No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: Granted Partially Granted & Denied Denied Cost to Requester: \$ _____

Appropriate third parties notified and given an opportunity to object to the release of requested records.

G. If there arises a geographic area where numerous onlot sewage disposal systems are malfunctioning, a resolution of these area wide problems may necessitate detailed planning and a revision to the portion of the Sewage Facilities Plan pertaining to areas affected by such malfunctions. If a DEP authorized Official Sewage Facilities Plan Revision has been undertaken, repair or replacement of individual malfunctioning sewage disposal systems within the area affected by the revision may be delayed, pending the outcome of the plan revision process. However, immediate corrective action will be compelled whenever a malfunction, as determined by Township officials and/or DEP, represents a serious public health or environmental threat.

Section VI. Operation

A. Only normal domestic wastes shall be discharged into any onlot sewage disposal system. The following shall not be discharged in the system.

1. Industrial waste.
2. Automobile oil and other non-domestic oil.
3. Toxic or hazardous substances or chemical, including but not limited to pesticides, disinfectants (excluding household cleaners), acids, paints, paint thinners, herbicides, gasoline and other solvents.
4. Clean surface or groundwater, including water from roof or cellar drains, springs, basement sump pumps and french drains.

Section VII. Maintenance

A. Each person owning a building served by an on lot sewage disposal system which contains a septic tank shall have the septic tank pumped by a qualified pumper/hauler per the schedule set forth below. Thereafter that person shall have the tank pumped at least once every five (5) years or whenever an inspection reveals that the septic tank is filled with solids or with scum in excess of 1/3 of the liquid depth of the tank. Receipts from the pumper/hauler shall be submitted to the Township within the prescribe pumper periods. The Township is divided into five (5) districts as shown on the map and adopted as part of this ordinance. Inspections will be by districts as set forth on the map in accordance with the following schedule:

- Zone 1 by December 1, 2009 and every five (5) years thereafter
- Zone 2 by December 1, 2010 and every five (5) years thereafter
- Zone 3 by December 1, 2011 and every five (5) years thereafter
- Zone 4 by December 1, 2012 and every five (5) years thereafter
- Zone 5 by December 1, 2013 and every five (5) years thereafter

B. The required pumping frequency may be increased at the discretion of an authorized agent if the septic tank is undersized, if solids build up in the tank is above average, if the hydraulic load on the system increases significantly above average, if a garbage grinder is used in the building, if the system malfunctions or for other good cause shown. If any person can prove that such person's septic tank had been pumped within five (5) years of the effective date of this ordinance, then that person's initial required pumping may be delayed to conform to the general five (5) year frequency requirement except where an inspection reveals a need for more frequent pumping frequencies.

C. Any person owning a property served by a septic tank shall submit, with each required pumping receipt, a written statement, from the pumper/hauler or from any other qualified

individual acceptable to the Township, that the baffles in the septic tank have been inspected and found to be in good working order. Any person whose septic tank baffles are determined to require repair or replacement shall first contact a sewage enforcement officer for approval of the necessary repair.

D. Any person owning or building served by an onlot sewage disposal system which contains an aerobic treatment tank shall follow the operation and maintenance recommendations of the equipment manufacturer. A copy of the manufacturer's recommendations and a copy of the service agreement shall be submitted to the Township within six months of the effective date of this ordinance. Thereafter, service receipts shall be submitted to the Township at the intervals specified by the manufacturer's recommendations. In no case may the service or pumping intervals for aerobic treatment tanks exceed those required for septic tanks.

E. Additional maintenance activity may be required as needed including, but not necessarily limited to, cleaning and unclogging of piping, servicing and the repair of mechanical equipment, leveling of distribution boxes, tanks and lines, removal of obstructing roots or trees, the diversion of surface water away from the disposal area, etc.

F. Only those persons licensed by the Township and the Commonwealth of Pennsylvania may pump or haul sewage within the Township. Pumper/hauler shall submit a signed receipt to the Township, within seven (7) days of pumping. This receipt shall contain the following information:

- Date of pumping;
- Name and address of system owner;
- Address of tank's location, if different from owner's;
- Description and diagram of the location of the tank, including the location of any markers, risers, and access hatches;
- Size of tank;
- Age of the system;
- Last date of pump out;
- List of other maintenance performed;
- Any indications of system malfunction observed;
- Amount of septage or other solid or semisolid material removed;
- Cost of pumping services;
- Waste hauler's state license number permitting it to collect and haul septage in the State of Pennsylvania; and
- List of recommendations

The receipt shall be signed by the pumper/hauler certifying that the septage does not contain any of the prohibited substances listed in Section VI. The receipt shall be submitted to the Township office to serve as proof of compliance with the pump out requirements of Section VI. A copy shall be retained by the system owner and a copy shall be submitted to the site or facility accepting the septage for disposal.

Section VIII. System Rehabilitation

A. No person shall operate or maintain an onlot sewage disposal system in such a manner that it malfunctions. All liquid wastes, including kitchen and laundry wastes and water softener backwash, shall be discharged to a treatment tank. No sewage system shall discharge untreated