



Environmental Service Request Form

REQUESTOR INFORMATION		
Reason for Request		
Person requesting Inspection	Name of Firm (If Applicable)	
Mailing Address		
Phone	Fax	Other means of contact/Email
Send Results to: (if different from above)		
PROPERTY INFORMATION		
Address of Property	Owner(s) of Property	
FOR ASSISTANCE GAINING ENTRY		
Name	Phone	The residence is currently: <input type="checkbox"/> OCCUPIED <input type="checkbox"/> UNOCCUPIED
Office Use – Agreed Upon time for service (If applicable)		

- All fees must be paid in advance. Out of state personal checks are not accepted. Make money orders, cashier’s checks, business or in-state personal checks payable to **DCGHD. Include driver’s license number on personal checks. Money cannot be accepted in the field.**
- Electrical power must be turned on to collect water samples.
- The department uses third party labs for sample analysis. **The time needed to receive results from the lab may vary.**
- Follow-up visits for water tests must include the lab fee and processing fee paid in advance

Signatory agrees to provide access and information necessary for the completion of services requested

Name	Signature	Date



Inspection Reports – After an inspection is conducted, it may take up to 7 days to complete the report		Fee for service requested
Water System Report - Includes bacteria test (Total Coliform & E. Coli). Includes site drawing measurement of isolation distances for water source, and any other applicable information on the private water system.		<input type="checkbox"/> \$100.00
*Sewage System Report – This includes an inspection of the septic system. The report will contain any applicable information on the septic system. Required if a parcel is created that is less than 5 acres and has a structure connected to a septic system. Includes aeration tanks, holding tanks, leach fields, mounds, etc.		<input type="checkbox"/> \$200.00
Combined Sewage and Water Report – Includes full Water System Report (including water sample) and full Sewage System Report.		<input type="checkbox"/> \$250.00
The following can be ordered in addition to the reports above		
Nitrate – Check with realtor or lending institution to see if this is required, in addition to a bacteria sample	Results for Nitrate, Nitrite, and Lead samples take up to 7 business days to receive and process	<input type="checkbox"/> \$20.00
Nitrite – Check with realtor or lending institution to see if this is required, in addition to a bacteria sample		<input type="checkbox"/> \$20.00
Lead – Check with realtor or lending institution to see if this is required, in addition to a bacteria sample		<input type="checkbox"/> \$20.00
Minor Subdivision Review - \$50.00 per lot if less than 5 acres and no access to central sewer. Lot splits may include Sewage System Report and Minor Subdivision. Review depending on proposed split		<input type="checkbox"/> \$50.00 per lot
Total – add each service requested to determine fee total		\$ _____.00

***Pumping and Cleaning the Septic Tank** (for Sewage Inspections only) The sewage inspection requires documentation provided to DCGHD showing the septic tank has been cleaned according to the recommended schedule in the Defiance County O&M regulations. If this has not been done, the requesting party must arrange for the tank to be pumped out. Contractors are listed on our website.

Date the tank was pumped or will be pumped:	Contractor:
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Water tests only - does not include report or site drawing		Fee for service requested
Total Coliform/E. coli Quanti-tray count – Quantifies amount of bacteria – indicator for new well testing. Measured as “Most Probable Number” (MPN). 4.0 MPN or less is acceptable for drinking water from a well. Must take on Wednesday Afternoons	Choose one type of bacteria test. Results may take up to two business days to receive and process . A positive test indicates a presence of bacteria	<input type="checkbox"/> \$30.00
Total Coliform/E. coli pos/neg – Positive or negative presence of bacteria. Acceptable for ponds, daycare, bakeries, and most realty requests Must take Mon-Wed 8:30-4:30 & Thursday, before 12pm		<input type="checkbox"/> \$20.00
Nitrate – Check with your realtor or lending institution to see if this is required	Results for Nitrate, Nitrite, Lead, and other samples take up to 7 business days to receive and process	<input type="checkbox"/> \$20.00
Nitrite – Check with your realtor or lending institution to see if this is required		<input type="checkbox"/> \$20.00
Lead – Check with your realtor or lending institution to see if this is required		<input type="checkbox"/> \$20.00
Other – Call For Price. This includes but is not limited to iron, phosphate, arsenic, etc.		<input type="checkbox"/> \$ _____.00
*Processing fee is waived for new water system retests		<input type="checkbox"/> \$40.00
Total (Minimum of \$60.00) – add each test requested to determine fee total		\$ _____.00