



# INTEROFFICE MEMORANDUM

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**Date:** September 29, 2017

**To:** Code Services Staff

**From:** Brad Claussen, Building Official

**Subject:** Procedure for Abandoning Septic Tanks

When connecting to the City sewer system, all abandoned septic tanks must be removed or filled by the holder of the plumbing permit, or their designee, as outlined below. Kansas Department of Health and Environment and K-State Research and Extension recommended procedures were utilized for this memo.

The removal or filling of abandoned septic tanks will be included with a plumbing permit, and will be inspected by Code Services inspection personnel or the Sewer Maintenance Division. The procedure for this is as follows.

- All liquids and solids must be completely removed from the tank.
- If removing the tank, the hole must be backfilled and compacted to reduce settling.
- If filling the tank, the bottom of the tank must be broken up or drilled so that it cannot hold water. Sand or gravel should be on site and the tank should be empty so that the holes in the bottom can be verified.
- The tank must be filled with sand or gravel to within 2 feet of grade level.
- The remaining fill can be dirt and must be compacted to reduce settling.
- The drain field does not have to be removed.