

# Septic Pumping and Inspection Field Notebook

**Connect system details, pumping activity, disposal references, findings, and customer handoff.**

Tank observations, quantities, disposal receipts, and customer recommendations are often split across paper and photos.

**01 INTAKE**

CAPTURE ONCE. HAND OFF CLEANLY.

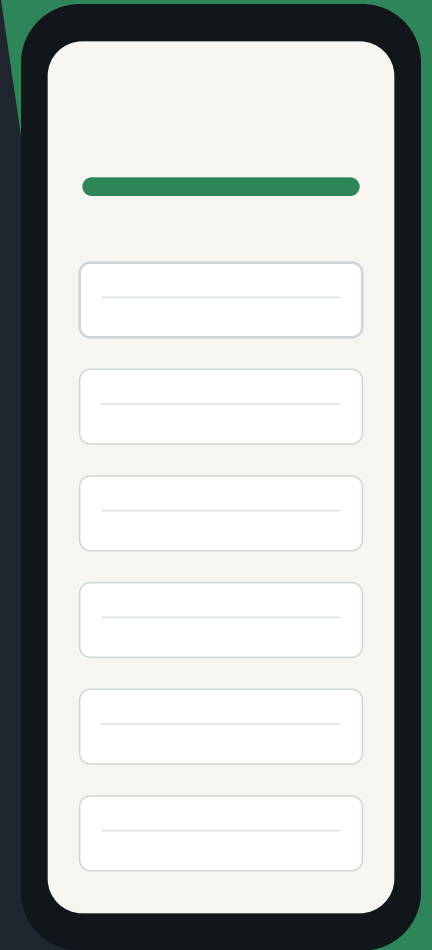
**02 MAP**

CAPTURE ONCE. HAND OFF CLEANLY.

**03 MEASURE**

CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE



# Customer, Access, and System Profile

INTAKE

MAP

MEASURE

SERVICE

TRACE

HANDOFF

CUSTOMER AND JOB ID

SERVICE ADDRESS

REQUESTED SCOPE

ACCESS AND HAZARDS

SYSTEM HISTORY

REPORTED SYMPTOMS

TANK COUNT AND STATED CAPACITY

AUTHORIZATION AND LIMITS

| REF | QUESTION / CONDITION | IMPACT | OWNER | DUE | STATUS |
|-----|----------------------|--------|-------|-----|--------|
|     |                      |        |       |     |        |
|     |                      |        |       |     |        |
|     |                      |        |       |     |        |
|     |                      |        |       |     |        |

## Property and Component Sketch

## INTAKE

MAP

## MEASURE

## SERVICE

TRACE

## HANDOFF

AREA / ASSET / DRAWING REFERENCE

#### PHOTO / SOURCE REFERENCES

## SKETCH / MAP / SEQUENCE

# Tank Measurement and Pumping Record

INTAKE

MAP

MEASURE

SERVICE

TRACE

HANDOFF

Tank Measurement and Pumping Record

Record the source, unit, and operating condition beside every value

| TANK/POINT | METHOD | OBSERVED VALUE | UNIT | DATE/TIME | NOTES |
|------------|--------|----------------|------|-----------|-------|
|            |        |                |      |           |       |
|            |        |                |      |           |       |
|            |        |                |      |           |       |
|            |        |                |      |           |       |
|            |        |                |      |           |       |
|            |        |                |      |           |       |
|            |        |                |      |           |       |

REFERENCE CONDITION / BASELINE

INTERPRETATION / LIMITATION

NEXT TEST / NEXT ACTION

# Component and Drainfield Observations

INTAKE

MAP

MEASURE

SERVICE

TRACE

HANDOFF

Component and Drainfield Observations

Mark only what was actually observed; use notes for limits and exceptions

☐ Utilities and hazards noted

☐ Lids and risers observed

☐ Areas not assessed marked

☐ Parts and work itemized

☐ Prior service history recorded

☐ Baffles and filter observed

☐ Vehicle/tank ID recorded

☐ Referral owner assigned

☐ Arrival conditions photographed

☐ Pump chamber status stated

☐ Receiving facility listed

☐ Next review recorded

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

| ID | FINDING | EVIDENCE | OWNER | DUE | STATUS |
|----|---------|----------|-------|-----|--------|
|    |         |          |       |     |        |
|    |         |          |       |     |        |

# Waste and Disposal Cross-Reference

INTAKE

MAP

MEASURE

SERVICE

TRACE

HANDOFF

Waste and Disposal Cross-Reference

Mark only what was actually observed; use notes for limits and exceptions

☐ Requested scope confirmed

☐ Access limits recorded

☐ System and tank IDs assigned

☐ Property sketch completed

☐ Reported symptoms source noted

☐ Measurement method recorded

☐ Pumping start/finish logged

☐ Quantity removed recorded

☐ Visible components observed

☐ Drainfield surface observations stated

☐ Disposal reference captured

☐ Customer handoff completed

OBSERVED EXCEPTION / LIMITATION

REQUIRED ACTION / OWNER / DUE

| ID | FINDING | EVIDENCE | OWNER | DUE | STATUS |
|----|---------|----------|-------|-----|--------|
|    |         |          |       |     |        |
|    |         |          |       |     |        |

# Findings and Photo Evidence

INTAKE

MAP

MEASURE

SERVICE

TRACE

HANDOFF

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

| ID | FINDING / CHANGE | IMPACT | OWNER | DUE | STATUS |
|----|------------------|--------|-------|-----|--------|
|    |                  |        |       |     |        |
|    |                  |        |       |     |        |
|    |                  |        |       |     |        |
|    |                  |        |       |     |        |

EVIDENCE SUMMARY / HANDOFF TREATMENT

# Customer Handoff and Follow-Up

INTAKE

MAP

MEASURE

SERVICE

TRACE

HANDOFF

**Handoff gate**  
Close the record only when every exception has an owner and next step

- ☐ System sketch is complete
- ☐ Pumping quantity is recorded
- ☐ Findings separate observed and reported
- ☐ Referral has an owner
- ☐ Measurements show method
- ☐ Disposal reference is linked
- ☐ Limitations are visible
- ☐ Customer receipt is recorded

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

| PRIORITY | NEXT ACTION | EVIDENCE / SOURCE | OWNER | DUE | STATUS |
|----------|-------------|-------------------|-------|-----|--------|
|          |             |                   |       |     |        |
|          |             |                   |       |     |        |
|          |             |                   |       |     |        |