

Oil-water separator annual maintenance checklist

The annual oil-water separator service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against IPC / UPC plumbing codes, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The plumbing service tech with the licensed pump-out hauler on the annual visit. When: Once a year, coordinated with the pump-out so the tank is drawn down and the media can actually be pulled and looked at.

Media and internals

- ☐ **Coalescing media pulled, inspected and cleaned or replaced**
Media removed with the tank drawn down, checked for blinding and breakdown, cleaned or swapped, baffles and weirs clear. 2 photos required
- ☐ **Sample and inspection ports cleared and resealed**
Ports opened, cleaned out so effluent is visible, gaskets sound and covers resealed without leaks. 1 photo required

Pump-out and records

- ☐ **Full pump-out completed with hauler manifest kept**
Tank drawn down by the licensed hauler, volume and disposal recorded, signed manifest filed with the service record. 2 photos required

Refill and verification

- ☐ **Tank refilled and discharge appearance confirmed clean**
Water leg re-established, unit run through a cycle, outlet observed clear with no sheen. Observe appearance only, not lab limits. 1 photo required