

ORIENTATION

Chapter O-2 Answer Sheets

O-2a—EXERCISE: Definition of SEO

local agency; modules; permits; investigations; inspections

O-2b—EXERCISE: SEO's Responsibility #1

observe; new; suitable

O-2c—EXERCISE: Review Questions

1. False. The SEO works for a local agency.
2. True.
3. B. Act 537 requires each local agency to retain a primary and an alternate SEO.
4. A, B, C. DEP does not directly employ local agency SEOs. The department maintains the certification requirements and provides training to SEOs.
5. True.
6. C
7. False. The SEO must determine if a proposed site is generally suitable for onlot systems and review the module for completeness and accuracy.
8. A, B, C, D, E. General suitability is determined through a variety of tests at a site, including measuring the slope, checking isolation distances, and examining the soils, which the SEO will either conduct or observe.

O-2d—EXERCISE: SEO’s Responsibility #2

qualifies; issues; denies

O-2e—EXERCISE: Review Questions

1. A, C. The SEO may issue a permit as long as the site conditions and the design meet the state’s and local agency’s requirements and a permit application has been signed and filed with the local agency.
2. C. The SEO appointed by the local agency is the only person who can issue an onlot sewage permit.
3. C. The SEO issues or denies the permit at the end of the system design stage.
4. B. Onsite tests to determine site suitability are performed during the site evaluation stage of the permit process. These tests may also have been conducted during the planning process.
5. B, C. The local agency SEO must review a system design, but he or she cannot design the system him or herself and then issue or deny a permit for the system. This would be considered a conflict of interest.
6. B, D. The SEO may only issue the permit if the application, including site evaluation and design information, meets the requirements of Act 537 and related regulations. The SEO may deny a permit if an applicant does not correct the problems with his or her proposal and resubmit the application. A permit can only be revoked after it has been issued.
7. A, B, D. The SEO may not design and then issue a permit for an onlot system that will be installed within his or her jurisdiction.

O-2f—EXERCISE: Revoking Permits

1. physical
2. conducted
3. falsified
4. act
5. violated

O-2g—EXERCISE: SEO's Responsibility #3

inspections; constructed; investigate

O-2h—EXERCISE: Review SEO's Job Responsibilities

- May conduct on-site testing for planning or permitting.
The SEO may either conduct the on-site testing for planning or permitting him or herself or verify another party's testing.
- Complete all parts of a planning module.
The SEO is responsible for some, but not all, of the parts of a planning module. Typically, a local agency SEO will review a planning module submission for completeness and accuracy.
- Verify on-site testing for planning or permitting.
The SEO may either conduct the on-site testing for planning or permitting him or herself or verify another party's testing.
- Review permit applications and system designs.
The SEO is responsible for reviewing a permit application and system design to make sure they comply with the regulations before he or she may issue a permit for an onlot sewage system.

- _____ Design onlot sewage systems.
The SEO may not design and then permit an onlot system that would be located within the SEO's jurisdiction.
- ✓ _____ Verify math calculations on the design.
As part of his or her review of a system design, the SEO should verify all math calculations.
- ✓ _____ Keep accurate records of expenses and time related to permitting and enforcement activities.
The SEO should properly document local agency expenses related to permitting and enforcement. The local agency will be able to use this information to apply to the state to receive reimbursement of eligible expenses.
- _____ Complete and submit reimbursement forms to the state.
The local agency, not the SEO, is responsible for completing and submitting the reimbursement forms to DEP. However, the SEO must maintain good records and provide information for the forms to the local agency.
- ✓ _____ Advise the local agency of violations of Act 537.
The SEO is the enforcer of the Sewage Facilities Act (Act 537) and related regulations. The SEO is expected to take enforcement action independently of the local agency, but he or she should formally notify the local agency of any violations of Act 537.
- _____ Arrest violators of Act 537.
It is the legal responsibility of the SEO to investigate all complaints and take action upon any knowledge of a violation of Act 537. This may mean assessing civil or criminal penalties. However, only a law enforcement officer may arrest a violator of Act 537.

O-2i—EXERCISE: Chapter Review

1. A, C, D, E. A local agency SEO may not design and then permit an onlot system for an area within his or her jurisdiction as an SEO.
2. A, B, C. A local agency SEO may be employed by a single municipality, a combination of municipalities, a county, or a joint county health department. The commonwealth maintains SEO certifications but does not employ local agency SEOs.
3. False. Planning modules are forms developed by DEP for a municipality to use to revise its official plan.
4. B.
5. C.
6. D.
7. True.
8. B
9. C.
10. A, B, D, E. Although an SEO must know how to file charges and conduct other duties related to enforcement, only a law enforcement officer may make the actual arrest.
11. False. The SEO may not install, design, or sell materials for systems in areas within his or her jurisdiction. The only exception is if the local agency provides for the design service in its fee schedule and the other SEO issues the permit.
12. False. The SEO's conduct must be above reproach at all times. For example, an SEO may not conduct tests or issue permits for any onlot system on property owned by the SEO or a relative, business associate, or employer (except the local agency) of the SEO.