

OVERVIEW OF THE ACADEMY

1



OBJECTIVES

The purpose of this chapter is to:

- Review the responsibilities of an SEO.
- Understand the definition of a local agency.
- Learn what the course is going to cover.

Background Information



Why do we need SEOs?

Sewage enforcement officers administer parts of the Sewage Facilities Act (Act 537). Their role is to help ensure the health and safety of the public as it relates to onlot sewage disposal systems.



What is the Sewage Facilities Act (Act 537)?

Act 537, the Sewage Facilities Act, was created in 1966 to address sewage needs in the state of Pennsylvania. It requires the state's municipalities to address their own sewage facilities needs, and thereby develop a plan to ensure adequate and properly operating onlot sewage disposal systems.



Who administers the act?

The local agency administers the act.

A local agency is a municipality (or any combination of municipalities acting cooperatively or jointly under the laws of the commonwealth), county, county department of health, or joint county department of health.



Which of the entities below does not qualify as a local agency?

(circle your answer)

- a) a municipality**
- b) a combination of municipalities acting cooperatively or jointly**
- c) a municipal authority**
- d) a county**
- e) a county department of health**
- f) a joint county department of health**



NOTES

RESPONSIBILITIES OF AN SEO

The SEO works for the local agency. The SEO is the only person who can issue, deny, and revoke permits for onlot sewage disposal systems.



NOTES

Responsibilities of an SEO:

- 1) Review permit applications for _____ sewage disposal systems.
- 2) Issue _____ as authorized by the Sewage Facilities Act (Act 537).
- 3) Review sewage facilities _____ modules.
- 4) Conduct _____ and _____ that are necessary to implement the Sewage Facilities Act (Act 537) and its regulations.

ONLOT SEWAGE DISPOSAL SYSTEMS

SEOs deal with onlot sewage disposal systems. These systems collect the sewage waste from a structure and renovate the effluent through the soil. The solids settle in the treatment tank(s), while pipes move the liquid waste to the absorption field, where the soil renovates the effluent.

KEY TERMS

_____ – The waste from the structure that leaves the last treatment tank on its way to the absorption area. This waste should be almost 100 percent liquid. Some solids may leave the tank with this liquid.

_____ – To clean the harmful materials from the waste generated by a structure. After this process, the waste should be clean enough to return to the groundwater for human consumption.

You will hear the phrase “the soil will renovate the effluent.” This means the soil will clean the effluent as it travels down through the soil profile.

_____ – The term used to describe the rate of flow of any liquid (or gas) through a soil. It is typically measured using factors for time and distance (i.e. min./in.).

_____ – The area that absorbs the effluent from the treatment tank(s). It is an aggregate-filled area with pipes that distribute the effluent throughout the absorption field. It is also called the disposal area.



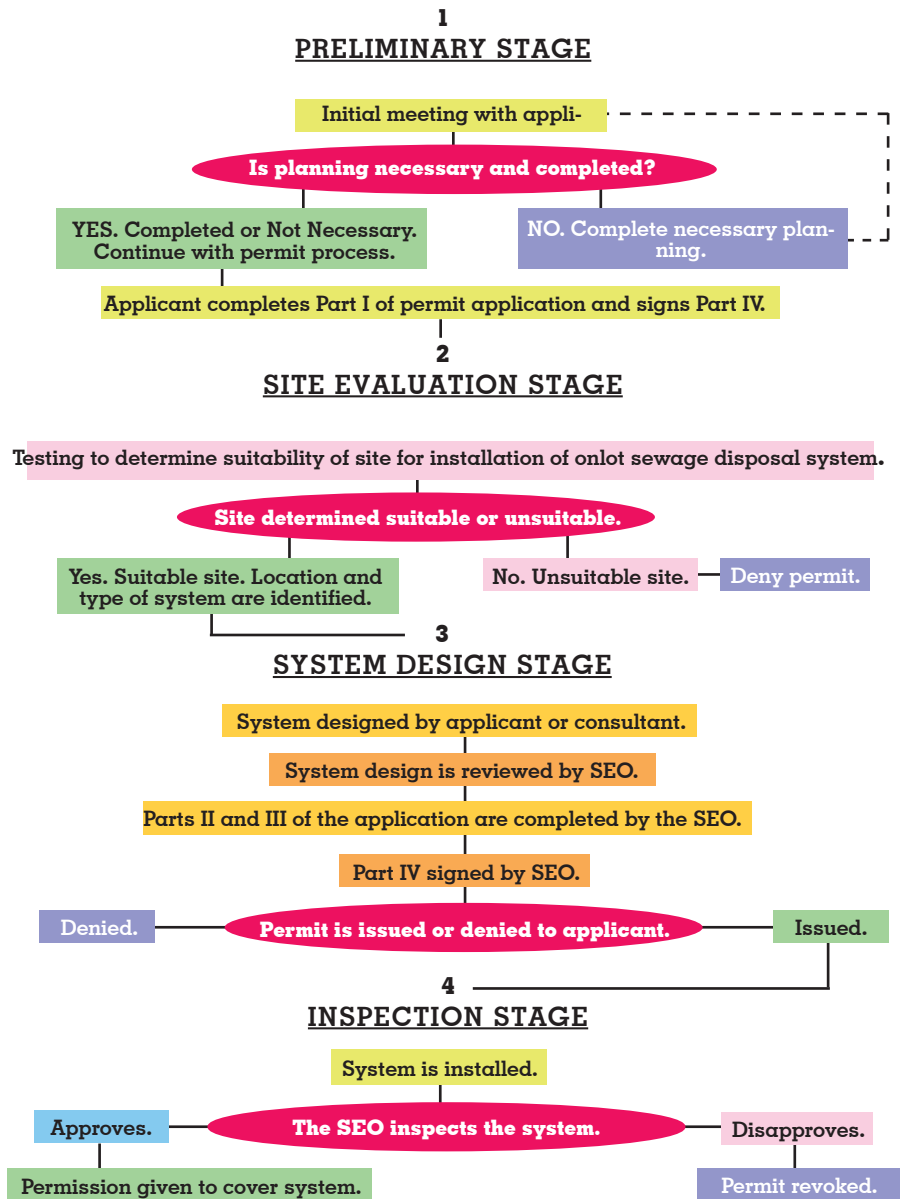
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Road Map of the Academy



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PERMIT PROCESS



Preliminary Stage – Jones Permit



NOTES

PERMIT PROCESS

1

PRELIMINARY STAGE

Initial meeting with applicant.

Is planning necessary and is it completed?

YES. Completed or Not Necessary.
Continue with permit process.

NO. Complete necessary planning.

Applicant completes Part I of permit application and signs Part IV.

2

SITE EVALUATION STAGE

3

SYSTEM DESIGN STAGE

4

INSPECTION STAGE

Stage 1: THE PRELIMINARY STAGE – The applicant fills out part I and signs part IV of the permit application.



NOTES

Part I – Includes general information about the applicant and the lot. Not all information may be available at this time.

Part IV – The applicant or applicants must sign the permit application. This gives the SEO legal permission to enter the lot.

Part I – Applicant and Site Information:

1) Applicant name: Gary and Wendy Jones
Address: 1000 Stoney Run Ave.
Hummelstown, PA 17036
717-555-0075 (day phone)
717-555-0333 (night phone)

2) Site address: Louser Road, Lebanon, PA
Subdivision name: Richard Mills – Lot # 27
Municipality: Hometown Twp., Lebanon
Co.

Directions to the site: South Lebanon County, 2
miles west on highway 84, past the intersection
of 84 and 75.

3) Lot size: 6.8 acres

4) Type of facility to be serviced by this
system: four-bedroom, single-family home
Type of system: New

5) Facility water supply: Onlot well

6) Distance to the nearest existing or proposed
private water supply: 100 foot minimum

Part IV – Signature:

Property Owner or Owners: Gary Jones 3/25/04
Wendy Jones 3/25/04

Note: The property owner's signature gives the
SEO the legal right to enter the property.



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Fees

The local agency must have a fee schedule and a fee policy.



NOTES

Filing System

- 1) Pending**
- 2) Permit issued**
- 3) Completed**
- 4) Reimbursement**



KEY POINTS

- An SEO works for a local agency.
- There are four stages to the permit process:
 - 1) Preliminary stage
 - 2) Site evaluation stage
 - 3) System design stage
 - 4) Inspection stage
- The preliminary stage of the permit process is completed by the applicant.