

REVIEW

Questions

The answers to these questions can be found behind the review answers tab.

- 1) Which activity is the SEO not responsible for?
 - a) reviewing permit applications
 - b) processing reviewing system designs
 - c) establishing permit fees
 - d) investigating reports of onlot system malfunctions

- 2) The SEO must perform the percolation test.

True or False?

- 3) The same SEO who reviews and acts on a permit application can also design the system.

True or False?

- 4) If an application and design for a conventional system are complete, how many days from the receipt of the information does the SEO have to issue or deny the permit?

- 5) Once a permit is issued, how long does the property owner have to begin construction and installation of the system and the building it will serve?

- 6) A municipality does not have to revise its official plan for a subdivision that qualifies to use a "Component 1" planning module form.

True or False?

7) Which is not a requirement for a subdivision to qualify as an exception to the requirements to revise the official plan?

- a) detached, single-family residences are proposed
- b) no more than 10 lots are proposed in addition to the original tract
- c) lots are to be served by individual onlot sewage systems
- d) the soils and site conditions are generally suitable for onlot systems

8) Which is not a term used to describe mottles?

- a) ped
- b) contrast
- c) size
- d) abundance

9) List the three limiting zones:

10) How many inches of suitable soil or suitable soil and sand must be under the aggregate before reaching the limiting zone for a conventional system (not including IRSIS or alternate technologies)?

11) List at least two factors that can affect the amount of time and the amount of soil necessary to renovate sewage effluent:

12) Discharge from roof gutters, foundation drainage and surface runoff can, at times, be discharged to a treatment tank if the permit allows.

True or False?



NOTES

13) If a slope exceeds _____ percent, the onlot system permit must be denied.

14) What is the minimum isolation distance from the treatment tank to streams, lakes, or other surface waters?

15) What is the minimum isolation distance from the perimeter of the absorption area aggregate to an individual water supply or water supply system suction line?

16) A conventional onlot system permit request must be denied if the limiting zone is less than 20 inches from the mineral soil surface (excluding IRSIS).

True or False?

17) For a percolation test, dig a minimum of _____ test holes uniformly spaced over the proposed absorption area.

18) To calculate the absorption area requirements, only the bottom area of the aggregate bed or trench should be used.

True or False?

19) On building sewers, where must cleanouts be provided?

20) What is the minimum total liquid capacity of a primary treatment tank or tanks?



NOTES

21) For a single-family dwelling unit not served by a community system, the minimum daily flow used to determine the required septic tank capacity is:

- a) 250 gpd
- b) 325 gpd
- c) 400 gpd
- d) 450 gpd

22) All elevated sand mounds require pressurized distribution.

True or False?

23) Which standard below is not a design standard for seepage beds of 2,500 square feet or less using pressure distribution:

- a) convey the effluent from the dosing tank to the absorption area through a delivery pipe sized to minimize friction loss
- b) use laterals that consist of 3-inch diameter pipe, with 3/16-inch holes placed along the bottom of the pipe
- c) place the first hole in the lateral 3 feet from the manifold, place additional holes 6 feet on center with the last hole placed directly in the end cap
- d) design all systems to maintain a minimum 3 feet of head at the terminal end of each lateral

24) An effective warning device is not necessary in a dosing tank if the dosing pump or siphon meets National Sanitation Foundation standards.

True or False?

25) Sand suppliers may either provide written certification or give verbal confirmation to the SEO and permittee that all sand supplies meet the gradation and quality specifications.

True or False?



NOTES

26) Which construction standard below is not true for trenches in an absorption area:

- a) have a minimum of two trenches per field
- b) have at least 6 feet of soil between the treatment tank or dosing tank and the nearest trench
- c) make the width of the bottom of the individual trench 12 to 72 inches
- d) level the bottom of the absorption area to a tolerance of 4 inches per 100 feet
- e) make the minimum width of undisturbed earth between trenches 5 feet

27) A minimum of _____ inches of sand must be placed under the aggregate for all elevated sand mound systems.

28) When preparing for an elevated sand mound system, bushes and trees and their roots must be removed from the ground for the absorption area and berm.

True or False?

Permitting Responsibilities of the SEO

The SEO is employed by the local agency to administer permits under the Sewage Facilities Act.

The major responsibility of the SEO is to issue, deny, or revoke permits for onlot septic systems. That is why the main focus of this academy has been on the four-step permit process.

The flow chart on the following two pages is a review of the four-step review process.



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.

SEO'S RESPONSIBILITIES:

- 1) Review part I for completion and accuracy; enter application number, date, and applicant's name in permit log book.
- 2) Schedule onsite soil testing of site.

2

SITE EVALUATION STAGE

Testing to determine suitability of site for installation of onlot system.

SEO'S RESPONSIBILITIES:

- 1) Conduct or observe soil probe, perc test, and slope measurements.
- 2) Number of days to complete site suitability review, soil probe testing, and soil percolation testing – 20 working days.
- 3) Determine if site is suitable or unsuitable.

SUITABLE SITE

- Add documenting material to permit
- Permit remains in Pending file

UNSUITABLE SITE

- Deny permit, write letter to applicant
- Permit copies filed/distributed:
 - White – Completed-denied file
 - Pink – Mail to DEP regional office
 - Yellow – Mail to applicant

3

SYSTEM DESIGN STAGE

Type of system selected and designed by applicant or his/her consultant

System design is reviewed by SEO.

Parts II and III of the permit application are completed by SEO.

Permit is issued or denied to applicant.

SEO'S RESPONSIBILITIES:

- 1) Review application for completeness and accuracy.
- 2) Issue or deny permit.
 - Number of days for SEO to review application for conventional system and act on it: 7
 - If incomplete or incorrect application returned to applicant and then resubmitted, number of days for SEO to review resubmitted application and act on it: 15
- 3) Sign part IV of the application.
- 4) File or distribute copies of application.

ISSUED

- Mail applicant Permit for Installation of Sewage Disposal System and yellow copy of permit application with design attached.
- File permit copies
 - White and green – Permit Issued file
 - Pink – Mail to DEP regional office with design attached – 7 days

DENIED

- Letter sent to applicant
- Permit copies filed/distributed:
 - White – Completed-denied file
 - Pink – Mail to DEP regional office – 7 days
 - Yellow – Mail to applicant
 - Green – Reimbursement file

4

INSPECTION STAGE

System is installed.

The applicant has three years from the date the permit is issued to begin construction of the onlot system and the structure it will serve. If construction does not begin by that time, the permit is expired and the SEO files the white copy in the Completed Action – expired file and the green copy in the reimbursement file. (The yellow and pink copies have already been removed.)

The SEO inspects the system.

If acceptable, system is covered and use is begun.

SEO'S RESPONSIBILITIES:

- 1) Final inspection within 72 hours (excluding Sundays and holidays) of notification by the applicant.
- 2) SEO approves or disapproves system and notes this action under Application Status in part II of the application.
- 3) File permit in appropriate file.

APPROVES

- Permission given to applicant to cover system.
- Permit copies filed.
 - White – Completed file
 - Green – Reimbursement file

DISAPPROVES

- Permit is revoked.
- Letter written to applicant.
- Permit copies filed:
 - White & green – Completed-revoked file

Review of Days



NOTES

<u>November</u>						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<u>December</u>						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Commonwealth-recognized legal holidays: November 11th – Veterans Day; November 26th – Thanksgiving; November 27th – day after Thanksgiving; December 25th – Christmas day; January 1st – New Year’s Day

Scenario #1: The SEO is given a permit with a final design for review on November 4th. When is the SEO’s deadline to review the application and either issue or deny the permit?

Scenario #2: The SEO issues the applicant a permit on November 30, 2003. When would the permit expire?

Scenario #3: The SEO receives notification that a system is installed at 4 p.m., November 3rd. When must the SEO complete the final inspection?



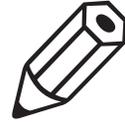
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Scenario #4: The SEO receives notification that a system is installed at noon, November 25th. When must the SEO complete the final inspection?

Scenario #5: The local agency receives an onlot permit application on November 25th. When is the deadline for the SEO to provide the applicant with the results of the site suitability review, soil probe testing, and soil percolation testing?

Scenario #6: The SEO receives a planning module on November 6th. When is the deadline for the SEO to review the planning module, verify soils tests and site conditions, and determine if the site is generally suitable for an onlot system?

SEO's Responsibilities in Administering the Sewage Facilities Act



NOTES

As a review of the SEO's responsibilities in administering the Sewage Facilities Act on behalf of a local agency, answer the following statements as "True" or "False." Many of these statements will provide insight into what is and is not a conflict of interest for an SEO.

- 1) The SEO may take action independent of the local agency to restrain or correct a violation of the Sewage Facilities Act. _____
- 2) The SEO may accept payment for services from a permit applicant. _____
- 3) The SEO does not have to be present during soils testing for a permit application or a planning module as long as the SEO carefully checks the application and supporting documents in the office. _____
- 4) The SEO may advise an applicant regarding available options for planning, design, and construction of an onlot system. _____
- 5) The SEO may recommend a particular consultant, soil scientist, or engineering firm to an applicant. _____
- 6) The SEO may select the final system design for an applicant's individual or community onlot system. _____
- 7) The SEO may plan, design, construct, sell, or install an onlot disposal system within the geographic boundaries of his or her authority. _____



NOTES

- 8) The SEO may not conduct testing, issue a permit, or participate in the official processing of a permit application or official review of a planning module for a system in which the SEO or a relative, business associate, or employer of the SEO (other than the local agency) has a financial interest.
- _____
- 9) The SEO may only issue permits within the jurisdiction of the local agency that employs him or her.
- _____
- 10) The SEO may "moonlight" by performing consulting or design work within the local agency in which he or she is employed or under contract.
- _____
- 11) The SEO may perform consulting or design work within the local agency as long as the services are covered under the local agency's fee schedule, the fees are paid directly to the local agency, and the work is reviewed and subsequent permits are issued by the alternate SEO.
- _____
- 12) The SEO may issue a permit for an onlot system for a beauty salon with more than one licensed operator.
- _____
- 13) The SEO may not issue permits for any system that exceeds 10,000 gallons a day.
- _____
- 14) An SEO has the authority to enter a premises at any-time to inspect a possible violation, even without the property owner's permission or a search warrant.
- _____
- _____

15) The SEO may revoke a permit if he or she discovers that the soils testing was not properly conducted.

16) The SEO's verbal denial of a permit within seven days of receiving a permit application satisfies the regulations' deadline.



NOTES