



New Household Sewage Treatment System (HSTS)

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.019
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Maintenance Steward: Environmental Health Supervisor in charge of Water Quality History: New Revised Archived

Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office.
Archived Version(s)

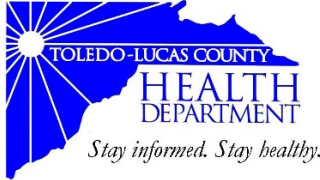
Requisite Signatures


 Health Commissioner


 Director of Environmental Health & Community Services

08-03-17
 Date

8/3/2017
 Date



New Household Sewage Treatment System (HSTS)

I. Scope

This SOP applies to the Environmental Health Division, water quality unit and the Environmental Health clerical staff.

II. Purpose

The purpose of this SOP is to provide an efficient, consistent, and timely process for approving Household Sewage Treatment Systems (STS).

III. Background

Household Sewage Treatment Systems are regulated by the Ohio Department of Health (ODH) and administered by both ODH and the Local Health Districts under Chapter 3718 of the Ohio Revised Code (ORC) and Chapter 3701-29 of the Ohio Administrative Code (OAC). In order to ensure proper siting, design, installation, alteration, operation, and abandonment of sewage treatment systems, a permit is required from our department.

IV. Procedure

A. Application for a STS Design and site review (Required for all new and replacement STSs)

1. Prior to accepting an application for a permit to install a new or replacement STS, the applicant is required to:
 - a. Have a soil evaluation completed per OAC 3701-29-07 by a certified soil scientist on the lot of the proposed STS.
 - b. Have a STS designed per OAC 3701-29-10 by a designer based on the soil evaluation.
2. Once the applicant has completed both the soil evaluation and has selected a design for a STS, an application for STS Design and Site Review is required to be submitted with applicable fees to TLCHD.
 - a. All applicable fees, copies of the soil evaluation and detailed designs must be submitted with each application and delivered to clerical staff for processing.
 - b. Clerical staff will date stamp the application and record the information into the Health District Information System (HDIS) and on the G- Drive.

- c. Clerk shall deliver the design paperwork to the sanitarian
- d. Sanitarian shall create a new file jacket for the application and designs.
- e. Sanitarian will review the designs to ensure compliance with OAC 3701-29.
- f. Sanitarian shall conduct a site visit to ensure there are no other concerns or limitations that could affect placement of proposed STS in primary and replacement area.
- g. Sanitarian shall approve, disapprove, or return for corrections the designs based on the requirements of OAC 3701-29.
- h. Once the plans are approved, the sanitarian shall mark “approved” with initials and date on the upper right hand corner of first page of the plans.

B. Approval of Plans

- 1. Sanitarian will create an approval letter to the applicant and include a copy of the approved plans.
- 2. The letter shall indicate to the applicant that the approval of the designs and site is valid for five (5) years.
 - a. The applicant must complete and submit an application for STS installation with applicable fees prior to any work on the STS and within 5 years of the design and site approval.
 - i. Sanitarian shall attach copy of approval letter to the application and approved plans and place in the pending file until plans expire.

C. Disapproval of Plans

- 1. If the plans are disapproved as a result of errors in the designs, lack of compliance with OAC 3701-29, or issues with the site then the designs must be marked “disapproved” with the sanitarian’s initials and date on the upper right hand corner of first page of the plans.
 - a. A letter will be drafted specifying the reasons for disapproval.

- b. Sanitarian shall attach copy of disapproval letter to the application and design plans and place in the disapproved file for 1 year.

D. Issuance of a STS Permit

1. Once plans have been approved, an application for the STS permit may be submitted.
2. Application for “STS Installation, abandonment, compliance inspections, O&M” with applicable fees must be submitted and delivered to clerical staff for processing.
3. The clerical assigned to the STS program will review the application for completeness including the applicant’s signature and date.
 - a. If the application is missing any information, the clerk will contact the applicants to gather proper information.
 - b. Staff shall not accept any application without the proper signature or appropriate fee.
4. Clerical staff will date stamp the application and record the information into the Health District Information System (HDIS) and on the G- Drive.
5. Clerk shall assign the next STS permit # and include the information on the permit application.
 - a. Document the next STS permit number in HDIS.
6. Clerk must deliver the permit application to the sanitarian.
7. Sanitarian will review application, sign permit and give to clerk for copying and mailing. The clerk will then give the permit back to the sanitarian for filing.
8. The permit is valid for one (1) year from date of application, with possibility of a 6-month extension.
9. Refunds are not permitted.

E. Approval and Inspection of the Sewage Treatment System

1. Within one (1) year from the date of when the permit was issued the installation of the STS must be completed and approved by the sanitarian.

2. Once the STS has been installed, altered, or abandoned, the registered STS installer must contact our department for an inspection.
 - a. The installer must schedule an appointment with the sanitarian to conduct the inspection. The inspection shall be conducted as soon as possible after receiving the call from the installer.
 - b. The sanitarian shall complete the inspection of the STS and record the information on the inspection report form.
 - i. If the STS is in compliance:
 - a. Inform the installer to finish the cover of the STS;
 - b. Provide a copy of the completed inspection report form to the installer and a copy to the applicant. Keep the original copy for the file.
 - c. An approval letter will be drafted and sent to the applicant. The date of approval will be recorded on the "Final Approval Log" located on the G-Drive. Design file with As-Built will be turned over to assigned sanitarian for electronic scanning and placed into electronic filing.
3. If the STS is not in compliance:
 - a. Inform the installer regarding the deficiencies as inspected;
 - b. Provide a copy of the inspection report including the deficiencies;
 - c. Allow for the installer to correct the deficiencies and contact the sanitarian when ready for re-inspection;
 - d. Re-inspect the STS and prepare a new inspection report.
 - e. The dwelling shall not be used for occupancy until the STS has been approved by TLCHD.

F. Maintenance of Pending File

1. All pending files shall be checked monthly by clerical staff to determine status of STS.

- a. If the permit is reaching the expiration date, clerical staff shall send a courtesy letter to the applicant no later than 10 months after date of application. This letter must include the expiration date and any required steps needed for approval.
- b. If the application is expired, the clerk will create an expiration letter to the applicant and deliver the letter to the sanitarian for review and signature before mailing.
- c. Clerical staff will attach a copy of expiration letter onto the permit application and place the file into the filing system.
- d. If applicant contacts the TLCHD upon receiving the expiration letter, the applicant will have to file for an extension if they are within 18 months of the original issuance of date of permit. If it has been more than 18 months from the original date of permit, the applicant will have to submit for a new permit.

V. Maintenance

A. Review

1. The New Household Sewage Treatment System procedure is to be reviewed every five years or when the Ohio Department of Health (ODH) updates Chapter 3718 of the Ohio Revised Code (ORC) or Chapter 3701-29 of the Ohio Administrative Code (OAC) to ensure compliance with both agency and accreditation standards.
2. The New Household Sewage Treatment System procedure is to be reviewed if the health department utilizes a new software program for electronic inspections and recordkeeping.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By