



Semi-Public Sewage Disposal Program (OEPA HB 110)

Original Effective Date: <p style="text-align: center;">August 3, 2017</p>	Review / Revision Date:	Environmental Health Procedure: <p style="text-align: center;">2017.08.025</p>
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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

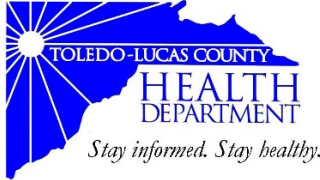
 Director of Environmental Health & Community Services

08-03-17

 Date

8/3/2017

 Date



Semi-Public Sewage Disposal Program (OEPA HB 110)

I. Scope

This procedure applies to all Water Quality Sanitarians and clerical staff in the Environmental Health Division of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide the Water Quality Sanitarians with an understanding of the expectations and processes that are required to conduct inspections, proper reporting, enforcement, and maintaining the Semi-Public Sewage Disposal Systems discharging zero to 25,000 gallons per day (GPD).

III. Background

The Toledo-Lucas County Health Department has entered into contract with the Ohio Environmental Protection Agency (OEPA) to conduct on the behalf of the agency inspections and enforcement services for the disposal or treatment of sewage from Semi-Public Disposal Systems per Section 3709.085 of the Ohio Revised Code.

IV. Procedure

A. Establishing Semi-Public list

1. The TLCHD shall maintain a list of all Semi-Public systems within the county in HDIS or equivalent system.
2. Additions and/or deletions to the list shall be made throughout the year based on systems being abandoned, connected to sewers, going out-of-business, etc.
3. List shall be divided equally between sanitarians for equal amount of inspections.

B. Invoicing/Permit

1. Designated clerk shall send invoices/application to all Semi-Publics by November 30th of each year. Payment is required by January 1st.
2. Payments shall be recorded and receipted in HDIS or equivalent system.

3. Upon payment and processing a Semi-Public Operation and Maintenance Permit will be sent to owner.
4. TBD: Late Fee/penalties (would like to look at how to establish late fee)

C. Inspection Frequency

1. Semi-Public disposal systems with design discharge of at least 1,500 but no more than 25,000 GPD to the surface waters of the state shall be inspected at least once every 12-month period.
2. A minimum of 33 percent of all the Semi-Public disposal systems with a discharge design of less than 1,500 GPD to the surface waters of the state and all other non-discharging Semi-Public disposal systems shall be identified and to the best of the TLCHD's ability inspected at least once in 12 months.

D. Semi-Public Inspection

1. Conduct visual inspection of all semi-public sewage treatment systems for basic functionality of system components and to ensure a public health nuisance is not occurring.
2. Sanitarian shall use designated "Report of Inspection of Semi-Public Sewage Treatment System" form to conduct a compliance inspection of all onlot systems.
3. Sanitarian shall use designated "Report of Inspection of Package Sewage Treatment Plant" form to conduct a compliance inspection of all aerobic package plant systems.
4. Original carbon copies of inspection forms shall be left with owner/manager/person-in-charge or left on site for review and/or compliance.
5. Re-inspections may be required if any portion of the system does not meet minimum requirements of compliance.
6. If a public health nuisance is noted at the time of inspection, it shall be addressed immediately with owner/manager of property. A written notice shall be sent to owner with findings outlining the corrective measures needed to eliminate such nuisance.

E. Reporting and Filing

1. Sanitarian shall log all inspections on the Monthly Semi-Public Inspection report located on the G drive.
2. Carbon copy of inspection report shall be placed in appropriate Semi-Public file (alphabetical by street name)

3. If file does not exist, one shall be created and placed appropriated alphabetical location.
4. Copies of all written notices shall also be kept in appropriate Semi-Public file along with Property file in file room.
5. GIS database shall be updated as needed.
6. A copy of the septic system record shall be kept in Semi-Public file for each property and be updated with any change to the Semi-Public sewage disposal system.
7. The TLCHD shall submit a list of all Semi-Public Disposal Systems and their compliance status to the OEPA Contact Manager in each 12 month period.

V. Maintenance

A. Review

1. The Semi-Public sewage disposal system standard operating procedure is to be reviewed every year or as needed to ensure compliance with both agency and accreditation standards.
2. If Section 3709 of the Ohio Revised Code are revised, the Semi-Public sewage disposal system standard operating procedures will be reviewed and modified to comply with any required changes.

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

- a. **Semi-Public Disposal System**: Per ORC 3709.085 means a disposal system that treats the sanitary sewage discharged from publicly or privately owned buildings or places of assemblage, entertainment, recreation, education, correction, hospitalization, housing, or employment, but does not include a disposal system that treats sewage in amounts of more than twenty-five thousand gallons per day; a disposal system for the treatment of sewage that is exempt from the requirements of section [6111.04](#) of the Revised Code

pursuant to division (F)(7) of that section; or a disposal system for the treatment of industrial waste.

Record of Change

(Required for all policies)

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