



Household Sewage Treatment System (HSTS) Alteration

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.020
---	--------------------------------	---



Maintenance Steward: Environmental Health Supervisor in charge of Water Quality **History:** New Revised Archived

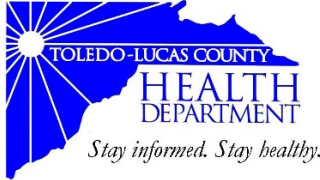
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

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

<input checked="" type="checkbox"/>  _____ Health Commissioner	08-03-17 _____ Date
<input checked="" type="checkbox"/>  _____ Director of Environmental Health & Community Services	8/3/2017 _____ Date



Household Sewage Treatment System (HSTS) Alteration Procedure

I. Scope

This procedure applies to all septic and water quality sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department.

II. Purpose

The purpose of this procedure is to provide septic and water quality sanitarians with an understanding of the expectations and processes that are required to approve and conduct inspections of when alterations will be made to the existing household sewage treatment system.

III. Background

The Toledo-Lucas County Health Department (TLCHD) will enforce the regulation regarding Household Sewage Treatment System (HSTS) alteration in accordance with Chapter 3718 of the Ohio Revised Code and Chapter 3701-29 of the Ohio Administrative Code.

An alteration to a household sewage treatment system (HSTS) is often necessary to upgrade an existing HSTS due to:

- Homeowner increasing the size of the home with additional bedrooms;
- Rebuilding a new home and tying it into an existing HSTS;
- Increasing the treatment capacity of an existing HSTS;
- Modifying an existing HSTS that is not fully functioning properly to add treatment capacity;
 - This may be permitted only if at least 50% of the existing leach field is functional.
- Tank replacements

In accordance to the Ohio Administrative Code (OAC) 3701-29-01(B) ***“Alter” or “Alteration” means the same as division (A) of section 3718.01 of the Revised Code. For the purpose of this chapter, the terms “alter” or “alteration” shall include, but not be limited to a change in the nature of influent waste strength; a change in system components; an expansion of the treatment or dispersal system, and may include a change in the volume of the daily design flow.***

Alteration is not the same as a replacement and does require a different permit from the health department. A replacement is considered total replacement of an entire HSTS and requires a soil evaluation and design. An alteration does not require a complete soil evaluation.

IV. Procedure

A. Issuance of a STS Permit

1. Contractor will contact the sanitarian to meet at the site to conduct an inspection. This inspection will determine if an alteration can be made to the existing system.
2. Contractor and sanitarian with input from homeowner will create an informal alteration plan.
3. The sanitarian and supervisor will determine if informal alteration plan is acceptable.
4. The applicant and contractor shall create a formal alteration plan to submit to this department for design review with applicable fees.
5. If only tank replacement is required, with no modifications to the soil absorption component, design review is not required.

B. Approval of Alteration Plans

1. Sanitarian will review the submitted design and determine if the design can be approved.
2. Sanitarian will create an approval letter to the applicant and include a copy of the approved plans.
3. 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 alteration 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.

C. Disapproval of Alteration 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.
 - 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 Alteration Permit

1. Once the submitted design is approved, the applicant may apply for the alteration permit and pay for all fees including O&M permit, if necessary.
2. The clerical assigned to the STS program will review the application for completeness including the applicant’s signature and date.
3. If the application is missing any information, the clerk will contact the applicants to gather proper information.
4. Staff shall not accept any application without the proper signature or appropriate fee.
5. Clerical staff will date stamp the application and record the information into the Health District Information System (HDIS) and on the G- Drive.
6. Clerk shall assign the next STS permit # and include the information on the permit application.
 - a. Document the next STS permit number in HDIS.
7. Clerk will deliver the application and permit to the sanitarian for review and signature.
8. Clerk will mail copy of the signed permit to the applicant.
9. Sanitarian will place application and original permit in the pending file.

E. Approval and Inspection of the Alteration to the Sewage Treatment System

1. Within one (1) year from the date of issuance of permit, the alteration of the STS must be completed and approved by the sanitarian.

2. Once the STS has been altered, 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.
3. The sanitarian shall complete the inspection of the STS and record the information on the inspection report form. (report form to be created)
 - a. If the STS is in compliance:
 - i. Inform the installer to finish the cover of the STS;
 - ii. 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.
 - iii. 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.
 - b. If the STS is not in compliance:
 - i. Inform the installer regarding the deficiencies as inspected;
 - ii. Provide a copy of the inspection report including the deficiencies;
 - iii. Allow for the installer to correct the deficiencies and contact our department when ready for re-inspection;
 - iv. Re-inspect the STS and prepare a new inspection report.

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 Household Sewage Treatment System Alteration procedure is to be reviewed every 5 years or when the Ohio Department of Health (ODH) updates Chapters 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. This procedure will also be reviewed if the health department utilizes a new software program for electronic inspection 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 policies)

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