



# COMMONWEALTH of VIRGINIA

ROBERT B. STROUBE, M.D., M.P.H.  
STATE HEALTH COMMISSIONER

Department of Health

P. O. BOX 2448  
RICHMOND, VA 23218

February 22, 1993

MEMORANDUM

GMP #17

TO: District Directors  
Environmental Health Managers  
Environmental Health Supervisors  
Environmental Health Project Managers

THROUGH: Robert W. Hicks, Director *Robert W. Hicks*  
Office of Environmental Health Services  
D.D.E.

FROM: David D. Effert, Technical Services Chief  
Division of Onsite Sewage and Water Services

SUBJECT: Plan Review and Evaluation Process for Type II and Type  
III Onsite Wastewater Treatment Systems

Attached is the strategy for an effective plan review process for Type II and Type III onsite wastewater treatment systems. This strategy was developed to clarify responsibilities with respect to the review of plans and specifications for onsite wastewater treatment systems.

The goal of this strategy is to evaluate Type II and Type III system plans and specifications at the level of authority closest to the authority which issues the construction permit. It is realized, however, that there is not sufficient expertise at the local level to conduct a complete review of all projects. The attached strategy details the responsibility of the local reviewer, and it specifies where the project can be forwarded if additional review is necessary. The strategy also specifies the type of information which must be provided if a project is to be forwarded for review. To assist the local reviewer, a "plan review list", and a "plan review sheet" have been provided.

Plan Review and Evaluation Process for Type II and Type III  
Onsite Wastewater Treatment Systems

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The plan review strategy was developed within the Division of Onsite Sewage and Water Services with review by the Office of Water Programs. The Office of Water Programs is an integral part of the plan review process for Type II and Type III wastewater treatment systems when additional review of a project is required. The responsibilities of the Environmental Engineering Field Office of Water Programs and the Division of Onsite Sewage and Water Services is clearly addressed in the attached plan review strategy.

The local environmental health specialist is responsible for the review of the site, and the issuance of a construction permit. This Plan Review and Evaluation Process outlines the proper procedure so the environmental health specialist can be assisted in the technical review of the design. A schematic flow diagram has been provided to graphically show how the review process is to proceed.

If you have any questions about this plan review process, please contact David Effert, Technical Services Chief, at 804)786-1750.

Attachment

GMP #17  
Sewage - Onsite - Plan Review

cc: DOSWS Staff  
Contract Soil Scientists  
Cal Sawyer, Ph.D.

## **Plan Evaluation and Review Process for Type II and Type III Systems**

*Intent: The goal of this process is to evaluate and review Type II and Type III system plans and specifications at the level of authority closest to the authority which issues the construction permit.*

### **Preliminary Technical Design Conference**

A preliminary technical design conference (PTDC) is an essential tool for an efficient and timely technical evaluation of all projects. For major projects, questions and conceptual design criteria can be addressed during this conference. The Division of Onsite Sewage and Water Services (DOSWS) strongly encourages the holding of a (PTDC) to resolve fundamental concerns about the project. Such concerns may include the status of the permit(s), design loadings, treatment and pre-treatment technologies (if required), a discussion of other reviewing agencies which may be involved, and a time frame for the review process. All potential reviewing organizations should be invited to participate in a (PTDC).

### **Initial Submittal of Plans and Specifications**

Four copies of the plans and specifications must be submitted to the local health department for evaluation and review. All project evaluations and reviews must begin with the submittal of plans and specifications to the local health department. The local health department must acknowledge, in writing, receipt of the plans. The local health department should complete a Scope and Detail (S & D) Sheet within 10 days of receipt of the plans and specifications, to determine if the project package is complete. *The S & D Sheet must be filled out if the project is to be forwarded to the Environmental Engineering Field Office of the Office of Water Programs (EEFO-OWP) or the (DOSWS) for evaluation and review.*

### **Plan Evaluation and Review by the Environmental Health Specialist/Supervisor**

A Plan Review Sheet should be completed by the environmental health specialist or the environmental health supervisor. This form allows the environmental health specialist/supervisor to determine if the plans and specifications are adequate, and that the design complies with the requirements of the Sewage Handling and Disposal Regulations. The plans should be evaluated and reviewed completely to determine their compliance with the regulations. Detailed and legible notes, and all review calculations dealing with the project must be kept.

## Plan Evaluation and Review Process for Type II and Type III Systems

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If the project design does not comply with the regulations, the environmental health specialist or the environmental health supervisor must inform the consultant in a timely manner. When appropriate, copies of correspondence, including review comments, should also be sent to the owner or applicant to keep him informed of the status of the review. The consultant must then submit revised plans and specifications to the environmental specialist/supervisor, or take the steps necessary to bring the project into compliance with the Sewage Handling and Disposal Regulations. When the project complies with the Regulations (site conditions, hydraulic review, and all other regulated factors), the project is approved, and a permit is issued by the local health department.

### Plan Evaluation and Review by the District Environmental Health Manager

If the project design is of such a nature that the Environmental Health Specialist/Supervisor feels that a higher level of evaluation and review is necessary, the project must be forwarded to the district environmental health manager. Information to be forwarded must include completed Scope and Detail and Plan Review Sheets; three copies of the plans and specifications; all plan review notes, data sheets, soils information, previous correspondence, product equipment specifications; and recommendations made by the environmental health specialist/supervisor during his review. A memorandum must also be included in this package which specifically identifies the type of review requested. *An incomplete plan review package will immediately be returned to the environmental health specialist/supervisor.* The district environmental health manager will review and comment on the plans and specifications and inform the environmental health specialist/supervisor of the results of the evaluation and review.

If the project design does not comply with the regulations, the district environmental health manager will inform the consultant of the deficiencies of the design in the form of a comment letter addressed to the consultant. Copies of the letter should be sent to the environmental health specialist/supervisor and to all interested parties. It is the responsibility of the environmental health specialist/supervisor to inform the district environmental health manager of anyone who should receive a copy of any comment letters. The consultant must then submit to the district environmental health manager, revised plans and specifications, and/or take the steps necessary to bring the project into compliance with the Sewage Handling and Disposal Regulations. When the project complies with the regulations, the plans and specifications, along with a letter of comment noting the project's compliance (or compliance with minor revisions), must be sent to the local environmental health specialist/supervisor. The environmental health specialist/supervisor must review and evaluate any changes which have been made or are needed to be made (minor revisions), to determine if the revised plans comply with the intent of the originally submitted plans. If they do, the project is approved, and a construction permit is issued by the local health department.

Plan Evaluation and Review  
by the EEFO-OWP or DOSWS

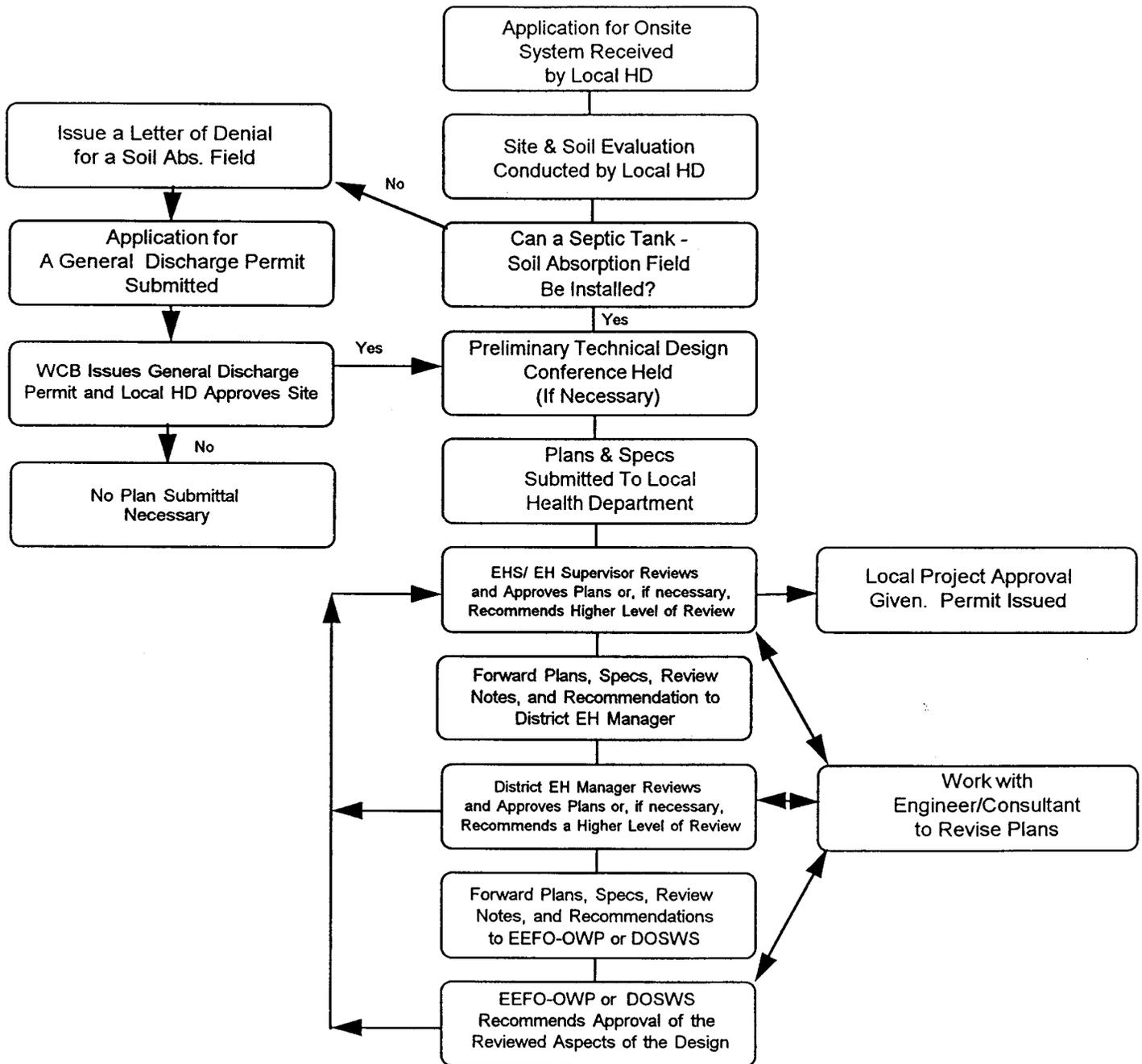
If the district environmental health manager determines that the project design requires additional review, he will forward the completed Scope and Detail and Plan Review Sheets; three copies of the plans and specifications; all plan review notes, data sheets, soils information, previous correspondence, product equipment specifications; and his recommendations to the appropriate Environmental Engineering Field Office of the Office of Water Programs (EEFO-OWP). A transmittal memorandum must also be included in this review package. A copy of the transmittal memorandum should be sent to the owner and the engineer so they are aware of the status of the project. This transmittal memorandum must specifically address the type of evaluation and review which is being requested. In districts where the EEFO-OWP field office is backlogged and the review process would take more than 60 days, the project design, with supportive information, should be sent to the Division of Onsite Sewage and Water Services (DOSWS) for review. *All of the information needed to conduct an evaluation and review must be included (see above), because an incomplete plan review package will immediately be returned to the district environmental health manager by either EEFO-OWP or DOSWS.*

The EEFO-OWP or DOSWS will review and comment on only those sections of the plans and specifications which they have been asked to evaluate and review. Neither the EEFO-OWP nor the DOSWS will review or comment on the soils or the drainfield design. *The suitability of both the site and the layout of the laterals are local decisions which neither the EEFO-OWP nor the DOSWS address;* they will only review and evaluate the hydraulics of the design. The EEFO-OWP or DOSWS will inform the environmental health specialist/supervisor of the results of the review. When appropriate, copies of all letters should be sent to the owner, applicant or others specified by the environmental health specialist/supervisor.

If the project design does not comply with the regulations, the EEFO-OWP or DOSWS will inform the consultant (and others as needed) of the deficiencies in the design, or the need for additional information. The consultant must then submit to the EEFO-OWP or the DOSWS, revised plans and specifications, and/or take the steps necessary to bring the project into compliance with the Sewage Handling and Disposal Regulations.

When the project design complies with the hydraulic consideration section(s) of the regulations which EEFO-OWP or DOSWS has been asked to review, the plans and specifications, along with a letter of comment noting the project's compliance, must be sent to the local environmental health specialist/supervisor. The environmental health specialist/supervisor must evaluate and review any changes which have been made or are needed to be made (minor revisions), to determine if the revised plans comply with the intent of the originally submitted plans. If they do, the project is approved, and a construction permit is issued by the local health department.

# Plan Review Process For Type II and Type III Systems



## PLAN REVIEW SHEET

County/City: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Engineer/Consultant: \_\_\_\_\_

Date Received: \_\_\_\_\_  
 Date of Review: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_

### Items Which Should Be Addressed In The Design

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Estimated flow correct	—	—	—
2. Septic tank size correct	—	—	—
3. Tees shown in septic tank correct	—	—	—
4. Estimated percolation rate correct	—	—	—
5. Square footage of system correct	—	—	—
6. System sited in proper location	—	—	—
7. Depth of drainfield (bottom of ditch) correctly indicated on plans, and elevation indicated where necessary	—	—	—
8. Pump chamber size correct	—	—	—
a) Access riser	—	—	—
b) Vent	—	—	—
c) Union	—	—	—
d) Check value	—	—	—
e) Gate value	—	—	—
f) Pump off chamber floor	—	—	—
g) Chain or rope for pump removal	—	—	—
h) Pump down and dosing volume correct	—	—	—
i) 1/4 day storage provided	—	—	—
j) Pump curve included with plans	—	—	—
k) Pump chamber sealed water-tight	—	—	—
l) Pump brand and model number specified	—	—	—
m) Pump level controls specified	—	—	—
n) Pump and alarm on separate electrical circuits	—	—	—
o) Audio-visual alarm specified	—	—	—
9. Gravel size correct	—	—	—
10. Paper or filter fabric over gravel	—	—	—
11. Thrust blocks at 90 turns on force main	—	—	—
12. Hole spacing and number of holes correct for laterals	—	—	—
13. Pressure head adjustment indicated	—	—	—
14. Lateral number indicated for pressure head adjustment	—	—	—
15. Outside electrical boxes NEMA III or better	—	—	—
16. PVC piping primed and glued	—	—	—
17. Valves outside pump chamber are located in valve boxes	—	—	—
18. Water well location shown	—	—	—

## SCOPE AND DETAIL REVIEW LIST

County/City: \_\_\_\_\_ Date Received: \_\_\_\_\_  
 Project Name: \_\_\_\_\_ Date of S & D: \_\_\_\_\_  
 Engineer/Consultant: \_\_\_\_\_ Reviewer: \_\_\_\_\_

### Items Required to Initiate Plan Review

If a "NO" response is given for any required item(s), return the plans and specifications to the consultant.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>I. PRELIMINARIES</b>			
A. Application for onsite system complete?	_____	_____	<u>required</u>
B. General Discharge Permit issued?	_____	_____	_____
C. Preliminary technical design conference held?	_____	_____	_____
<b>II. GENERAL</b>			
A. Original PE seal/signature/date (type III systems) on first sheet of plans?	_____	_____	<u>required</u>
B. Facsimile PE seal/signature/date (type III systems) on additional sheets?	_____	_____	<u>required</u>
C. Original PE seal/signature/date (type III systems) on specifications?	_____	_____	<u>required</u>
D. Four sets of plans and specifications provided?	_____	_____	<u>required</u>
E. Plans and specifications legible and of an adequate size/scale?	_____	_____	<u>required</u>
<b>III. PLANS</b>			
A. Location of project shown?	_____	_____	_____
B. Site plan with topography provided?	_____	_____	<u>required</u>
<b>IV. DESIGN CRITERIA AND CALCULATIONS</b>			
A. Acceptable design criteria provided?	_____	_____	<u>required</u>
B. Acceptable design calculations provided?	_____	_____	<u>required</u>
C. Soils reviewed and are adequate for treatment/disposal?	_____	_____	_____

**If plans are to be submitted to EEFO-OWP or DOSWS for review, please provide the following information, if appropriate. Check box if item is attached.**

(Incomplete projects submitted for review will be returned.)

- |   |   |
|---|---|
| <input type="checkbox"/> Memorandum specifically identifying the type of review needed (REQUIRED) | <input type="checkbox"/> Engineer's/consultants design notes  |
| <input type="checkbox"/> Complete plans and specifications  | <input type="checkbox"/> Approved design exemptions           |
| <input type="checkbox"/> Approved variances   | <input type="checkbox"/> In-house review notes (COPIES ONLY)  |
| <input type="checkbox"/> Recommended design exemption(s)  | <input type="checkbox"/> Product literature, i.e., pump curve |
| <input type="checkbox"/> Soils data   |   |
| <input type="checkbox"/> O & M manual   |   |
| <input type="checkbox"/> Other (describe) _____   |   |

Environmental Health Manager

Date