

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.

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.