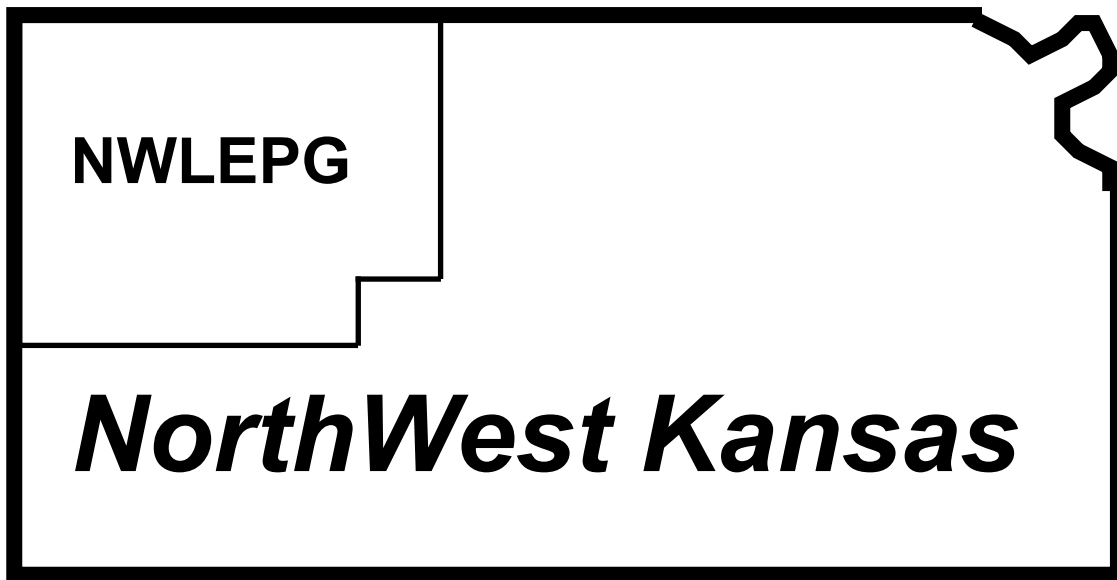


# **ADMINISTRATIVE PROCEDURES**

**for**

## **ONSITE WASTEWATER SYSTEMS**



### **NORTHWEST LOCAL ENVIRONMENTAL PROTECTION GROUP**

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# ADMINISTRATIVE PROCEDURES FOR ONSITE WASTEWATER SYSTEMS

## Introduction

These are the Administrative Procedures as referenced by the County Environmental/Sanitary Codes for Chapter 2 for the installation or modification of onsite wastewater systems in the Northwest Local Environmental Protection Group (NWLEPG) area. These Administrative Procedures provide the guidelines to be followed concerning the general construction requirements, appropriate forms to be submitted, system sizing options, licensing requirements for owner-builders, contractors and cleaners, Code related fee schedule, and appropriate contact agencies.

## Construction or Modification of Onsite Wastewater Systems

Any person constructing or modifying an onsite wastewater system shall comply with the following procedures:

### System Notification Requirements:

1. The NWLEPG shall be notified prior to construction or modification of a private wastewater system by submittal of an **Onsite Wastewater System Permit Application**.
2. The NWLEPG shall be contacted and arrangements made for the inspection of the system.
3. If an inspection is not performed. The owner or contractor, whomever is responsible for performing work upon the system, shall submit within 5 days a completed and signed **Construction Drawing form** of the construction or modification, complete with all required information.
4. When an emergency situation exists that requires immediate construction or modification of a private wastewater system, prior notification (by letter of intent or permits and notification for site inspections) is not required. However, the NWLEPG shall be notified by phone the first working day after construction or modification and the **Onsite Wastewater System Permit Application** and **Construction Drawing form** shall be submitted within 5 days.

### System Construction or Modification Requirements:

1. The installation or modification of an onsite wastewater system shall comply with all applicable sections of the Construction Guidelines for Onsite Wastewater Systems.
2. All septic tanks shall be constructed to permit retention of incoming sewage for a minimum of 48 hours. The capacity for residential tanks shall be based upon the number of bedrooms according to the following table:

Number of Bedrooms	Minimum Effective Liquid Tank Capacity (gallons)
3 or less .....	1,000
4.....	1,250
5.....	1,500
Each Additional Bedroom (add).....	250

**Note:** For sizing systems other than residential dwellings, use Table 3 Quantities of Wastewater in the Construction Guidelines for Onsite Wastewater Systems.

3. The owner-builder, installing their own system or the licensed contractor may use one of the following options for sizing the absorption field:
  - a. Perform a percolation test in the area of the absorption field and size the absorption field using all appropriate information in the Construction Guidelines for Onsite Wastewater Systems.
  - b. Size the absorption field using the Soil Conservation Service County Soil Survey and the specific information for the particular soil classification for the site and Table 6 Design Criteria by Soil Type for Absorption Fields in the Construction Guidelines for Onsite Wastewater Systems.
  - c. Size the absorption field using 232 square foot per bedroom which is based on a 60-minute percolation rate.

**SPECIAL CONSTRUCTION NOTES:**

- a. Relocation of the absorption field may be required if excessive amounts of clay are found in the area of the absorption field during construction.
  - b. All wastewater systems shall be sized using the Construction Guidelines and shall be approved by the NWLEPG to operate for system flows less than 2500 g/d (gallons per day) and only discharges domestic wastewater.
  - c. All residential systems larger than 2500 g/d, including domestic wastewater systems for industrial or commercial facilities shall be approved by the Kansas Department of Health and Environment (KDHE) unless directed otherwise by the KDHE.
4. When percolation tests are performed, the results shall be submitted to the NWLEPG prior to system construction.

All necessary forms, general information or other requirements pertaining to the County Codes may be obtained from the NWLEPG. Copies of the Codes, these Administrative Procedures or the Construction Guidelines may be obtained from your local County Clerk's Office or the NWLEPG. The NWLEPG will maintain a list of all licensed system contractors and cleaners.

**Sanitary Disposal Service Operator License Requirements**

The NWLEPG has established guidelines and procedures for the licensing of system cleaners.

The guidelines and procedures are as follows:

1. Application for the initial license and license renewals shall be made upon forms supplied by the NWLEPG. All fees shall be paid prior to processing the applications.
2.
  - a) All licenses shall expire on March 31 of each year.
  - b) Any initial license issued before January 1 shall pay the full yearly fees.
  - c) Any initial license applications occurring between January 1 and March 31 will be exempt from the yearly fees for this 3-month period. Any initial licenses issued during this 3-month period will expire the following year on March 31.
  - d) All license renewals shall be submitted prior to March 15 of each year.
3. Employees of a licensed Sanitary Disposal Service Operator shall not be required to be licensed however, they must be able to display a copy of the valid license, the approved NWLEPG license application form for the licensed owner, or otherwise prove they are operating under a valid Sanitary Disposal Service Operator License.
4. A Sanitary Disposal Service Operator license which expires because of failure to renew or is cancelled or revoked shall upon reapplication comply with all the requirements for the initial license.
5. An inspection of the equipment used in the cleaning of a septic tank is required prior to

issuance of the initial license. All subsequent inspections resulting from random checks by the Authorized Representative or resulting from any complaints shall not be charged additional inspection fees for these inspections.

6. There shall be liquid in the truck tank at the time of inspection. A certification letter stating the tank is watertight from a person or company who is qualified to pressure test tanks may be submitted at the time of inspection in place of having liquid in the tank.
7. All equipment used in the cleaning of a septic tank shall be of watertight construction and maintained in good working condition to ensure that no spillage of sewage will occur during transportation.
8. A license holder when cleaning a septic tank shall remove the liquid, sludge and scum leaving approximately 6-8 inches of liquid (not sludge) in the tank. All light weight commercial tanks made of poly-plastic materials or lightweight fiberglass or similar materials shall be filled with water immediately after removal of the septage to prevent damage to the tank.
9. The septic tank shall be inspected during the cleaning. The baffles shall be present and functional, and the owner notified of any tank operational deficiency.
10. All persons removing septage from tanks, any inground excavations such as seepage pits or cesspools, privies, or port-a-potties shall dispose of these materials as stated in the Construction Guidelines for Proper Septage Disposal (Table 8).
11. Any person who is licensed as a system cleaner by the NWLEPG shall be approved to operate throughout the NWLEPG area.
12. All license holders shall submit to the NWLEPG upon license renewal, a signed affidavit form supplied by the NWLEPG, verifying all septage disposal during the past year was done in accordance with Table 8 of the Construction Guidelines.
13. Any system cleaner not complying with the County Environmental/Sanitary Code and these administrative requirements will be subject to license revocation by the NWLEPG and/or both revocation and the penalties stated in the Code.

### **Onsite Wastewater System Installer License Requirements**

The NWLEPG has established guidelines and procedures for the licensing of system contractors. The guidelines and procedures are as follows:

1. Application for the initial license and renewals shall be made upon forms supplied by the NWLEPG. All fees shall be paid prior to processing the applications.
2.
  - a) All licenses shall expire on March 31 of each year.
  - b) Any initial license issued before January 1 shall pay the full yearly fees.
  - c) Any initial license applications occurring between January 1 and March 31, will be exempt from the yearly fees for this 3-month period. Any initial licenses issued during this 3-month period will expire the following year on March 31.
  - d) All license renewals shall be submitted prior to March 15 of each year.
3. Prior to issuance of the initial license the contractor may attend an offered class or take a written examination on the Environmental/Sanitary Code, Administrative Procedures and Construction Guidelines for Onsite Wastewater Systems.
4. At intervals of three (3) years, a written examination or attending a continuing education workshop shall be required for license renewal. If the license holder has attended an NWLEPG approved training workshop during the 3-year period, the written test will be waived. If the license holder has not attended any NWLEPG approved continuing education during the 3-year period, a written test is required for license renewal.
5. Employees of a licensed system contractor shall not be required to be licensed but shall not

- work without direct supervision by a licensed contractor with a valid license.
6. A contractor's license which expires because of failure to renew or is cancelled or revoked shall upon reapplication comply with all the requirements for the initial license.
  7. Installation or modification of any private wastewater disposal system shall be in compliance with the County Environmental/Sanitary Code, Administrative Procedures and the Construction Guidelines for Onsite Wastewater Systems.
  8. Any person who is licensed as a system contractor by the NWLEPG, shall be approved to operate throughout the NWLEPG area.
  9. Any system contractor not complying with the County Environmental/Sanitary Code and these requirements will be subject to license revocation by the NWLEPG and/or both revocation and the penalties stated in the Code.

### **Owner-Builder Onsite Wastewater System Installer License Requirements**

The NWLEPG has established guidelines and procedures for the licensing of homeowner or property owner installers. The guidelines and procedures are as follows:

1. Application for the initial license and renewals shall be made upon forms supplied by the NWLEPG. All fees shall be paid prior to processing the applications.
2. All licenses shall expire one year from the date of issue.
3. Prior to issuance of the license the Owner-Builder shall take a written examination on the Environmental/Sanitary Code, Administrative Procedures and Construction Guidelines for Onsite Wastewater Systems.
4. A licensed Owner-Builder shall be present for all modification or construction of onsite wastewater systems.
5. Installation or modification of any private wastewater disposal system shall be in compliance with the County Environmental/Sanitary Code, Administrative Procedures and the Construction Guidelines for Onsite Wastewater Systems.
6. Any homeowner installer not complying with the County Environmental/Sanitary Code and these requirements will be subject to license revocation by the NWLEPG and/or both revocation and the penalties stated in the Code.

### **NWLEPG License Revocation Procedures**

The NWLEPG has established written procedures for license revocation and probationary actions to ensure the provisions of the NWLEPG member Environmental/Sanitary Codes are followed.

The NWLEPG may cancel, revoke, suspend, or place on probation any license issued to any person required to hold a license from the NWLEPG (Authorized Representative) if the license was obtained by fraud, or the licensee has shown lack of knowledge (incompetency) in matters relevant to the license, or the licensee violates the provisions of the Environmental/Sanitary Codes of any member county of the NWLEPG.

The procedures assign time periods for the revocation process, schedule for appeal hearings, hearing officers, and provide procedures for final decisions by the NWLEPG Board. All proceedings shall maintain written records of the proceedings and all correspondence required for any and all actions taken. Copies of these procedures may be obtained from the NWLEPG and are provide to each licensee at initial licensing or upon request.

Revised: 3/8/94; 9/24/96, 11/14/01.

## **Appendix -A- NWLEPG Fees – Board Approved**

❖ <b>Licenses</b>	
Onsite Wastewater System Installer (OWSI) License - annually _____	\$300
OWSI License Exam _____	\$100
OWSI Recertification Exam - 3 yrs. _____	\$50
OWSI Recertification Workshop – 3 yrs. _____	\$25
Owner-Builder Onsite Wastewater System Installer License _____	\$100
Sanitary Disposal Service Operator License - annually _____	\$200
Sanitary Disposal Service Equipment Inspection - initially _____	\$25
❖ <b>Permits</b>	
Water Well Permit _____	\$100
Oil Field Water Supply Well Permit _____	\$200
Onsite Wastewater System Permit _____	\$300
Non-Typical Onsite Wastewater System Permit _____	\$600
Temporary Wastewater Permit - Temporary Work Sites _____	\$2,500
❖ <b>Private Well Water Screening Tests</b>	
• Testing includes: Bacteria, Nitrate, & Hardness - Fluoride if requested	
Retests _____	\$10
❖ <b>Childcare Evaluations</b>	
<sup>a</sup> Water test(s), well, and sewer inspections _____	\$25
❖ <b>Property Transfer Inspections</b>	
Water test(s), well, and sewer inspections _____	\$250
❖ <b>Misc. Fees</b>	
City Authorized Representative Activities _____	\$75/act. + mileage
Public Water Supply (PWS) Wellhead Protection Assist _____	\$50/hr. + mileage
<sup>b</sup> Late Fee for Paperwork _____	\$25/day
<sup>c</sup> Record Release Fee - Non-Complying County Residents _____	\$25
Onsite Wastewater System Installer Handbook _____	\$20
Copies per Page _____	\$0.50
Faxed Copies per Page - up to 5 Pages _____	\$1.00
Charge per e-mailed Document _____	\$5.00

**Notes:**

<sup>a</sup> - **Bacteria, Nitrate, Hardness, & Fluorides with 2 retests if needed. Does not include the additional tests: Arsenic, Hydrogen Sulfide, & Iron.**

<sup>b</sup> - **\$25 per day that the completed paperwork is not received by this office.**

<sup>c</sup> - **Residents of a County that is not in good standing with the NWLEPG will be charged a release fee for any records requested. Payment must be received before issuing said recor**