

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189
TTY Relay: 711

www.kingcounty.gov/health

MEMORANDUM

September 3, 1999

SUBJECT: Wastewater Program update

Seasonal/Winter Water Table Monitoring

What procedure needs to be followed in submitting seasonal/winter water table monitoring data to the health department?

The expectation is that the applicant/designer will demonstrate that he/she has followed the protocol established in the December 30, 1996 program memorandum, "Site Specific Monitoring of Winter Seasonal Groundwater Tables".

Remember that the application is to include a water table monitoring plan which also includes frequency and interval of measurements to be supplied to the health department on at least a monthly basis.

For example, please ensure that you observe and record sufficient data to accurately establish vertical separation.

Brushing/cleaning of sites

As a reminder, all sites submitted for design review must be consistent with the program memorandum dated August 27, 1997, "Summary of the June 26, 1997 Industry Meeting".

Site design application form

Be sure you are using the current site design application form (REV. 8/4/99 appears in lower left corner). As of October 8, 1999, this version is required for all design submissions. New information fields that are on the form include:

- Name and address of property owner
- Attachment of the legal description
- Designation of rural or urban area
- Public water supply designation of Group A or Group B
- Specific space to designate if the repair design is for correcting an OSS failure
- Soil Texture range 1A to 5
- Trench width
- Presence or absence of garbage grinder
- Designation box for pre-construction meeting

If you need additional application forms, they are available through the Eastgate District Health Center.

Site design pre-screening process

Public Health staff members are prescreening OSS applications prior to the intake process. Applications are screened by the "Sanitarian of the Day" (SOD) to assure that basic information that is required by the code has been submitted (e.g. parcel number, legal description, type of building, etc.). Pre-screening applications reduces the number of applications placed in a disapproved or hold status due to incomplete/missing information. Applications not passing the pre-screening process are returned with the fee and a letter of explanation.

At this stage of the review, will the district's notifying the designer and the applicant?

Based on discussion and suggestions at the industry meeting, incomplete applications and the letter of explanation will be returned to the designer.

Revision fees

When do revision fees apply?

- The revisions proposed must be associated with (i.e. linked to) an approved or disapproved application on file.
- Although revisions are most commonly associated with site design applications, the same applies to revisions to application reviewed for building permits.
- Primarily, revisions apply when the specific changes need only be reviewed in the office. However, there may be some site specific cases when field review is required (e.g. moving the proposed location of a wastewater tank and there is a need to verify that an appropriate area is being chosen). Other examples of revisions could be changes in house location, altering the proposed location of a sand filter, switching primary and reserve locations, changing designated water source, providing corrected calculations or missing information, etc.).

What is the procedure for submitting a revised proposal?

- The application for revision review must be presented on an application form that is void of any previous health officer signatures or comments (i.e. a clean copy).
- Applications for revisions must be signed by the system designer and must be clearly marked with the word "REVISION". A cover letter explaining the application may also be helpful.
- The \$50.00 minimum revision fee must accompany all revision applications. If the actual cost of reviewing the revision is greater than \$50.00, the applicant will be billed for additional costs.

What types of revisions require a regular fee for health department review?

- Types of revisions that require a standard/regular design review fee, include but are not limited to the following:
 - Changing the system Type.
 - Designating a new area and providing new soil log information for evaluation.
 - Revisions that typically require field review.

Best practices for sand filter design and installation

The Wastewater Program memo "The Best Practices," dated July 16, 1999, was developed as a result of the sand filter workshops in January 1999. Designers and Installers are required to follow these "best practices" for all sand filters in King County.

Sand filter schematics submitted to the Health Department must be site specific and provided by the designer rather than a photocopy of the generic diagram shown in the Best Practices document.

Designers please note that in King County the maximum loading rate allowed for upflow sand filters is the standard rate prescribed by Title 13.

Dual pre-installation stub release

When will the dual pre-installation stub release go into effect?

- Effective December 6, 1999, dual "pre-installation releases" are required for all mound systems and upflow sand filter systems.
- The dual release will remain in effect throughout the fall and winter months, unless otherwise specified by this department.

What is the procedure for requesting a dual pre-installation release?

- After conducting the pre-installation inspection, the system designer calls the Eastgate District Health Center at 206-477-8050 to inform them that a particular site needs a dual release. Information provided to the district should include the Health Department activity number, site address, name of designer, and type of system. **Designers must specify that the request is for a dual pre-installation release.**
- The dual pre-installation request will be assigned to field staff as expeditiously as possible. Field staff will notify License and Permits regarding the status of the dual release.

Issuing OSS permits

What is the health department doing to reduce turnaround on issuing permits?

- An increased number of administrative support staff members are being trained on issuance of permits.
- The health department will be activating a new permit tracking system by mid- December 1999. We anticipate that the system will help expedite issuance of permits through improved status reporting and record keeping capabilities. However, as with any new system we expect there will be a period of adjustment needed in implementing the system.

As an OSS professional, what can I do to help expedite the permit issuance process?

- Assure that the information you provide on applications, reports, forms, correspondence, etc. is complete, accurate (including being up to date), and contains as much detailed information as possible.

Designers:

- Complete all spaces/fields in the site design application form.
- Complete the design checklist and include all items in your design submission.
- Use the pre-installation inspection checklist prior to completing the pre-installation report.
- Forward a copy of the completed pre-installation report to the master installer.
- If a repair design is being submitted to correct an OSS failure, be sure you have marked the appropriate space to help expedite priority routing and processing.

Installers:

- Thoroughly review the approved site design. Look for notes or other indications that a pre-construction meeting is required.
- When the project involves new construction (e.g. new or replacement house or mobile home), enter the building permit number on the application card.
- Obtain a copy of the building permit cover page from the property owner or contractor.
- Attach a copy of the building permit page and a copy of the pre-installation report to the permit application card that you submit to the health department.

OSS performance testing

The term "Pressure Test" has been expanded to "performance testing". The purpose is to verify that the system operates according to the approved design. All designers and installers must be familiar with testing criteria, described in department memorandums dated July 13, July 20, and August 12, 1999.

As a reminder, once an OSS performance demonstration form is completed it must be submitted/faxed to the Eastgate Office. A tracking number is then assigned as a record for verifying receipt of your form. If you do not receive a tracking number within 1 day please contact the Eastgate Office at 206-477-8050.

Float tree installation

A number of systems have been installed in which a separate float-tree was not provided. A separate float tree is required for all pump systems.

Reinspection fees

When do reinspection fees apply?

- The fees apply when additional field inspection is required to verify correction of deficiencies noted in a previous inspection. The reinspection fee is "actual cost/\$50 minimum. If the actual cost of the reinspection is greater than \$50.00, the applicant will be billed for additional costs.

What is the procedure for requesting a reinspection?

- Requests for reinspection must be in writing, and be accompanied by the minimum reinspection fee (\$50.00).
- If the actual cost of reinspection is greater than \$50.00, the applicant will be billed for additional costs.

Notice on Title for OSS -- Owner responsibilities

Title 13, Section 13.56.054 requires a recorded notice on title for properties served by OSS. A generic form is enclosed for your information and use. You may use other forms/formats provided the minimum information required by code is included.

Limited repairs

Can a limited repair be started and completed before a limited repair permit is issued?

- Yes - The limited repair can be completed and covered without a permit on site. Inspection of limited repairs by the health department is not required unless unusual circumstances are involved.

What's the purpose of the Limited Repair Permit?

- The permit is the required method of documenting the specific repair work done on the OSS.
- The \$25.00 fee is intended to pay for the cost of data entry and for maintaining permanent OSS records.

What's the procedure for applying for a limited repair permit when the limited repair work has been completed and covered?

- Complete a permit application card and page 1 of the repair proposal form. In this type of scenario the repair proposal form serves as your report to the health department, describing/documenting the limited repair.
- Submit the above items with the \$25.00 limited repair permit fee to the Eastgate District Health Center.
- Upon receiving the permit, sign the permit, and send the top page to the Eastgate District Health Center.
- Maintain copies of the repair proposal and permits in your office records.

Is a limited repair permit required when a baffle or filter baffle is being installed/replaced in a wastewater tank?

Yes - according Washington State Code and Title 13 all work meeting the definition of OSS repair requires a permit.

Can a Certified Pumper complete limited repairs?

No - except that a Certified OSS Pumper may only install baffles and/or filter baffles at a specific site. The pumper is required to obtain a limited repair permit for such work. As stated, the work may be completed and covered prior to obtaining the limited repair permit. The procedure is the same as that described above.

Continuing education requirements

- For renewal of certification for Year 2000 a total of 6 hours of training/instruction is required. This requirement applies to designers, master installers, associate installers, and pumpers.
- The enclosed CE record form is provided for your use in maintaining a permanent record of individual training and continuing education. A copy of the form may be submitted with the annual application for certification renewal.

Application to renew certification(s)

Application(s) for renewal of all certification categories (Designers, Installers, and Pumpers) are required prior to January 1, 2000. Enclosed for your attention is/are the renewal form(s) applicable to your current certificate or certificates of competency. Please forward all renewal applications to:

**Public Health Seattle & King County
Environmental Health Division
401 5th Ave, Suite 1100
Seattle, WA 98104**

Wastewater program fee changes / schedule

[Access Wastewater Program fee schedule.](#)