Keuka Watershed Improvement Cooperative (KWIC)

POLICIES AND PROCEDURES

KEUKA WATERSHED IMPROVEMENT COOPERATIVE (KWIC)
Uniform Wastewater Enforcement Program

Purpose: To ensure coordinated and uniform enforcement of wastewater regulations adopted by the eight municipalities in the Keuka Lake Watershed.

Background: Uniform enforcement of wastewater regulations requires a coordinated and cooperative approach among municipalities in the watershed. Understanding this need in 1993, the Supervisors and Mayors (KWIC Board of Directors) developed an intermunicipal agreement to form a cooperative program called the Keuka Watershed Improvement Cooperative hereinafter referred to as KWIC. To ensure an efficient and effective program, the KWIC Board of Directors asked that a policy and procedure manual be developed by the Watershed Inspectors and the Keuka Lake Watershed Project Director. The manual describes the role and responsibilities of the KWIC, the Contract Watershed Manager, and the Watershed Inspectors to assure uniform enforcement of the wastewater law.

KWIC Overview: The Keuka Watershed Improvement Cooperative is composed of the Towns of Barrington, Jerusalem, Milo, Pulteney, Urbana and Wayne and the Villages of Hammondsport and Penn Yan. The KWIC Board of Directors consists of Town Supervisors and Village Mayors or other elected Board members designated by their respective Municipality. KWIC is the vehicle through which member municipalities establish and maintain a uniform wastewater program. Towards this end, each member municipality has adopted a uniform local law that addresses construction, replacement, repair and inspection of on-site wastewater systems. KWIC's program utilizes Watershed Inspectors employed by each municipality, and a Contract Watershed Manager contracted by KWIC. Revenue is generated from each municipality paying an annual due set by the KWIC Board of Directors

Interaction of Parties

The Municipal Boards are ultimately responsible for the success of the program since they hire/fire the Watershed Inspectors and the Contract Watershed Manager through KWIC. As problems arise, Board Members can contact the Contract Watershed Manager or the Inspector, since both work for the municipality. Depending on the nature of the problem, the Contract Watershed Manager and/or Inspector may be involved in solving the problem, depending on their responsibilities as outlined below. Good communication between the Boards, Contract Watershed Manager, and the Watershed Inspectors is very important. Serious health violations may require the municipal board to convene as a Board of Health to consider condemnation of the property.

Local Watershed Inspectors are charged with enforcement of standards, regulations and the local wastewater law through inspection activities. The Watershed Inspector shall be hired, fired and paid by their respective town or village. Municipalities may choose to have their own inspector, or share a Watershed Inspector. If a municipality is in the position to hire a new Watershed Inspector, they may wish to seek the assistance of the Contract Watershed Manager since he has wastewater expertise and will be working with the Inspector on a day-to-day basis.

The Contract Watershed Manager will be contracted and paid by KWIC. The Contract Watershed Manager will have overall responsibility for effective and uniform implementation of the model law. The Contract Watershed Manager will oversee the day-to-day activities of the wastewater program. He will directly manage the office staff and the Watershed Inspectors on behalf of the Boards and KWIC. The Contract Watershed Manager will work closely with the Watershed Inspectors to ensure that the wastewater program is effective and uniform. The Contract Watershed Manager will also be involved with inspector training and evaluation. Under the agreement entered into by each member municipality, review of wastewater treatment systems, and the issuance of construction permits is vested with the Contract Watershed Manager, providing for the professional design of systems as required by the Health Commissioner's

regulation (NYSDOH Fact Sheet Need for Licensed Design Professionals - Residential Onsite Wastewater Treatment Systems 1/13/04) and in coordination with the local watershed inspector.

Performance evaluations of the Watershed Inspectors will be done at least on an annual basis. The Watershed Inspectors will be evaluated by the Municipal Boards with input from the Contract Watershed Manager and KWIC. If KWIC determines that the Contract Watershed Manager is performing poorly, they will be responsible for ensuring improvement. If a Municipal Board determines that an Inspector is performing poorly, they likewise are responsible for ensuring improvement. If the Contract Watershed Manager has a problem with an individual inspector's performance, they should try to work out the problem directly with the inspector. If unsuccessful, they should contact the Supervisor or Mayor directly. The Contract Watershed Manager can bring the issue to the attention of KWIC for discussion and further action if no resolution is found at the municipal level. KWIC can recommend action to the Municipal Board concerning the matter.

Contract Watershed Manager Duties

The Contract Watershed Manager shall be responsible for all activities assigned by the KWIC including, but not limited to the following:

1) Supervise the wastewater management program as outlined in the uniform wastewater law adopted by the local municipalities in the Keuka Lake Watershed.

    a) Evaluate site conditions for wastewater system installation in conjunction with the engineer, watershed inspector and contractor as needed.
    b) Review designs for modifications, existing dwelling replacements, new and replacement wastewater systems in compliance with local wastewater law and where applicable 10NYCRR 157.1.
    c) Supervise the Watershed Inspectors to ensure proper installation of wastewater systems by means of quality control inspections.
    d) Certify the operation of newly installed wastewater systems as inspected by Watershed Inspectors and design professionals.
    e) Notify homeowners of inadequate wastewater systems and provide technical assistance to bring the system into compliance.
    f) Coordinate regular maintenance and inspection program with local Watershed Inspectors to ensure all systems within Zone I are inspected every 5 years.
    g) Ensure that uniform and professional standards for inspection and evaluation of wastewater systems are used by local Watershed Inspectors.
    h) Communicate progress of the wastewater system program to the KWIC on a regular basis, or more often if requested.
    i) Communicate progress of the wastewater system program to the public on a regular basis.
    j) Assist in the implementation of a wastewater system education program for residents in the watershed to enhance their understanding and appreciation of KWIC’s effort to protect Keuka Lake.

2) Maintain records as directed by KWIC including the preparation of the Annual Watershed Report on Violations of Watershed Rules and Regulations for the Village of Penn Yan

3) Work cooperatively with KWIC and any local boards or committees to address problems in the Keuka Lake Watershed. The Contract Watershed Manager may be directed by KWIC to perform the following functions:

    a) Coordinate uniform approaches to solve water quality problems.
    b) Scientifically document significant threats to the Keuka Lake Watershed.
    c) Develop a uniform strategy to solve the identified problems.

d) Coordinate the development of such regulations.
e) Coordinate the development of these programs.

4) Promote a positive public image of the KWIC program.

a) Answer calls regarding KWIC, the wastewater program or any other problem regarding Keuka Lake water management, or be able to direct the caller to the appropriate agency/person.
b) The Contract Watershed Manager will be positive, courteous, professional and honest in all communications with the public.

Watershed Inspector Duties

The Watershed Inspector shall be responsible for all activities assigned by their respective Municipal Board and the Contract Watershed Manager including, but not limited to:

1) Wastewater system inspections and documentation.

a) Perform watershed inspections according to the Policies and Procedures
b) Enter results of watershed inspections into the online database
c) Send Notice of Violation
d) Send Summons or follow up with the Code Enforcement Officer
e) Communicate all significant health violations to the Contract Watershed Manager

2) Assist the Contract Watershed Manager in providing appropriate wastewater system inspections for new and replacement systems. The Watershed Inspector's duties shall include:

a) Assist in site evaluation and documentation of wastewater system if required.
b) Tank replacement recommendations, subject to Contract Watershed Manager review.
c) Supervision of the installation of the wastewater system according to permit specifications.

3) Assist the Contract Watershed Manager in solving additional water quality problems facing the Keuka Lake Watershed, including but not limited to:

a) Provide field assistance where necessary to document problems.
b) Provide assistance to implement program endorsed by KWIC and adopted by Municipal Boards.

4) Promote a positive public image of the KWIC program.

a) Answer calls regarding wastewater program or any other problem regarding Keuka Lake water management, or be able to direct the caller to the appropriate agency/person.
b) The Watershed Inspector will be positive, courteous, professional and honest in all communications with the public.

5) Working with design professional and contractors on new and replacement systems or components.

Inspections

The following represents the minimum standard for inspection of wastewater and septic systems in the towns of Barrington, Jerusalem, Milo, Pulteney, Urbana, and Wayne, and the villages of Hammondsport and Penn Yan. These standards are applicable to inspections performed for reasons of real property transfer certification and Zone One requirements as defined by local wastewater management law.

1) The owner or owner's agent is responsible for uncovering septic tanks, holding tanks, and pump stations.
2) The owner or owner's agent will make provisions for water so that a flow test of the system can be performed. The inspector may choose to perform the flow test before the septic tank is pumped out to assess the flow of wastewater through the tank and into the absorption area. Access must be provided to allow the inspector to assure that all appropriate plumbing fixtures, including bathroom, kitchen, laundry and washbasin fixtures drain to the wastewater treatment systems.
3) Pump out of a septic tank or holding tank is required at the time of real property transfer inspection. It may be required at the time of a regularly scheduled Zone One inspection. Pump out will begin only after the arrival and concurrence of the inspector.
4) Tanks must be found to be water tight, free of cracks, corrosion or other structural defects. Tops, lids or covers must also be in a satisfactory condition. Baffles must be in place and securely fastened. If a tank is found to be in unsatisfactory condition, the replacement tank shall meet the standard for size established by the NYS sanitary code. Local law in the municipalities of Barrington, Hammondsport, Jerusalem, Milo, Pulteney, Urbana and Wayne allows the regulatory officer to require additional tank volume to meet system use and capacity standards other than those with a specific individual waiver.

    Septic tank size for any tank installed since the start of KWIC (January 1, 1994) shall meet the minimum septic tank capacity in Appendix 75-A, "Wastewater Treatment Standards - Individual Household Systems", contained in Title 10, Chapter 2, part 75 of the Official Compilation of Codes, Rules and Regulations of the State of New York, unless the tank has a specific individual waiver from the Contract Watershed Manager. Septic tanks installed after January 1, 2000 shall be two compartment with effluent filters. Septic tanks installed prior to KWIC formation January 1, 1994 shall meet the legacy septic tank size as follows:

Number of Bedrooms	Septic Tank Capacity (gallons) Minimum
1,2	750
3	900
4	1000
5	1250

    [These sizes are taken from the NYSDOH standards prior to 1990]

    Holding tank sizes shall meet the standard of 5 times the number of bedrooms times 110 gallons per day (water-saving fixtures shall be installed).

    The enhanced treatment unit size shall comply with the daily flow for the dwelling based on the manufacturer's ratings.

5) Pump stations shall be inspected where applicable. Pump tanks shall meet the same standards concerning integrity and suitability as other tanks. Adequate function of the pump station shall be demonstrated at the time of inspection.
6) A surface inspection of the leach field or absorption area will be made to determine its apparent function. Drainage pipes or other features found during inspection may require additional investigation to address any potential surface discharge of sewage or septic system effluent. Dye tests may be required by the regulatory officer at the time of initial inspection, and sufficient follow-up visits performed as a means of investigating suspect conditions.
7) A certificate of inspection will be issued by the watershed inspector. Where systems are found to be unsatisfactory, a written Notice of Violation will be issued by the regulatory officer providing the property owner with instructions on corrective action and date by which such action must be undertaken. Any repair or modification will require a permit issued by the KWIC.

All failed systems with effluent surfacing – A protective barrier, such as barricade fencing, shall be erected to prohibit ingress of pets and people of the contaminated area.

Real Property Transfer - Requests from the public for real property transfer inspections shall be made to the local Watershed Inspector. The public is advised to make this request through a pump out contractor to reduce scheduling and communication delays. Local law requires that 48 hours notice be given to the inspector in requesting an inspection. Local law also requires that inspections be requested so as to be completed a minimum of 10 days in advance of closing. **Inspection requests should be made early in the realty transfer process, so as to facilitate the closing process.**

Procedure Requirements for Real Property Transfer Inspections

All distribution boxes or seepage pit covers will be uncovered and inspected. Those systems with a manifold system will be operated and flow back checked for proper level. Real Property Transfer inspections shall be valid for a period of one year unless a failure occurs between the inspection and the property transfer.

Absorption Area Criteria for Real Property Transfer Inspection

Recognizing that the absorption area of an onsite wastewater treatment system is a critical component of the system, KWIC has adopted the policy of inspecting the absorption areas in Real Property Transfer Inspections. The present inspection method of visually inspecting the absorption area for effluent surfacing and inspecting the septic tank, investigating the absorption area further only if conditions warrant, does not always provide enough information about the absorption area to give a fair appraisal of the system. The public is relying on the Real Property Transfer Inspection Reports to provide an appraisal of the onsite wastewater treatment system at the time of inspection. While the inspector has no knowledge of past or future use and may not have knowledge as to the soil parameters of the absorption system, visual observations of an absorption area can be made and documented in an inspection report.
Pass or fail situations and uniformity in the KWIC area dictate a need for criteria that can be documented. Other observations need to be noted on an inspection report as well. The type of absorption area further complicates the inspection criteria that are needed. The basic types of absorption areas to be inspected include seepage pits (drywells), absorption lines with gravity distribution (those having distribution boxes), pressurized distribution systems (effluent is pressurized into the bed or mound) and sometimes a combination of two of these systems.

Effluent surfacing is a failure for any type of absorption area

Uncovering the seepage pit (drywell) or distribution box of boxes requires additional criteria. The pressurized system is the most difficult to appraise, to uncover the absorption area could effect the integrity of the system and also needs criteria.

Seepage Pit (Drywell) Criteria

A failed system would include one or all of the following:

1. Visible groundwater entering pit
2. Surface water entering pit
3. Effluent levels within 6 inches of inlet of pit
4. Structurally unsound (caving in)
5. Pit cover structurally unsound
    a. Corrective action-concrete cover with inspection hole to standards
    b. Wood Cover corrective action required
        i. Option to consider – if wood is structurally sound and does not require any replacement timbers and has an inspection hole (to standards) allow to remain until failure

Items to be noted on inspection report

1. Effluent levels above 50% of capacity
2. Undersized seepage pits (based on a percolation rate of 11 to 15 minutes per inch)
3. Solids in the pit
4. Previous high effluent level marks

Absorption Lines with Gravity Distribution (distribution box or boxes)

A failed system would include one or all of the following:

1. Effluent levels elevated in all distribution lines (fluid levels at or above the top of the distribution pipe)
2. Distribution boxes structurally unsound
    a. Corrective action required – replacement
3. Surface water entering distribution box
    a. Corrective action required – decision by KWIC Watershed Manager
4. Groundwater entering distribution
5. Effluent level high some maybe not all of laterals
    a. Corrective action required - releveling the box or boxes (shall be noted on the report)

Items to be noted on inspection report

1. Undersized absorption area
2. Solids in the distribution box or boxes
3. Previous high effluent levels from high water marks

Pressurized Distribution System

A failed system would include one or all of the following:

1. Excessive amounts of effluent draining back into the pump station
    a. Corrective action required – as indcated by further investigation
2. Broken effluent line
    a. Corrective action required – repair

Items to note on inspection report

1. Less than 160 psi pipe
2. Previous high effluent level marks in pump station
3. Excessive pump running times

Zone One Inspections - **Local** law requires inspection of all wastewater systems within 200 feet of a lake, or watercourse to a lake, a minimum of once in five years. The schedule for these inspections is established by the Watershed Inspectors and the Watershed Manager.

Procedure Requirements Regarding Septic Tank Size, Condition and Frequency of Inspection (applies to zone one inspections only)

All septic tanks 500 gallons or less and those septic tanks in weakened condition shall be pumped and inspected every 3 years and shall have a specific individual waiver from the KWIC Watershed Manager. All other septic tanks shall be pumped and inspected every 5 years.

Construction and Tank Replacements –

Structural Requirements for Onsite Wastewater Treatment Systems

A. All new and replacement septic tanks shall be concrete with two compartments unless otherwise approved. (Watershed Inspectors shall have authority to approve plastic two compartment tanks under their tank replacement authority if deemed necessary for the site. All other approvals shall be the authority of the Contract Watershed Manager.)
B. All new and replacement septic tanks and aerobic units shall have an effluent filter and septic tanks shall have a gas-deflecting device.
C. All distribution boxes shall be concrete with baffle.
D. All replacement components shall comply with Appendix 75-A of Wastewater Treatment Standards and KWIC policies.
E. Inlet and Outlet pipes from the septic tank or aerobic unit shall be sch. 40 or equivalent.

Site Evaluation for Existing Onsite Wastewater Treatment System Protocols
(A failed system is a system where a component or all of the components of the system fail to function properly)

The purpose of this protocol is to uniformly address the issue concerning a properly functioning existing onsite wastewater treatment system relating to conversions (refers to alterations, repairs, additions or replacements that do not require additional demand on the existing onsite wastewater treatment system). Where this protocol conflicts with any state, federal, or local standard the stricter standard shall govern. All present forms and sketches shall be used in the evaluation.

Local Wastewater Management Regulations state “No person shall build, erect, construct, expand, enlarge, add bedrooms or convert to another use any structure or system that is subject to the provisions of this law and involves wastewater discharge without first obtaining a Wastewater System Construction Permit.” The New York Department of State, Codes Division has indicated that an existing onsite wastewater treatment system shall be upgraded upon additional wastewater demand or system failure. The Plumbing Code of New York State, Section 102.2, states “Plumbing systems lawfully in existence at the time of the adoption of this code shall be permitted to have their use and maintenance continued if the use, maintenance or repair is in accordance with the original design and no hazard to life, health or property is created by such plumbing system.” To comply with these provisions in a uniform manner throughout the cooperative it is necessary to define a failed system (functioning adequately or properly).

A failed system is a system where a component or all of the components of the system fail to function properly. A properly functioning septic tank or treatment unit will reduce pollutant levels and produce an effluent of fairly uniform quality. For a soil absorption system to function properly it must:

1. Provide enough application area. The application area is the amount of surface area provided by the particular drainage system (side areas of absorption units) where sewage effluent is applied to the soil. The amount of application area needed for a given house depends on the characteristics of the soils on the property and the daily flows (in gallons) generated from the house. The anticipated flow from a house is usually based upon the number of bedrooms in the dwelling.
2. The SAS must be surrounded by natural soil conditions that will treat and disperse the effluent discharge without becoming saturated or organically overloaded. The current standard separation distances are those of Appendix

75-A, “Wastewater Treatment Standards – Individual Household Systems”, contained in Title 10, chapter 2, part 75 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

* With the exception of use holding tanks with no additional water demand, which would meet the following evaluation performed by a New York State licensed design professional.

1) Amount of cover checked.
2) Level of fluid check
3) Capacity check
4) Pumped and checked for groundwater contamination (water tightness)
5) Visible and audible alarm set at proper level
6) Structurally sound
7) Water saving fixtures present

To adequately determine the functional condition, an inspection of an existing onsite wastewater treatment system shall consist of, but not be limited to the following:

1. Interior plumbing check- visual, flow checks
2. Septic tank or primary treatment unit
   a. Located and uncovered
   b. Amount of cover checked
   c. Level check
   d. Baffle check
   e. Capacity check
   f. Pumped and checked for groundwater contamination
   g. If treatment unit, check operation as per manufacturer

3. Pump station, if equipped
   a. Capacity check
   b. Location
   c. Amount of cover checked
   d. Pump operating within planned range
   e. High water alarm-satisfactory
   f. Flow back checked

4. SAS uncovered (seepage pit cover, drop boxes, or distribution box)
   a. Fluid levels checked
   b. Condition of box or pit
   c. Location
   d. Size of SAS
   e. Surface condition checked
   f. Previous high water stains checked
   g. Groundwater condition checked

5. Locations of wells, surface water bodies and drainage ways check

Holding Tanks – The Watershed Inspector shall inspect holding tanks annually to assure integrity and appropriate use.

Complaints - Complaints received about a system by the supervisor/mayor, town/village clerk or other person shall be referred to the Watershed Inspector and Contract Watershed Manager. The Inspector and Contract Watershed Manager will conduct investigation jointly.

Wastewater System Design and Construction
Construction of wastewater treatment systems requires a permit that is issued by the KWIC on behalf of the member municipalities. Requests for permits will commonly be generated by new construction plans, system failures found during inspections, or direct homeowner requests.

New Construction Projects - New York State Public Health Law requires that wastewater systems for new residential construction be designed, approved and installed in accordance with Appendix 75-A, "Wastewater Treatment Standards - Individual Household Systems", contained in Title 10, Chapter 2, part 75 of the Official Compilation of Codes, Rules and Regulations of the State of New York.

Replacement and Repair Projects - The local wastewater treatment law adopted by each municipality in the Cooperative requires that systems for replacement work be designed and installed in accordance with Appendix 75-A if possible. On those sites where this standard cannot be met, the watershed inspector shall require the best available technology that meets the intent of Appendix 75-A and protects the interests of the property owners and community at large.

Where new construction work is proposed on a site that cannot meet the standards in Appendix 75-A for conventional septic systems, a specific waiver must be obtained from the District office of the NYS Department of Health. The Watershed Manager will give guidance on waiver application to applicants. Appendix 75-A requires the NYS DOH to consider only those waiver applications prepared by a NYS licensed engineer.

POLICY ON BEDROOM DEFINITION FOR ALL INSPECTION PURPOSES There are three (3) specific categories for defining a bedroom, (1) New construction, (2) Existing Rental, and (3) Existing, each having certain characteristics or requirements.

1. **New construction**
   a. A minimum seventy (70) square feet in size
   b. Two egresses as defined by the New York Building Code
   c. Smoke alarms wired in the electrical system with battery backup
   d. Private entrance from a hallway not through another private room
   e. Closet
2. **Existing Rental Properties**
   a. A minimum seventy (70) square feet in size
   b. Two (2) egresses as defined by the New York Building Code
   c. Smoke alarms wired in the electrical system with battery backup
   d. Private entrance from a hallway not through another private room
3. **Existing**
   a. A minimum seventy (70) square feet in size
   b. Private entrance from a hallway not through another private room
   c. Any room or space used or intended to be used for sleeping purposes. (The final decision regarding whether a room shall be deemed a bedroom for system design purposes shall be by the Watershed Inspector or Watershed Manager.)

Enhanced Treatment Unit Policy

All service providers will furnish a certification letter, stating the service provider can properly service the ETU. This is to provide KWIC with verification of training for service of the ETU. If the manufacturer is no longer in business or will not furnish a certificate, due to company policy or other problems, the service provider shall obtain approval to service from KWIC and the Municipality. This shall be done through a series of at least three services provided and witnessed by the Keuka Watershed Improvement Cooperative fulfilling the requirements of the

service to the ETU as recommended by the manufacturer. The later approval from KWIC shall only be performed if the manufacturer does not furnish a certification letter.

Definitions:

Dye tests involve flushing a special florescent dye down a toilet or other drain. If wastewater is coming to the surface (an unsanitary condition indicating serious septic failure) one may see dye in that water, provided the septic system is flowing at common rates. When suspect wet areas are observed we strongly recommend that the inspector perform a dye test. A sufficient volume and concentration of dye shall be used to fully stain the capacity of the septic tank. The owner shall furnish sufficient amount of water to duplicate the hydraulic loading of the system.

Excessive amounts of effluent draining back refer to a pressurized system that is pumping effluent to a SAS. The amount of drain back that is satisfactory is the amount the effluent line from the pump to the SAS contains.

Groundwater subsurface water occupying the saturation zone from which wells and springs are fed. Groundwater contamination for site evaluations that do not include a deep hole soil investigation shall include the following: visible groundwater entering the pit or absorption trench above the static fluid level or if a clear water current can be detected visibly. Groundwater levels for site evaluations that include a deep hole soil investigation can be detected by the excavation if done during the wet season or by the presence of mottled soils.

Inadequate refers to the condition (unsatisfactory) of a system or component that is defective and not functioning as planned. This may refer to undersized, cracked, plugged, not fitting within the range for intended operation, and/or limiting the operation of the system or component.

Land (as it refers to Zone One) The interpretation of land as referred to in the description of zone one of the uniform wastewater management regulations, being that physical land occupying the area from the high water mark or top of streambank for a distance of 200 feet. For inspection of wastewater treatment systems, the system or a component of the system shall be within the defined land area, 200 feet from the top of streambank or high water mark.

One day's storage refers to the volume of wastewater generated by the household based on the number of bedrooms and the plumbing fixtures. For structures other than households refer to the current DEC Design Standards for Wastewater Treatment.

Open pipe discharge refers to any pipe discharging to the surface, either direct fixture discharge or acting as an overflow pipe.

SAS is the soil absorption system such as conventional trenches, absorption beds, raised fills, and seepage pits.

Satisfactory is the condition of a system or component of the system that is operating as planned, handling the intended hydraulic load in safe and proper manner for the protection of the environment and the public health.

Static effluent level is a sustained level.

Structurally unsatisfactory is rotted, weathered to a weak condition, disfigured from original shape, brittle from age, chemical reaction damages severe, or similar conditions that may affect the safety or operation of the component. Seepage pits with wood, metal or stone pits are unsatisfactory.

ACTIVITY	*ACTIVITY TYPE*	*RESPONSIBLE PARTY*	*ACTION/BY*
Scheduling			
	Real Property Transfer Inspection	Owner/Agent	Schedule RPT inspection with Watershed Inspector
	Zone One inspection	Owner/Agent	Schedule Zone One inspection with Watershed Inspector
	Holding tank inspection	Owner/Agent	Schedule holding tank inspection with Watershed Inspector
	Complaint follow-up	Watershed Inspector/Manager	Owner notified by Watershed Inspector/Manager for inspection
Inspection (performed to current policy standards)			
	System passes inspection	Watershed Inspector	Permit to Operate issued by Watershed Inspector
	System fails due to: septic tank, holding tank, house sewer line, tank effluent line, tank baffle, high water alarm, tank risers	Watershed Inspector	Notice of Failure issued by Watershed Inspector to property owner
	System fails due to: condition of distribution box or drop box (plugged, damaged or flooded lines referred to Watershed Manager)	Watershed Inspector	Notice of Failure issued by Watershed Inspector to property owner
	System fails due to seepage pit cover only	Watershed Inspector	Notice of Failure issued by Watershed Inspector to property owner
	System fails due to condition of soil absorption system	Watershed Inspector	Notice of Failure issued by Watershed Inspector and refers property owner to Watershed Manager for corrective action
	System fails due to absence of ETU service agreement	Watershed Inspector	Notice of Failure issued by Watershed Inspector to property owner
Permits			
	Replace / install septic tank, holding tank, house sewer line, tank effluent line, tank baffle, high water alarm, tank risers	Watershed Inspector	Permit issued by Watershed Inspector to property owner outlining corrective actions and time frame
	Replace / install distribution box or drop box	Watershed Inspector	Permit issued by Watershed Inspector to property owner outlining corrective actions and time frame
	Repair absorption area or seepage pit covers	Watershed Inspector	Permit issued by Watershed Inspector to property owner outlining corrective actions and time frame

	Replacement system	Engineer/Watershed Manager	Engineer designs system. Watershed Manager witness site evaluation, reviews plans and issues approved system number. Owner to complete all other required reviews and obtain any required permits before construction begins. *

ACTIVITY	***ACTIVITY TYPE***	***RESPONSIBLE PARTY***	***ACTION/BY***
Permits (continued)			
	New system (new on vacant land or increased water demand on existing systems	Engineer/Watershed Manager (NYSDOH if system does not meet current standards or is not covered by a NYSDOH waiver)	Engineer designs system. Watershed Manager witness site evaluation, reviews plans and issues approved system number. Owner to complete all other required reviews and obtain any required permits before construction begins. *
Enforcement			
	Notice of Failure (inspections & ETU service contracts)	Watershed Inspector	Owner performs corrective actions within specified time frame
	Notice of Violation	CEO (in conjunction with Watershed Inspector) issues NOV to owner when corrective actions not completed within time frame specified on Notice of Failure	Owner performs corrective actions
	Appearance Tickets	Code Enforcement Officer issues Appearance Ticket when actions not completed within time frame on NOV	Owner performs corrective actions or court determines actions required by owner.
Site Evaluations			
	Evaluation of existing systems and soils investigation for new systems	Engineer/Watershed Manager	Engineer performs an evaluation report using protocols of KWIC policy and witnessed by Watershed Manager
Construction Installation Inspection			
	Construction Inspection	Engineer	Prepares as built drawings and certifies the construction as per design
	Construction Inspection	Watershed Inspector	Witness's final construction prior to backfilling to establish component location. Performs inspections on repairs and replacements not involving an engineer with proper documentation.

***Other necessary reviews include all other local permits such as steep slope, zoning reviews, highway approvals and other local permits or reviews.**