

Appendix N
On-Site Wastewater Systems

**MODEL LOCAL LAW
ON-SITE INDIVIDUAL WASTEWATER TREATMENT LAW**

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ARTICLE 1 INTRODUCTORY PROVISIONS

Section 101 Title

1. This local law shall be known as the “On-Site Individual Wastewater Treatment System Law of the City, Town, Village of _____”.

Section 102 Applicability

1. This local law shall govern the treatment of sewage by regulating all on-site individual wastewater treatment systems (hereinafter referred to as a wastewater treatment system).

Section 103 Purpose

1. The purpose of this local law is to promote the health, safety, and general welfare of the community, including the protection and preservation of the property of its inhabitants, by regulating wastewater treatment systems so that human sewage and other wastes are disposed of in a manner that will not create a health hazard, adversely affect the environment, create a nuisance, or impair the enjoyment or use of property.

Section 104 Authority

1. Enactment of this local law is pursuant to *Article 2 of Municipal Home Rule Law*, and *Article 3 of the Public Health Law*.

ARTICLE 2 DEFINITIONS

Section 201 Words and Terms

1. In addition to the definitions contained in the *New York State Public Health Law and Uniform Fire Prevention and Building Code*, which are incorporated herein by reference, the following words and terms shall be defined as follows:

ADEQUATELY FUNCTIONING shall mean a wastewater treatment system inspected pursuant to section 502 of this local law that is determined by the authority having jurisdiction as not posing a public health threat by virtue of above ground seepage, or contamination of surface or ground water. For the purpose of this local law an “adequately functioning” system shall always include a watertight vessel.

AUTHORITY HAVING JURISDICTION shall be the Code Enforcement Officer, Health Officer, Watershed Inspector, or other official(s) designated by a local municipality, or other regulatory agency, having the responsibility to enforce the provisions of this local law.

CHANGE OF USE shall mean a use of land with an associated building and wastewater treatment system that is modified so as to likely cause an increase in hydraulic loading (e.g. – change from an existing commercial use to residential use; change of an existing residential use to commercial use; change of a commercial use to a different type of commercial use). A change of use shall also include the removal and replacement of a manufactured or mobile home dwelling.

CONVEYANCE OF REAL PROPERTY shall mean the transfer of the title of real estate from one to another, in the form of a deed or other legal instrument, filed in the Office of the County Clerk.

DESIGN PROFESSIONAL shall mean a person licensed or registered in the State of New York and authorized by *New York State Education Law* to design the systems described in *10NYCRR Appendix 75-A*.

LOCAL GOVERNING BODY shall mean the municipal corporation charged with authority to act as the Local Board of Health as defined by *New York State Public Health Law*.

MINOR ALTERATIONS shall mean routine maintenance and repairs to the wastewater treatment system, including but not limited to the following: replacement of septic tank covers or baffles, replacement of distribution box covers, replacement of cracked pipes, pumping of the septic tank, and replacement of mechanical pumps and devices. “Minor alterations” shall not include replacement of a septic tank, distribution box, or any addition, alteration or rearrangement of water distribution or drainage piping. Like examples of “minor alterations” not specifically listed in this definition shall be determined by the authority having jurisdiction.

NEW CONSTRUCTION shall mean any building constructed or placed on an undeveloped site requiring the installation of a wastewater treatment system and currently not utilizing the same.

ON-SITE WASTEWATERTREATMENT SYSTEM PERMIT shall mean a written permit issued by the authority having jurisdiction.

ON-SITE WASTEWATER TREATMENT SYSTEM shall mean a complete system of piping, watertight vessels or other facilities for the on-site collection, transport and treatment of sewage.

SEWAGE shall mean the combination of human and household waste with water which is discharged to the plumbing system, including the waste from a flush toilet, bath, shower, sink, lavatory, dishwashing or laundry machine, or the water-carried waste from any fixture, equipment or machine.

ARTICLE 3 GENERAL REGULATIONS AND REQUIREMENTS

Section 301 Prohibitions

1. It shall be unlawful to install, construct, alter, replace, enlarge, extend, or otherwise modify any wastewater treatment system unless a wastewater treatment permit is issued by the authority having jurisdiction, except as specifically exempted in section 304 of this local law.
2. It shall be unlawful to change the use of real property, convey real property, or expand a building or dwelling, including its use, by greater than fifty (50) percent, without an inspection of the wastewater treatment system by the authority having jurisdiction, pursuant to sections 501 and 502 of this local law.
3. It shall be unlawful to use or maintain any wastewater treatment system that is not adequately functioning.
4. It shall be unlawful to discharge anything but sewage into a wastewater treatment system. Surface and subsurface water including roof, cellar, foundation and storm drainage shall not be discharged into the wastewater treatment system and shall be disposed of so as to in no way affect the proper functioning of the system.

Section 302 Design Standards for Wastewater Treatment Systems – New Systems

1. Individual Household Systems
 - (a) Any wastewater treatment system for new individual household construction shall be designed and built according to the requirements of this local law and the requirements, as they may from time to time be amended, of the NYSDOH standards for sewage disposal for individual household systems. Those design requirements are found in *Appendix 75-A of Part 75 of Title 10 of the New York Code of Rules and Regulations (10 NYCRR)*.
2. Intermediate-sized Sewerage Systems
 - (a) Any wastewater treatment system for new commercial or institutional construction, as well as cluster housing or other multi-home developments, shall be designed and built according to the requirements of this local law and the requirements, as may be from time to time be amended, of the NYSDEC standards for sewage disposal for intermediate-sized sewerage facilities. Those design requirements are found in *NYSDEC manual “Design Standards for Wastewater Treatment Works: Intermediate-sized Sewerage Facilities.”*

Section 303 Design Standards for Wastewater Treatment Systems – Existing Systems

1. Individual Household Systems
 - (a) Any installation, construction, alteration, replacement, enlargement, extension, repair, or other modification of an existing on-site individual household wastewater treatment system shall be designed and built according to the requirements of this local law and the requirements, as they may from time to time be amended, of the NYSDOH standards for sewage disposal for individual household systems. Those design requirements are found in *Appendix 75-A of Part 75 of Title 10 of the New York Code of Rules and Regulations (10 NYCRR)*.
2. Intermediate-sized Sewerage Systems
 - (a) Any installation, construction, alteration, replacement, enlargement, extension, repair, or other modification of an existing intermediate-sized sewerage system, shall be designed and built according to the requirements of this local law and the requirements, as may be from time to time be amended, of the NYSDEC standards for sewage disposal for intermediate-sized sewerage facilities. Those design requirements are found in *NYSDEC manual “Design Standards for Wastewater Treatment Works: Intermediate-sized Sewerage Facilities.”*

Section 304 Exemptions

1. Minor alterations to wastewater treatment systems shall not require a wastewater treatment permit provided such repairs are made with like or similar materials so as to replace existing conditions in need of repair, and are done in a safe and sanitary manner.

2. The design standards found in section 303 of this local law shall not apply to existing wastewater treatment systems legally installed, repaired or approved by the authority having jurisdiction, prior to the date of adoption of this local law and after the dates identified in *Paragraphs a and b* identified below, or those systems determined by the authority having jurisdiction to be adequately functioning.
 - (a) Individual Household Wastewater Treatment Systems legally installed or repaired prior to December 1, 1990.
 - (b) Intermediate-sized Wastewater Treatment Systems legally installed or repaired prior to January 1, 1988.

Section 305 Site Limitations

1. On sites with topographic, physiographic or other limitations, the authority having jurisdiction shall utilize current technology and design methods to remedy failed or improperly functioning systems, provided that applicable state standards, to the greatest extent possible, are complied with. In considering site limitations, the authority having jurisdiction shall take the following into consideration:
 - (a) Distance separations to drinking water supplies and watercourses;
 - (b) The imminent health hazards resulting from a currently failed system;
 - (c) Existing lot line setbacks and area requirements as related to individual properties; and
 - (d) The extent to which the limitations are self-created.

Section 306 Maintenance and Protection

1. Wastewater treatment systems shall be maintained in good working order. There shall be no activities or conditions permitted which would interfere with the proper operation of wastewater treatment systems. It is specifically prohibited to construct or place buildings, to install paving, to plant trees or shrubs, to regrade or place fill, to allow crossing by vehicles, to install above ground pools, or to install driveways or parking areas over sanitary disposal fields.

Section 307 State or Other Agency Approvals

1. In addition to approvals required herein, a review and approval by the New York State Department of Health (NYSDOH) or the New York State Department of Environmental Conservation (NYSDEC), if appropriate, shall be required for the following conditions:
 - (a) Any realty subdivision as defined by *Article 11, Title II of the NYS Public Health Law* or *Article 17, Title 15 of the NYS Environmental Conservation Law*;
 - (b) Any alternative system as defined by *Appendix 75-A of Part 75 of Title 10 of the New York Code of Rules and Regulations (10 NYCRR)*;
 - (c) Any facility required to be permitted by the NYSDOH; and
 - (d) Any on-site individual wastewater treatment system or other system with effluent in excess of 1,000 gallons per day.
2. In addition to approvals required herein, wastewater treatment systems are subject to review and approval by the Canandaigua Lake Watershed Inspector pursuant to *New York State Public Health Law, Section 132.1 of Part 132 of Title 10 of the New York Code of Rules and Regulations (10 NYCRR)*.

Section 308 Use of Design Professionals

1. The authority having jurisdiction shall have the right to require that the property owner retain the services of a design professional to conduct site and soil appraisals (percolation tests and deep holes) and to design and certify that the wastewater treatment system meets the requirements of this local law and the standards of applicable state laws.
2. The local governing body shall have the right to contract with the County Soil and Water Conservation District through its *Uniform Inspection Procedures Program* for site and soil appraisals and inspections performed pursuant to section 501 of this local law.
3. Wastewater treatment systems that are defined as an alternative system pursuant to *10 NYCRR Appendix 75-A* shall be certified by a design professional.

Section 309 Access

1. The authority having jurisdiction shall be permitted by the property owner to make a physical inspection of the lands and premises for which a wastewater treatment system permit or inspection has been requested, in order to determine that all of the requirements of this local law have been complied with.
2. The authority having jurisdiction, upon complaint or show of cause, shall be permitted by the property owner to make a physical inspection of the lands and premises for which a wastewater treatment system is believed to be a cause or

potential cause of pollution, or health hazard.

ARTICLE 4 REQUIREMENTS FOR NEW WASTEWATER TREATMENT SYSTEMS

Section 401 Application Material

1. Applications for wastewater treatment system permits shall be by the property owner or a duly authorized agent, accompanied by the appropriate fee, to the authority having jurisdiction, which shall include the following information:
 - (a) The name, address and telephone number of the applicant;
 - (b) Specific location of the property on which the wastewater treatment system is located or proposed, including the tax map number for said property;
 - (c) A sketch plan on a tape location map or survey map of the premises on which the wastewater treatment system is located or proposed, showing the location of wells, springs and other sources of water supply, and the location of all watercourses on the premises;
 - (d) Evidence to demonstrate that there is no public sewer available into which the sewage can be discharged or that it is impractical to discharge sewage into a community sewerage system;
 - (e) Documentation of substantiating data relating to site conditions, percolation tests, deep hole data, and topography of land; and
 - (f) The authority having jurisdiction may conduct such investigations, examinations, tests and site evaluations as it deems necessary to verify information contained in the application.

Section 402 Administrative Review

1. The authority having jurisdiction shall not issue a wastewater treatment system permit unless:
 - (a) All pertinent site data has been submitted, verified and certified as required by this local law; all permit fees have been paid and that the wastewater treatment system complies with all specifications of state and local laws.
2. The authority having jurisdiction may disapprove an application if it is determined that any of the following requirements have not been met:
 - (a) That the wastewater treatment system, as proposed, will not conform to the requirements of state and local laws;
 - (b) That the applicant has failed to supply all the data necessary to make a determination as to whether or not such wastewater treatment system conforms to state and local laws; and
 - (c) The applicant has failed to pay all necessary fees.
3. When the authority having jurisdiction shall deny the application for a wastewater treatment permit, within seven (7) working days after taking such action, the authority having jurisdiction shall furnish the applicant with a written notice of denial setting forth in detail the reason for such action.
4. No Certificate of Occupancy shall be issued and no persons shall occupy any building unless the wastewater treatment system has been approved in accordance with the provisions of this local law.

Section 403 Inspection Certifications

1. Installation of the wastewater treatment system shall be under the direct supervision of the authority having jurisdiction.
2. The applicant shall be prohibited from covering any component of the system without proper authorization. Any change of construction approved by the authority having jurisdiction shall be noted on the original drawings before the system is back filled. As built plans shall be provided to the authority having jurisdiction.
3. The authority having jurisdiction may, by written notice, order all work stopped on any wastewater treatment system, which is in violation of this local law.

Section 404 Fees

1. The fees for any permit or inspection performed pursuant to this local law shall be determined from time to time by the local governing body.

ARTICLE 5 REQUIREMENTS FOR EXISTING WASTEWATER TREATMENT SYSTEMS

Section 501 Circumstances Requiring Inspection of Existing Systems

1. The authority having jurisdiction shall conduct an on-site inspection of an existing wastewater treatment system as follows:
 - (a) Prior to a change of use - The owner of the property shall arrange for a wastewater treatment system inspection before any change of use is undertaken. The authority having jurisdiction shall determine whether the change

represents an increased hydraulic loading to the system. In instances where a site plan approval, special use permit, or variance is required the authority having jurisdiction shall incorporate the wastewater treatment system inspection report into the review process of the appropriate Planning Board, Zoning Board of Appeals, or Board of Appeals;

- (b) Prior to a conveyance of real property - The owner of the property shall arrange for a wastewater treatment system inspection prior to the conveyance of real property. In addition, property owners may request a wastewater treatment inspection for real estate transactions or other certifications to lending institutions, purchase offer conditions of buyers of real property, or other requests, or investigations; and
- (c) Expansion greater than fifty (50) percent - The owner of the property shall arrange for a wastewater treatment system inspection as an integral part of the building permit application process. The authority having jurisdiction shall determine whether expansion of the building or dwelling, including its use, represents an increased hydraulic loading to the system. For the purpose of this local law an existing wastewater treatment system shall be defined as an accessory structure and as such subject to regulation pursuant to *Part 1230 of Subchapter E, Conversions, Alterations, Additions and Repairs to Existing Buildings of the New York State Uniform Fire Prevention and Building Code.*

Section 502 Inspection Procedure

- 1. All existing on-site wastewater treatment systems requiring an inspection pursuant to this local law shall be performed by the authority having jurisdiction in accordance with the specifications established as follows:
 - (a) The septic tank, inspection ports, distribution boxes, or other distribution devices shall be uncovered and accessible to the inspector. In the event any component of the system cannot be reasonably located, the inspector shall so note on the inspection report;
 - (b) Sanitary disposal fields shall be staked out or otherwise identified by general area of location;
 - (c) At the discretion of the authority having jurisdiction, the septic tank shall be pumped at the expense of the property owner, in order to ensure that the tank is not leaking, and that the inlet and outlet baffles are in place and properly functioning;
 - (d) At the discretion of the authority having jurisdiction, drop and distribution boxes shall be checked for blockages and function;
 - (e) The authority having jurisdiction shall visually inspect buildings on the property noting the number of bedrooms, the layout and location of all water-using fixtures and plumbing, including but not limited to faucets, sinks, toilets, drains, overflows, laundry equipment, floor drains, sump pumps, water softeners, and related systems that may impose an improper or potential adverse hydraulic loading on the disposal field;
 - (f) Verify connection of all drains to an appropriate disposal system;
 - (g) All outside areas, to include nearby lawns, slopes, hillsides, ditches and watercourses, swales, and the shoreline of ponds, lakes and wetlands shall be observed for above ground seepage and to note the quantity and general quality of surface water where it occurs;
 - (h) Conduct dye testing, and other methods as may be necessary to determine system function.

Section 503 Report of Findings

- 1. Upon completion of the inspection, the authority having jurisdiction shall document all procedures and furnish the owner with a report of findings.
- 2. The report of findings shall contain, at a minimum, the location, address, name of owner, representative present, dates of testing/inspection, procedures used, observations and sketches showing fixture, drain and system layout to adequately document the wastewater treatment system inspection.

ARTICLE 6 COMPLIANCE AND REPORTING

Section 601 Deficiencies and Corrections

- 1. Upon discovery of a wastewater treatment system which is not adequately functioning or determined to have been illegally installed, the authority having jurisdiction, shall immediately notify the property owner in writing of the failure or unacceptable condition. It shall be the responsibility of the property owner to forward notice of such report to other involved or interested parties. As part of the report, the authority having jurisdiction shall determine a course of corrective action and establish a reasonable time frame for completion of necessary remedies.
- 2. Upon receipt of such notice the property owner shall be given thirty (30) days to obtain a wastewater treatment permit.
- 3. Remedy of a wastewater treatment system, which is not adequately functioning or determined to have been illegally installed, shall require the property owner to submit an application for a wastewater treatment permit in accordance with section 401 of this local law.

ARTICLE 7 COMPLAINTS

Section 701 Notification

1. Complaints shall be made to the authority having jurisdiction with supporting information that a wastewater treatment system may be deficient (i.e. - observed failure to ground water, surface water, or aboveground seepage, odor, or otherwise creating a public nuisance).
2. Upon receipt of a bonafide complaint or upon personal observation of said wastewater treatment system, the authority having jurisdiction shall notify the property owner and the inhabitants of said property in writing, within seven (7) business days of receipt of the complaint or personal observation, that an inspection pursuant to section 502 of this local law is required. A copy of such notice shall be sent to the Clerk of the local governing body.

ARTICLE 8 ADMINISTRATIVE RELIEF

Section 801 Appeals

1. Appeals of any actions, omissions, decisions or rulings of the authority having jurisdiction shall be made to the Clerk of the local governing body and must be instituted within (30) days of the act, omission, decision, or ruling from which relief is sought.
2. Within thirty (30) days of receipt of a written appeal of an action, omission, decision, or ruling of the authority having jurisdiction the local governing body, convening as the Local Board of Health, shall give notice of a public hearing to be held on the appeal.
3. Within thirty (30) days of final adjournment of a public hearing, the local governing body shall affirm, modify or deny the action, decision or ruling of the authority having jurisdiction or correct any omission, approve, or approve with conditions or disapprove the appeal.
4. The decision of the local governing body shall be in writing and shall contain findings and the factual basis for each finding from the record of the hearing, which shall support the decision of the local governing body. The local governing body's discretion in considering an appeal under this local law shall not extend to granting variances from this local law but shall rather be limited to reviewing the authority having jurisdiction's interpretation or applications of the terms hereof. Variances from the substantive requirements (e.g. septic tank sizes, setback distances, etc.) remain under the jurisdiction of the NYSDOH and the NYSDEC.

ARTICLE 9 ENFORCEMENT

Section 901 Violation

1. In any instance where a wastewater treatment system is located, installed, constructed, altered, enlarged, or extended in violation of this local law, or in any instance where this local law is otherwise violated, the local governing body may maintain an action or proceeding in the name of the municipality in a court of competent jurisdiction to compel compliance with the terms of this local law or to restrain by injunction, the violation of this local law.

Section 902 Alternative Remedies

1. Any violation or threatened violation of any of the provisions of this local law, in addition to other remedies herein provided, the local governing body may institute any appropriate action or proceeding to prevent unlawful construction, alteration, repair, or reconstruction, to restrain, correct or abate such violation to prevent the use of the wastewater treatment system or to prevent any illegal act, conduct, business or use regarding such wastewater treatment system.

Section 903 Misrepresentation

1. Any permit or approval granted under this local law which is based upon or is granted in reliance upon any material misrepresentation, or upon failure to make material fact or circumstances known, by or on behalf of an applicant, shall be void.

Section 904 Penalties

1. Any person who violates any provision of this local law shall be subject to a fine not to exceed the sum of \$250 or by imprisonment of not more than seven (7) days, or both. Each week such violation continues after notification to the person in violation shall constitute a separate violation. Such violation notice shall be served by certified mail, return receipt requested, or by personal service.

ARTICLE 10 MISCELLANEOUS PROVISIONS

Section 1001 Conflict of Law

1. In any case where a provision of this local law is found to be in conflict with a provision of any ordinance or local law, or with a provision of any statute, rule, regulation, or order of the State of New York, the provision which established the higher standard for the promotion of the health, welfare and safety of the citizens of the municipality shall prevail. In any case where a provision of this local law is found to be in conflict with a provision of any other ordinance or local law existing on the effective date of this local law, which established a lower standard for the promotion of the health, welfare and safety of the citizens of the municipality, the provisions of this local law shall be deemed to prevail.

Section 1002 Severability

1. The provisions of this local law shall be several, and if any clause, sentence, paragraph, subdivision, section, or part of this local law shall be judged by competent jurisdiction as being invalid, such judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined to the part thereof directly involved in the controversy in which such judgment shall have been rendered.

Section 1003 Savings Clause

1. The adoption of this local law shall not affect or impair any act done, offense committed or right accrued or acquired or liability, penalty, forfeiture or punishment incurred prior to the time this local law takes effect.

Section 1004 Effective Date

1. This local law shall take effect immediately upon filing with the New York State Secretary of State pursuant to *Article 3 of Municipal Home Rule Law*

Source: Ontario County Planning Department



Cayuga County Health & Human Services Environmental Division

Elane Daly R.N., B.S.N.
Director

Eileen A. O'Connor P.E.
Director of Environmental Health

Inspection Type
Routine
Property Transfer
Refinance

As part of its **QUALITY CONTROL** service the Environmental Division of the Cayuga County Health & Human Services Department may revisit the site for verification of statements.

I. GENERAL INFORMATION

A. Property and System Information

1. Tax Map #: _____ Town/ Village: _____
2. Owner: _____
3. Property exact location: _____
4. Owner's 911 Mailing Address: _____ Zip Code: _____
5. Telephone: Home: _____ Work: _____ Property: _____
6. Prior Owner: _____
7. Select one that best describes location of sewage disposal system:
 - Borders MHW of Owasco Lake or Little Sodus Bay.
 - Does not border Lake or Bay but is within 500 ft. of MHW of Lake or Bay.
 - System located in Owasco Lake or Little Sodus Bay Watershed.
 - None of the above mentioned.
8. Property Use: Residence Multiple Residence Vacant Commercial: Type _____
 Other - describe: _____
9. Does the Health Department have a construction or modification plan of the system on record? yes no
10. SPEDES permit? yes no Date SPEDES permit expires _____

B. System Information (Mark All That Apply)

11. Type of Wastewater System:
 - Septic Tank with Absorption Trenches Septic Tank with Absorption Bed Septic Tank with Seepage Pit (dry well)
 - Septic Tank with Sand Filter (effluent discharge to surface yes no) Aerobic Septic Tank with Absorption Field
 - Seepage Pit (dry well) without Septic Tank Holding Tank Privy Commercial System Unknown
12. Septic/Holding tank size _____ (gallons) Date last pumped _____ By whom _____
13. Absorption Field:
 - Number of laterals _____ Length of each lateral _____
 - Total lateral length _____ Overall bed dimensions _____
14. Dry Wells/Seepage pits: Number _____ Size of each _____
15. Pump yes no; Dosing siphon yes no
Is pump or dosing siphon equipped with an alarm? yes no
Storage Capacity per pump cycle _____ (gallons)

II. OWNER INTERVIEW

A. History (Show Certification I.D. card to owner and inform owner that signature will be required)

16. Date of system construction: _____ Year house was built: _____

17. Date of any modifications to system _____

18. Is the property used seasonally? yes no

19. Is the property currently occupied? yes no

20. How long has the property been currently occupied? _____ (days/months/years)

21. Describe periods of maximum occupancy: _____

22. Average number of persons using the property _____

23. Number of:

a. Bedrooms (total # for multiple homes) _____ Bathrooms _____ Hot Tubs _____

b. Toilets _____ Type: Old Standard New Standard Water Saving Other

c. Sinks _____ Faucet Type: Old Standard Water Saving Other

d. Showers/Tubs _____ Faucet Type: Old Standard Water Saving Other

e. Dishwashers _____ Garbage Disposal _____ Washing Machines _____

f. Water Softener/Treatment Equipment yes no Backwash Discharges into Septic System yes no

24. Has the septic system had any problems?

a. Odors yes no

b. Slow draining plumbing yes no

c. Backing up of sewage into house yes no

d. Surfacing of sewage yes no

e. Other, such as seasonal yes no

f. Describe any problems: _____

25. If system has an Aerobic Tank, when was tank last serviced _____ (date) _____ (by whom) not applicable

26. Is holding tank equipped with alarm or other device to detect leakage or overflow? yes no not applicable

27. Does homeowner maintain log of holding tank or septic tank pump-out? yes no

28. Was log of holding tank or septic tank pump outs reviewed by inspector? yes no not applicable

29. If system has holding tank, what is frequency of pumping (eg. weekly, monthly, etc.)? _____ not applicable

30. Are there any separate disposal systems (seepage pits/drywells) for the kitchen, second bath, laundry, etc.? yes no;
If yes, describe these drains and their location:

31. Are there any drainage pipes or storm drains on the property? yes no; Are they private? yes no

32. What is your water supply; Public Lake Well Creek Other _____

Is the quantity of flow adequate? yes no

B. Owner Verification of Interview

Notice: In a written statement filed with the County, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of the State of New York punishable as a Class A Misdemeanor (PL Sec. 210.45).

I certify that to the best of my knowledge the information I have provided in this interview is correct.

Signature of Owner/Agent: _____

(must be an adult)

Date: _____

Agents title _____

III. SITE INSPECTION

A. Date and Review of System Plans

33. Date of Inspection: _____ (If a three day test, enter all dates)

34. Did Inspector review construction or modification plans of system on file with the Health Department? yes no

B. Interior Plumbing

35. Does all wastewater discharge to the septic system? yes no

C. Sewage Disposal System

Provide comments and system/site sketch as described in the procedures guide.
Use the designated "SYSTEM/SITE COMMENT AND SKETCH SHEET" attached to this form.

D. General Information (enter the following information based on the inspection)

36. Evidence of system problems:

- a. Odors yes no
- b. Saturated soils yes no
- c. Lush vegetation yes no
- d. Changes in vegetation yes no
- e. Other yes no

Describe: _____

37. Were all drainage pipes inspected for dye? yes no N/A

38. Evidence of wastewater discharge to water course or ground surface: yes no

Describe: _____

39. Evidence of storm water ponding on system: yes no

Describe: _____

40. Evidence of storm water discharge to system: yes no

Describe: _____

41. Evidence of rock outcroppings: yes no

Describe: _____

42. Shortest distance from absorption area to (in feet):

- a. Lake or Bay (MHWM), stream, spring, pond, etc. _____
- b. Nearest Property Line _____
- c. Nearest Well-including those on adjacent property _____
- d. Nearest Dwelling _____
- e. Elevation of Lake or Bay (i.e. Owasco Lake, Little Sodus Bay, Cross Lake, etc.) at the day of inspection _____ (feet)
- f. Other pertinent features _____

43. If the system has a pump: not applicable

- a. Does the pump appear to operate properly? yes no
- b. Does the pump basin have any visible overflows? yes no

E. Dye Testing (inform owner regarding the quantity of water to be used)

44. Which fixtures were turned on:

- a. toilet yes no
- b. bathtub/shower yes no
- c. bathroom sink yes no
- d. kitchen sink yes no
- e. washing machine/utility sink yes no

45. Where was the dye introduced:

- a. toilet yes no
- b. bathtub/shower yes no
- c. bathroom sink yes no
- d. kitchen sink yes no
- e. washing machine/utility sink yes no

46. Volume of water entered into system (Calculations)

Calculate flow rate (e.g. gallons per minute), the time dye introduced and the fixtures turned on, and the time fixtures turned off.

- a. Routine Inspection: 20 gal/bedroom
flow rate _____ start time _____ stop time _____ total time _____ total volume _____ (gals)
- b. Property Transfer or Refinance Inspection (dwelling occupied for at least 15 consecutive days prior to test):
75 gal/bedroom; 150 gallons Minimum; (Requires Septic Tank Pump-Out Report)
flow rate _____ start time _____ stop time _____ total time _____ total volume _____ (gals)
- c. Property Transfer or Refinance Inspection (dwelling unoccupied):
150 gal/bedroom x 3 days; (Requires Septic Tank Pump-Out Report)
Day 1: flow rate _____ start time _____ stop time _____ total time _____ volume _____ (gals)
Day 2: flow rate _____ start time _____ stop time _____ total time _____ volume _____ (gals)
Day 3: flow rate _____ start time _____ stop time _____ total time _____ volume _____ (gals)
total volume _____ (gals)

47. Evidence of dye: yes no Describe location: _____

48. Date of re-visit: _____ (**remember you must re-visit if a holding tank**)

49. Evidence of dye: yes no Describe location: _____

50. Does system pass inspection? yes no

F. Drainage Pipe Discharge Testing not applicable

For properties bordering the mean high water mark of Owasco Lake or Little Sodus Bay ONLY Note: Use additional sheets if more than one drainage pipe.

51. Describe location, diameter, length of private drainage pipe(s) sampled: _____
_____ (also indicate on sketch)

52. Name of laboratory testing sample: _____

53. Results of fecal coliform test: _____

Date and time of sampling: _____ (attach Chain of Custody and Report from Lab)

54. Results of second fecal coliform test(s): _____

Date and time of sampling: _____ (attach Chain of Custody and Report from Lab)

IV. INSPECTOR INFORMATION

TOWN TAXMAP # _____

A. General Comments and /or Problems:

B. Differences Between Information From Owner Interview, Health Department Records, And From Site Inspection.

Findings

C. Inspector's Verification of Inspection

Notice: *In a written statement filed with the County, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of The State of New York punishable as a Class A Misdemeanor (PL Sec. 210.45).*

CERTIFICATION STATEMENT

I certify that I have personally inspected the sewage disposal system at this address and that the information reported below is true, and accurate and completed as of the time of inspection. The inspection was based on my training and experience in the proper function and maintenance of on-site sewage disposal systems.

Signature: _____
(please sign)

Date: _____

Inspector: _____
(please print)

Certification No: _____

Disclaimer of Assessment: *Neither the Inspector nor the County warranty operation of the sewage disposal system described in this assessment.*

This report must be submitted to the Cayuga County Health Department within 30 business days of the site assessment. The inspector is required to notify the Cayuga County Health Department of a failed system within one business day of the site assessment inspection.

Cayuga County Onsite System Inspection Program	
Aurelius	
Total	729
% Failed	4%
% Seasonal	12%
% System <5 years	14%
System Type	
6%	Unknown
78%	Absorption Field
9%	Absorption Bed
4%	Drywell Septic Tank
1%	Holding Tank
<1%	Drywell Only
1%	Sand Filter
<1%	Privy
Scipio (Within Cayuga Watershed)	
Total	237
% Failed	6%
% Seasonal	4%
% System <5 years	13%
System Type	
8%	Unknown
82%	Absorption Field
3%	Absorption Bed

4%	Drywell Septic Tank
<1%	Holding Tank
<1%	Drywell Only
<1%	Sand Filter
<1%	Privy
Venice	
Total	529
% Failed	4%
% Seasonal	7%
% System <5 years	14%
System Type	
9%	Unknown
71%	Absorption Field
3%	Absorption Bed
14%	Drywell Septic Tank
1%	Holding Tank
1%	Drywell Only
<1%	Sand Filter
<1%	Privy
Fleming (Within Cayuga Watershed)	
Total	306
% Failed	5%
% Seasonal	3%
% System <5 years	12%

System Type	
10%	Unknown
69%	Absorption Field
15%	Absorption Bed
5%	Drywell Septic Tank
<1%	Holding Tank
<1%	Drywell Only
<1%	Sand Filter
<1%	Privy
Genoa	
Total	876
% Failed	4%
% Seasonal	20%
% System <5 years	9%
System Type	
4%	Unknown
71%	Absorption Field
4%	Absorption Bed
10%	Drywell Septic Tank
6%	Holding Tank
2%	Drywell Only
1%	Sand Filter
<1%	Privy
Springport (Not including properties within proposed sewer district)	

Total	291
% Saw Dye	3%
% Seasonal	12%
% System <5 years	9%
System Type	
2% Unknown	Unknown
85%	Absorption Field
4%	Absorption Bed
4%	Drywell Septic Tank
<1%	Holding Tank
<1%	Drywell Only
1%	Sand Filter
<1%	Privy
Source: Cayuga County Health and Human Services Department, February, 2000	

Use **Home*A*Syst Program** (for more information see <http://www.uwex.edu/homeasyst/>) as a model for education and assessment of on-site systems. This includes the following:

- Develop funding source (see Appendix N - On-Site Wastewater Systems Funding)
- Acquire workbook, education materials, and homeowner survey material (for more information see <http://www.uwex.edu/homeasyst/>).
- Use of interns for personal resident surveys (especially lakeshore) and book distribution
- Have homeowners use Self Assessment (see Appendix N - Septic System Assessment)
- Use Home*A*Syst Guide Chapter - Household Wastewater: Septic Systems and Other Treatment Methods - with assistance in developing homeowner on-site wastewater education.
- Run regular education workshops on Household Wastewater Systems

Septic System Assessment

	Low Risk	Medium Risk	High Risk	Your Risk
Depth to Water Table	Over 20ft	10-20ft	Less than 10ft	<input type="checkbox"/> low <input type="checkbox"/> med <input type="checkbox"/> high
Septic System Capacity	Tank is designed to handle more wastewater than required, based on the size of the home.	Capacity just meets load requirements, but I watch out for factors indicating system overload.	The capacity of the system is not known. Rooms, or water-using appliances are added without reexamining the capacity of the system.	<input type="checkbox"/> low <input type="checkbox"/> med <input type="checkbox"/> high
Separation Distance	Leachfield is at least 100 feet from any well or surface water.	Leachfield is between 50 and 100 feet from a well or surface water.	Leachfield is less than 50 feet from a well or surface water.	<input type="checkbox"/> low <input type="checkbox"/> med <input type="checkbox"/> high
Maps and Records	I keep a map and good records of repairs and maintenance.	The location of my tank and date of last pumping are known but not recorded.	The location of my system is unknown. I do not keep a record of pumping and repairs.	<input type="checkbox"/> low <input type="checkbox"/> med <input type="checkbox"/> high
Tank Pumping (including holding tanks)	The septic tank is a pumped every 3-5 years. The holding tank is pumped as needed.	The septic tank is pumped, but not regularly.	The septic tank is not pumped. The holding tank overflows or leaks between pumpings.	<input type="checkbox"/> low <input type="checkbox"/> med <input type="checkbox"/> high

Source: Home*A*Syst

EPA Catalogue of Practices

Through the Environmental Technology Initiative, EPA has compiled a series of fact sheets describing innovative and alternative wastewater technology projects in both small and large communities. These alternative technologies were funded through the agency's former Construction Grants Program.

The fact sheets were designed to be used as a preliminary process selection tool in identifying an appropriate wastewater technology/practice for single-family residences, clusters of homes, subdivisions, or communities. Two versions of fact sheets are available for each technology: a four-page technical overview for engineers, manufacturers, regulators, and other technical audiences and a two-page general overview for elected officials and the public. Both fact sheets describe how the technology works, its advantages and disadvantages, operation and maintenance, and costs. The technical fact sheets also include design/process specifications, performance characteristics, and application results in the form of case studies.

Technical and general fact sheets are available on the following technologies / practices:

- Ultraviolet Disinfection
- Chlorine Disinfection
- Ozone Disinfection
- Fine Bubble Aeration
- Trickling Filters: Achieving Nitrification
- Intermittent Sand Filters
- Recirculating Sand Filters
- Mound Systems
- Composting Toilet Systems
- Low-Pressure Pipe Systems
- Septage Management
- Evapotranspiration Systems
- Water Efficiency

Link to EPA On-Site/Decentralized Wastewater Systems web site
<http://www.epa.gov/owm/decent>

New York Catalogue of Practices.

Management practices are categorized as operational, or structural, depending on their purpose, function and design. Operational practices involve changes in the management or design of the system. Examples of operational practices include: public education on materials that should not be disposed of in the system, conservation measures such as low flow toilets that reduce water use, and guidelines for inspection and maintenance of the system.

Structural measures usually require engineering design. In the NY catalogue, the structural practices generally describe a treatment system.

Conventional Systems. Design specifications for the following conventional systems are included: absorption field system, gravelless absorption systems, deep and shallow absorption trenches, cut and fill systems, absorption bed systems, and seepage pits. There are slight differences in site requirements for depth of percolation test hole, minimum depth of in-situ usable soil, minimum separation between the trench bottom and groundwater, soil mottling, bedrock, or impermeable strata.

Septic tanks and standard absorption fields are the standard practice. Aerobic systems (systems with a chamber where air is injected into the wastewater to promote aerobic decomposition processes) can be used on sites where unsuitable soils or high groundwater conditions have caused traditional systems to fail. This technology may also be used on small lots. The liquid effluent from an aerobic system, which has lower concentrations of suspended solids and oxygen-demanding material, is then discharged to a standard absorption field. The maintenance requirements for an aerobic system are much higher than for a standard septic tank, due to the motors, aerators and filters. Gravelless absorption systems are also considered conventional systems. These can be plastic or concrete chambers of various designs or large corrugated plastic pipes wrapped in geotextile fabric. This design does not overcome site limitations, and is used in areas where gravel is not economically available.

Deep absorption trenches are used in sites where a thick layer of impermeable soil overlies more suitable soil. This conventional system is excavated through the impermeable layer and backfilled with aggregate or coarse sand. Because of the depth of discharge, there is less uptake of treated wastewater by site vegetation. In contrast, shallow absorption systems (also considered conventional) are used on sites where there is at least four feet but less than four feet of usable soil and/or separation to groundwater. Cut and fill systems refer to standard absorption trench systems installed in sites where impermeable soil overlays a permeable layer. While similar to deep absorption trenches, these systems are considered to be more effective provided that the underlying soil is not compacted during installation.

Seepage pits are considered the least preferred of the conventional treatment systems in the NY catalogue. They may be adequate for treating very small flows on sites with inadequate land resources for a standard absorption field.

Alternative Systems

There are three alternative systems listed in the NY catalogue. Raised systems are conventional absorption trench systems constructed in permeable fill placed above the ground surface. The leach field is constructed entirely in the fill. Use of this technology can enable a properly functioning wastewater disposal system on a site that could not meet horizontal or vertical separation distance to limiting conditions.

Another alternative system is the elevated sand mound. A mound system is defined as a pressure-dosed absorption system that is elevated above the original soil surface in a sand fill. The system consists of a septic tank (or aerobic tank), dosing chamber, and the elevated sand mound. Elevated sand mounds may be appropriate for sites with native subsoils that do not transmit water or insufficient depth of permeable soil above limiting conditions (high groundwater or porous bedrock). It is important to note that the elevated sand mound is not acceptable within the watersheds of New York City's water supply.

The third alternative system is the intermittent sand filter. This is a biological and physical treatment process consisting of a filter bed of carefully graded media (commonly sand). The surface of the bed is periodically dosed with wastewater from the septic tank. Liquid passing through the sand filter is then discharged to a mound absorption system. This system can achieve high levels of pollutant removal due to the double filtration of the sand filter and the downstream mound. Best suited for large lots, the intermittent sand filter can be installed where site constraints of shallow or slowly permeable soils limit applicability of conventional systems. These systems will generally not be approved for use within the watersheds of New York City's water supply.

On-Site Wastewater Systems Funding

Clean Water State Revolving Fund. EPA provides over \$1 billion of funding annually to the States, who manage individual revolving loan funds for wastewater and other water quality projects. These programs provide loans at low or zero interest, with repayment periods of up to 20 years. Onsite and clustered wastewater systems are potentially eligible for funding, and loans in some cases can be made directly to individual homeowners or non-profit organizations through local banks. Loan funds can also be used in some cases to fund the startup of an onsite management program, including obtaining permits, payment of legal fees, and capital costs such as pumper trucks, monitoring equipment and purchase of buildings. Terms and availability vary by State.

Non-Point Source Pollution Grants. Under Section 319 of the Clean Water Act, EPA provides grants annually to States for controlling nonpoint sources of pollution, such as agricultural runoff, mining activities and malfunctioning onsite septic systems. In States where onsite systems have been identified as a significant source of non-point pollution, the 319 funds may be used to construct, upgrade or repair onsite systems.

U.S.D.A. Rural Utilities Service. The Rural Utilities Service of the U.S. Department of Agriculture (RUS) (for more information see <http://www.rurdev.usda.gov/rus/index.html>) provides water and waste disposal loans and grants in rural areas and towns with 10,000 or fewer residents. Grants may be made for up to 75 percent of eligible project costs in some cases, and RUS also guarantees water and waste disposal loans made by banks and other institutions. RUS funds are available to public entities including special-purpose districts and non-profit organizations. Decentralized wastewater systems are eligible for funding, but must be owned and managed by the borrower/grantee.

U.S. Department of Housing and Urban Development. This agency provides funds to the States, who administer Community Development block grant (CDBG) programs. These programs provide grants to communities for various purposes, including rehabilitation of residential and non-residential structures, construction of public facilities, and improvements to water and sewer facilities.