

Kat McGarvy

From: Kat McGarvy
Sent: Wednesday, August 4, 2021 1:46 PM
Subject: OWTS Updates 8.4.2021
Attachments: Conventional Design Worksheet - Short Form.pdf

Good Afternoon Partners,

Please find below the “monthly” OWTS updates and important notes, be sure to read this email in its entirety. This will also be posted as a memo on our industry page for future reference as well.

***Reminder: I will be out of the office beginning Thursday and returning Tuesday August 10, 2021 ***

OWTS Regulation Revision Hearing:

- The OWTS Regulation revision and clarifications **has been continued indefinitely**. There have been some significant change within the Public Health structure which are currently being brought up to speed which will require some additional time to work through these changes. It is likely that we will be looking at possibly adjusting our OWTS Fees as they have not be assessed since 2016. Here is a brief summary of some items we are working through:
 - o Addition of Homeowner install surcharge
 - o Addition of Design revision fee
 - o Incorporating 2 inspections into the cost of a NEW OWTS permit to accommodate well and pump verifications
 - o Looking at a reduced fee for renewal of licensure/certifications with the submission of CEU’s and a full fee to retest upon expiration

Other fees to be discussed and assessed as we move forward with a fee analysis. Any questions, comments, or concerns are always welcome. Please note that this is a balancing act as State Statue allows us to fully recover costs associated with the OWTS program but realizing that we have such a vast and different landscape across the county as well. Your feedback is always welcome.

OWTS Staff Update:

Currently, we have 2 program assistance who are your first contact when submitting your OWTS information. They will review all submissions to ensure that they are within the necessary minimum parameters and complete invoicing for payment of fees. Please keep in mind that your submission will not be assigned for review until you have completed the payment. Additionally, we have a team of 6 specialist currently working on all OWTS submissions and reviews. The additional staff we have been able to gain has been instrumental in decreasing the amount of time it takes to issue new OWTS permits. We have managed to go from a 3-5 week turnaround to operating on about 3-5 business day turnaround time for permit issuance that is of course if the submission does not require any additional clarifications.

Thank you for your patience as we continue to work at streamlining the OWTS process and increasing our customer service to you. Additionally, we will be holding regular office hours starting August 16, 2021, there will be someone available daily in our office from 9-3pm to assist in answering questions.

Design Document Requirements (2nd Reminder):

Design documents continue to be submitted not meeting the minimum standards necessary to be approved. Submitting design documents with missing or inadequate information can prolong the permit issuance process. Please note that it is not an exercise in drawing just because it's a requirements. We do review these and will use them as a tool to assess the appropriateness of the system installation. This means that all of the context required is important and imperative to be added on the design documents. ***SAMPLE ATTACHED at the end of the short form***

- Design document requirements:
 - Drawing that is created relative to the property and all pertinent features.
 - Minimum is 8.5x11 but should not be so big that it requires zoom to see detail.
 - Relative to the property as a whole:
 - **Should include property lines, all structures on or planned for property, wells or other water features, floodplains, slopes, any additional OWTS locations, soil profile pit locations, alternate STA location**
 - Measurements to a permanent/fixed benchmark on the property. Power pole, elevation mark, detention pond, structure etc.
 - Must include measurements to all items requiring specific setbacks both ON and OFF the property
 - Must also note if multiple profile pits are dug. Confirm the indicated installation location is in the area of the profile pits submitted. Must identify profile pits on permit language if multiple is noted
 - Detailed Drawing:
 - This drawing can be a more focused version of the intended construction plan. Should include detail from the structure to all OWTS components including the tank, distribution type and STA layout.
 - The drawing must also indicate the location of the profile pits relative to **the STA location as well as a cross section of the intended installation depth**
 - Must include measurements to all items requiring specific setbacks
 - Detailed drawing must be the intended plan for installation and include the pipe from structure to tank, and from tank to STA. STA must be drawn and reflective of the system layout indicated. (Meaning, drawing a box or mark system location is not complete. It must be reflective of bed/trench layout as appropriate)
 - Identify number of structures being connected – Multiple structures must be evaluated for appropriateness of system design submitted
- Site Plan
 - Site plan for new system differs from the overall site layout in that it is required to have all property dimensions and distances from all components to the property lines. This varies based on each development as well and is evaluated by DSD. The SITE PLAN and OVERALL SITE LAYOUT must be consistent with location of OWTS.

Please note that any drawing not meeting the minimum above requirements will be kicked back and require resubmission beginning July 1, 2021. Any drawing not meeting these requirements between now and July 1, 2021 you will receive an email reminder from your specialist with the missing components as a reminder to include on future submissions.

Final Inspection Requirements:

Our team is also identifying some areas that could use a reminder when it comes to final inspection requests as well. Please take note of the following items as they may result in additional inspections and fees associated with a follow up:

- ***READ YOUR PERMIT***
 - o Yes I realize there is a lot on the permit when issued. This is done typically because we have experienced situations where it wasn't made very clear and this has caused us to ensure that we document the important items on all permits.
 - o Read your permits to ensure you are installing what was permitted. If it varies then please contact your assigned specialist to discuss further.
- The installation must be complete when requesting the inspection.
 - o Complete is defined as meeting all minimum standards necessary with all components installed and ready to be inspected.
 - o Partial inspections may be requested. When requesting a partial inspection please leave that information as a part of the request to avoid any potential confusion.
- ALL pipe must be bedded prior to final inspection request.
- Effluent filters and risers are required to be in place at time of final inspection
- If the soil changes from what was permitted or designed then ALL work must stop and your specialist must be notified prior to continuing your work.

Please know that we as inspectors are human too and will make mistakes at times. Upon reviewing your permit if something does not look right or is perhaps incorrect based on what information you have please get in contact with your specialist right away! It is important to note that we are not above approach and will be more than happy to have the conversations or correct any mistakes that may have been made. It will be much more beneficial to have these conversations before hand and not after installing something that doesn't match the permit.

As always I am open to feedback on any item noted above. I am looking forward into September and barring any unforeseen setbacks plan to return to in person TAG/industry meetings.

Have a Great Evening.

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To find a COVID-19 vaccine provider in El Paso County, you can:

🌐 [Visit El Paso County Public Health's Provider Page](#)

📞 Call 211

📱 Text "vaccine" for English or "vacuna" for Spanish to 667873



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