

# **Town of Torrey**

## **Wastewater Policies and Procedures**

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## **Wastewater Policies and Procedures**

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## **TOWN OF TORREY**

### **WASTEWATER POLICIES AND PROCEDURES**

#### **I. Design Standards and Requirements**

##### **A. New Residential Construction**

1. Wastewater treatment systems for new residential construction shall be designed in accordance with current New York State Department of Health Administrative Codes, Rules and Regulations Appendix 75-A.
2. New wastewater treatment systems shall be designed and installed under the direction of a NYS licensed engineer and inspected and approved by the Watershed Inspector.
3. When site limitations restrict the design of new residential construction so that the wastewater treatment system design cannot meet the Standards of Appendix 75-A for conventional septic systems, a Specific Waiver must be obtained from the District Office of the NYS Department of Health.
4. Wastewater treatment systems for new multihome, commercial or institutional construction shall be designed according to the current New York State Department of Environmental Conservation guidelines Design Standards for Waste Treatment Works-Intermediate Sized Sewage Facilities or current reference.

##### **B. Replacement Soil Absorption System**

1. Replacement soil absorption systems for residential use shall be designed and installed according to the provisions of Appendix 75-A, if the site permits.
2. Replacement soil absorption systems shall be designed and installed under the direction of a NYS licensed engineer.
3. Households served by replacement soil absorption systems may be required by the engineer's design to have DEC certified water conservation fixtures installed prior to the issuance of a Permit to Operate.
4. Replacement soil absorption systems for multihome, commercial or institutional construction shall be designed according to the NYSDEC guidelines in Design Standards for Waste Treatment Works-Intermediate Sized Sewage Facilities or current reference.

##### **C. All Tanks**

1. All new and replacement tanks shall be concrete unless the Watershed Inspector certifies that a physical site limitation precludes the installation of a concrete tank.
2. All new or replacement tanks must have anchoring devices in areas where a seasonal high water table exists.

3. Driveways or parking areas shall not be constructed above any tank unless specifically designed and reinforced to safely carry the load imposed.

#### D. Septic Tank

All new and replacement septic tanks shall have two compartments, an effluent filter and a gas-deflecting device.

#### E. Pump Tank

1. All effluent pump tanks shall have capacity to accommodate one day's storage and the flow back volume.
2. All grinder or sewage pump tanks shall be a minimum one hundred (100) gallons in size.

#### F. Holding Tank

1. Holding tanks are allowed for in-kind replacement only and must be approved by the Watershed Inspector.
2. Newly installed holding tanks shall:
  - a. Be vehicle accessible.
  - b. Have an access port at or above grade no smaller than four (4) inches in diameter and no larger than eight (8) inches in diameter.
  - c. Have a capacity of five days storage based upon a design flow of one hundred ten (110) gallons/bedroom/day.
  - d. Have an audible and visual float alarm as specified in the owner's onsite wastewater treatment system construction permit.

#### G. Components

All replacement components shall comply with Appendix 75-A of Wastewater Treatment Standards. All pipes transporting effluent by gravity to the soil absorption system shall be four (4) inch and a minimum schedule 40 PVC or equivalent.

#### H. Distribution and Drop Boxes

All new and replacement distribution and drop boxes shall be concrete with a baffle.

## I. Enhanced Treatment Units

1. Only National Sanitation Foundation (NSF) standard 40 Class I ETUs, or equivalent, are acceptable for new systems. For both new and replacement systems, ETUs are considered a septic tank substitute and must be used in conjunction with a properly sited and designed filtration and/or absorption area approved by the Watershed Inspector. A SPDES permit issued by NYSDEC is required for surface discharge.
2. A visual and audio warning device shall be installed in a conspicuous location so that activation of such warning device will alert property occupants of ETU malfunction or failure. All warning devices shall be wired separately from the ETU so that disconnecting the ETU from electricity will activate the warning device.
3. All ETUs shall be wired and constructed so that electrical disconnection of the ETU will result in closure of the sewer line and eventual system back up.
4. All ETUs must have a continuous maintenance contract agreement with an authorized service contractor. Each ETU shall be inspected at least twice a year by an authorized service contractor. All service contracts must be sent to the Watershed Inspector annually. The service contractor shall have ETU effluent tested by a certified laboratory and submit to the Town of Torrey an annual maintenance report demonstrating that the unit conforms to manufacturer's treatment specifications.
5. Technology may develop treatment units other than the standard ETUs (NSF standard 40 Class I). The Watershed Inspector shall approve the installation and any maintenance requirements based upon the manufacturer's recommendations for replacement systems.
6. For real property transfer inspections of systems utilizing an ETU, the new owner must send a signed copy of a service contract to the Watershed Inspector within thirty (30) days after closing.

## J. Alternative Systems

If the site is only occasionally inhabited, such as a hunting camp, and has no water under pressure or wastewater discharge, the Watershed Inspector may allow a sanitary privy or other non-waterborne systems as described in Appendix 75-A.

## II. Inspection Protocols

The following represents the minimum standard for inspection of wastewater treatment systems in the Town of Torrey. The inspector will map known system components, wells, surface water bodies and drainage ways.

A. Basic Inspection

1. Home/Building Survey:
  - a. Interview owner on system use
  - b. Interior bedroom check for residential property
  - c. Square footage check for non-residential property
  - d. Interior plumbing appraisal to ensure all wastewater flows to the septic tank, ETU or holding tank before entering SAS.
2. Internal Plumbing
  - a. All internal wastewater plumbing, except water softener discharge shall be plumbed into the septic tank, septic tank alternative or holding tank
  - b. When a water softener is plumbed into the wastewater treatment system it shall be noted on the inspection report.
3. All Tanks
  - a. All tanks shall be pumped for inspection.
  - b. Pump out will begin only after the arrival and concurrence of the Watershed Inspector.
  - c. Tanks must be found to be operating at the correct level, water tight and free of cracks, corrosion or other structural defects.
  - d. Any tank that shows evidence of leaking must be replaced or repaired.
  - e. Tops, lids or access covers must be in a satisfactory condition and be no more than twelve (12) inches below the ground surface.
4. Septic Tanks
  - a. Inlet and outlet baffles must function as designed.
  - b. Tank volume shall be required to meet system use and capacity standards established by Appendix 75A.
  - c. Septic tanks in a weakened condition or constructed of steel or containing more than 33% solids shall be pumped and inspected every three (3) years.
  - d. All other septic tanks shall be pumped and inspected a minimum of every five (5) years in Zone 1.
5. Effluent Pump Tanks
  - a. Pump float shall be checked to ensure that the designed volume of effluent is being discharged to the soil absorption system (SAS) and that the pump is working appropriately.
  - b. Alarm float shall be checked to ensure that the alarm is working and that there is one day's storage after the alarm is activated.
  - c. Flow back shall be checked to confirm that no more than the designed volume of effluent returns to the pump tank.
6. Grinder Pump Tanks
  - a. Pump float shall be checked to ensure proper operation.

- b. Alarm float shall be checked to ensure that the alarm is working.

7. Holding Tanks

Alarm float shall be checked to ensure that the alarm is working and that there is a minimum of six (6) inches storage after the alarm is activated.

8. Soil Absorption System

- a. A surface inspection of the leach field or absorption area will be made to verify that no effluent is surfacing.
- b. Drainage pipes or other features found during inspection may require additional investigation to address any potential surface discharge of sewage or septic system effluent.
- c. Dye tests may be required by the Watershed Inspector at the time of initial inspection, and sufficient follow-up made to investigate suspect conditions.

9. Enhanced Treatment Units (ETU)

The ETU maintenance contractor's report will be sufficient and no additional inspection by the Wastewater System Inspector will be required

10. Certificate of Inspection

A certificate of inspection will be issued by the Watershed Inspector. Where systems are found to be unsatisfactory, a written Notice of Violation or Notice of Non-Compliance will be issued by the Watershed Inspector as per §11 and §12 of the Wastewater Law. Any repair or modification will require a certificate of inspection by the Watershed Inspector.

B. Comprehensive Inspection

A comprehensive inspection comprises a basic inspection plus the following:

1. Seepage Pit (Drywell) Criteria

The seepage pit shall be checked for the following:

- a. Groundwater or surface water is not entering pit.
- b. Effluent levels are greater than six (6) inches from inlet pipe.
- c. Pit is structurally sound.
- d. Pit cover is structurally sound.

Additional items to be noted on inspection report

- a. Effluent levels above 50% capacity.

- b. Undersized seepage pits (based on a percolation rate standard of eleven (11) to fifteen (15) minutes per inch). Pit diameter is to be measured at the point of soil contact.
- c. Solids in the pit.
- d. High effluent staining.

## 2. Gravity Distribution System

The distribution system shall be checked to ensure that:

- a. Effluent levels are not higher than the bottom of the distribution lines.
- b. Distribution or drop boxes are structurally sound.

Additional items to be noted on inspection report

- a. Solids in the distribution or drop box or boxes.
- b. High effluent staining.

## 3. Pressurized Distribution System

Pressurized systems shall be checked to ensure that:

- a. More than the designed volume of effluent does not return to the pump tank.
- b. Effluent lines are not broken.

Additional items to be noted on inspection report

- a. Less than one hundred sixty (160) psi pipe.
- b. High effluent staining in pump station.
- c. Excessive pump running times.

# III. Management and Implementation

The Watershed Inspector shall:

- A. Implement a program for the maintenance and inspection of wastewater treatment systems as specified in §8 of Town of Torrey Wastewater Law.
- B. Follow the inspection and design criteria outlined in the Town of Torrey Wastewater Treatment System Policies and Procedures.
- C. Maintain a permanent file on each property in the town containing copies of all wastewater inspection reports, design proposals for new and replacement soil absorption systems, permits issued, Notices of Noncompliance, Notices of Violation, citations and other wastewater treatment system information.



- D. Provide property owners with a copy of completed inspection reports.
- E. Monitor maintenance contracts for enhanced treatment units.
- F. Evaluate site conditions for new and replacement wastewater treatment systems.
- G. Review and approve designs for new and replacement wastewater treatment systems.
- H. Issue Wastewater Treatment System Construction Permits for new or replacement wastewater treatment systems – see §9 of Town of Torrey Wastewater Law.
- I. Inspect repairs to existing systems and inspect the installation of new and replacement wastewater treatment systems to verify compliance with design and permit specifications.
- J. Issue a Permit to Operate - see §9.C. of Town of Torrey Wastewater Law.
- K. Issue a Notice of Noncompliance– see §11 of Town of Torrey Wastewater Law.
- L. Issue a Notice of Violation – see §12 of Town of Torrey Wastewater Law.
- M. Investigate, within two (2) business days, all reports that allege a violation of this Law, take remedial action as necessary and document all findings and actions.
- N. Issue citations to property owners for fines and penalties and pursue prosecution for violations of this Law and/or for failure to take remedial action pursuant to a Notice of Violation.
- O. Report actions taken to implement this Law to the Torrey Town Board at each monthly meeting.