

Authorization Notice Application Guidance Sept. 6, 2016

This guidance provides direction to staff for consistent application of field visits and fees for authorization notices. The terms below are used in the guidance and defined as follows:

Authorization Notice: a written document issued by an agent establishing that an existing onsite wastewater treatment system appears adequate for its intended use.

Place into service: Connect to a system for the first time – exception for unused system under five years of age with DEQ certificate of satisfactory completion.

Reconnect to: Connect to system that has not been used for a period of time such as, but not limited to, the replacement of any structure or dwelling with plumbing.

Change the use of: Changes that alter the characteristics of sewage flow, as in some cases change from residential to commercial or addition of commercial, i.e., in home commercial kitchen.

Increase projected daily sewage flow: Increases of sewage flows based on Table 2 criteria such as, but not limited to, the addition of bedrooms, increase of employees, increase of public use, increase of seats in an eatery.

DEQ's fee table has two fees for authorization notices; Field Visit Required and No Field Visit Required, and doesn't define when either fee applies. This guidance provides a consistent approach for most authorization notice scenarios.

There are circumstances when deviating from this guidance makes sense. Please use professional judgment in these cases, keep regional program manager informed and document the rationale for varying from the guidance. Systems that have a certificate of satisfactory completion for only a part of the system, such as a replacement septic tank, should apply the conditions below to the oldest components.

1. All systems under five years old that have never been used.

No authorization notice application is required, provided the system has a certificate of satisfactory completion and the intended use is within the system's design flow, according to Oregon Administrative Rule 340-071-0205(2)(b).

2. Standard, sapolite, steep slope, seepage trench, evapotranspiration, redundant, capping fill and tile dewatering systems.

a. Systems that are up to 10 years old with DEQ file and certificate of satisfactory completion. Authorization notice without site visit.

- Applicant provides pictures of system area (tank/drainfield) with their application to provide assurance to the agent that the system is functional and there are no obvious problems (cut/fill, driveways, livestock, for example). If the agent determines a field visit is necessary, charge additional fee and conduct site visit.

b. Systems over 10 years old with certificate of satisfactory completion. Authorization notice with site visit.

- Per Oregon Administrative Rule 340-071-0205(3), the applicant must provide a drawing which shows the system, replacement area, wells,



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property line, etc. with some measurements to verify system location. Do not have the system uncovered, unless the location is unknown or the system may be compromised and needs further inspection per Oregon Administrative Rule 340-071-0205(4) or (5).

- Per Oregon Administrative Rule 340-071-0120(2)(c), if system has been used, recommend that the tank be evaluated for solids and pumped if solids exceed 35 percent of the total tank volume, per Septic Tank Maintenance fact sheet.

c. Systems built before Jan. 1, 1974 without certificate of satisfactory completion. Authorization notice with site visit.

- Per Oregon Administrative Rule 340-071-0205(3), the applicant must provide a drawing which shows the system, replacement area (unlikely to have identified replacement area), wells, property lines, etc. with some measurements to verify system location. Tank lids should be uncovered for inspection, as well as distribution box or drop boxes, if there are any, and the ends of all disposal field lines with a hand shovel so an agent verifies system location and system performance per Oregon Administrative Rule 340-071-0205(4) or (5). (It is your option on how much should be uncovered.) NOTE: Any required uncovering must be done before accepting an application. The agent may consider other means to determine system location, such as those listed in Oregon Administrative Rule 340-071-0155(1)(b)(B).
- Per Oregon Administrative Rule 340-071-0120(2)(c), if system has been used, recommend that the tank be evaluated for solids and pumped if over 35 percent, per Septic Tank Maintenance fact sheet.

3. Pressurized distribution, sand filter, Alternative treatment technologies and recirculating gravel filter Systems with certificate of satisfactory completion.

- a. Never used system, up to 10 years old. Authorization notice without site visit. Applicants provide pictures of system area (tank/drainfield) with their application to provide assurance to the agent that the system is functional and there are no obvious problems (cut/fill, driveways, livestock, for example). If the agent determines a field visit is necessary, then charge additional fee and conduct site visit. NOTE: Sand filters pumping to drainfield with no power may be full of rainwater. Applicant should have the sand filter pumped and evaluated prior to being put into use.
- b. Used system over 5 years old. Authorization notice with site visit. The applicant must clearly show the system, replacement area, wells, property line, etc., on site plan. Do not have the system uncovered unless the location is unknown or the system may be compromised and needs further inspection per Oregon Administrative Rule 340-071-0205(4) or (5). If a maintenance contract is required per the certificate of satisfactory completion, the applicant should verify in writing who the maintenance provider is, and recent maintenance records should be available for inspection, per Oregon Administrative Rule 340-071-0130(24)(c).

4. Hardship Authorizations

- a. System up to five years old with certificate of satisfactory completion. Authorization notice without site visit. The applicant must clearly show the system, location of all dwellings and buildings, replacement area, wells, property lines, etc. on the site plan. Applicants provide pictures of system area (tank/drainfield) with their application to provide assurance to the agent that the system is functional and there are no problems (cut/fill, driveways, livestock, for example). If in the judgment of the agent a field visit is necessary, then charge additional fee and conduct site visit.
- b. System over five years old. Authorization notice with site visit.
 - Per Oregon Administrative Rule 340-071-0205(3), the applicant must provide a drawing which shows the system, replacement area, wells, property line, etc. with some measurements to verify system location. Do not have the system uncovered unless the location is unknown or the system may be compromised and needs further inspection per Oregon Administrative Rule 340-071-0205(7) or (8).
 - Per Oregon Administrative Rule 340-071-0120(2)(c), if system has been used, recommend that the tank be evaluated for solids and pumped if over 35 percent, per Septic Tank Maintenance fact sheet.

2. Hardship Renewals

- a. Hardship renewals must comply with all the relevant requirements of Oregon Administrative Rules 340-071-0160, 0205 and 0220. Renewals can be issued with an authorization notice without a site visit based on the following criteria:
 - Length of renewal up to five years or concurrent with local planning department and zoning compliance letter.
 - Applicant provides pictures of system area (tank/drainfield) and system pump components with their application. If the agent determines a field visit is necessary, then charge additional fee and conduct site visit. Agent may require site visit every other renewal.
 - There are no unresolved pollution complaints concerning the septic system on the property where the hardship dwelling is located.
 - The renewal is for the same occupants (both dwellings) who received the original authorization notice authorizing the hardship.
 - The owner presents evidence such as a receipt from a licensed sewage disposal service provider showing that the septic tank has been pumped within the last 10 years.
 - The owner has kept current with all required permits and inspections.
 - The application for renewal was made within 90 days of the current renewal date.

- Sand filter, alternative treatment technologies, pressure distribution, and recirculating gravel filter system owners provided a current maintenance record showing that the system has been properly operated and maintained in accordance with Oregon Administrative Rule 340-071.
 - The owner signs a statement that the septic system is functioning properly with no sewage surfacing, all plumbing fixtures (sinks, showers, toilets, etc.) are connected to the existing septic system and that all setbacks between the existing system, wells, structures, driveways, etc. are still maintained and sufficient area exists so that a complete replacement area meeting all setbacks is available. (See attached checklist and owner statement.)
- b. If any of the requirements listed above are not met, the applicant applies for an authorization notice with site visit.

Checklist and Owner Statement for Hardship Renewals

Check all that apply:

- There are no unresolved pollution complaints concerning the septic system on the property where the hardship dwelling is located. Owner may not be aware if there is one, agent verifies.
- The renewal was for the same occupants (both dwellings) who received the original authorization notice authorizing the hardship.
- The applicant has presented evidence such as a receipt from a licensed sewage disposal service provider showing that the septic tank has been evaluated for solids content and pumped if needed within the last 10 years.
- The owner has kept current with required permits and inspections.
- The application for renewal has been made within 90 days of the current renewal date.
- Sand filter, alternative treatment technologies, recirculating gravel filter and pressurized distribution system owners provided current maintenance records showing that the system has been properly operated and maintained.
- Applicant to take pictures of system area (tank/drainfield) and system pump components if present for submittal to DEQ.

OWNER STATEMENT:

To the best of my knowledge my septic system is functioning properly and I have not observed sewage surfacing on my property. I further certify that all plumbing fixtures (sinks, showers, toilets, etc) are connected to the existing septic system and that all setbacks between the existing system, wells, structures, driveways, etc. are still maintained and sufficient area exists so that a complete replacement area meeting all setbacks is available.

Owner Name

Date