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**Drinking Water and Groundwater  
Protection Division**

**Regional Office Program Up-Date**

**January 2014**

*State of Vermont*

*Agency of Natural Resources*

*Department of Environmental Conservation*

*Main Office:*

*Drinking Water & Groundwater Protection  
Division*

*1 National Life Drive, Main 2*

*Montpelier VT 05620-3521*

*Phone: 802-828-1535*

*800-823-6500*

*Regional Offices:*

*Barre 802-476-0190*

*Essex 802-879-5656*

*Rutland 802-786-5900*

*Springfield 802-885-8855*

*St Johnsbury 802-751-0131*

*WEBSITE: [www.septic.vt.gov](http://www.septic.vt.gov) or*

*[www.anr.state.vt.us/dec/dwgrp/index.htm](http://www.anr.state.vt.us/dec/dwgrp/index.htm)*

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***What will you find in this issue?***

*Licensed Designer Class A Written Exam.*

*Re-Submitting Data to eDEC?*

*Compliance Initiative.*

*Groundwater Monitoring.*

*Innovative/Alternative Update.*

*Watershed Management Green Infrastructure*

*Initiative.*

**Licensed Designers Class A Exam:**

We scheduled the Class A written exam for people interested in becoming Licensed Designers for April 16, 2014 at 8:30 am. The exam will be given at St. Leo's Hall located behind the St. Andrew Catholic Church at 109 South Main Street, Waterbury, VT. For more information on how to submit an application to take the exam, please visit our web site at:

<http://drinkingwater.vt.gov/designerlicensingcertification.htm>.

Please contact Julie Campbell at (802) 585-4911 or email at [Julie.Campbel@state.vt.us](mailto:Julie.Campbel@state.vt.us) if you have any questions.

**Groundwater Monitoring:**

We are approaching the season to conduct groundwater monitoring. We strongly recommend any proposals for monitoring be submitted to and approved by the Regional Offices prior to February 1, 2014 to ensure we agree with the number of proposed monitoring wells for the size of the wastewater systems, location of the wells, and construction of the wells. Below is a list of items we ask that you include with each monitoring proposal.

1. The amount of preliminary information necessary to review a monitoring plan will increase as site complexity and/or system size increases.
2. Please try to resolve all critical issues, such as percolation tests, slope limitations, down gradient water supplies, and minimum isolation distances, before going through the time and expense of monitoring.
3. We are looking for a minimum of two test pits and two percolation tests per wastewater disposal system. The number of requested test pits and percolation tests may increase with the size and complexity of the wastewater system and soil types.
4. We encourage you to record the soils when installing the monitor wells.
5. Construction details, installation methods, and depths of the monitoring wells must be based on the soils at the site and the proposed wastewater system design(s).
6. The monitoring period is from March 1 to June 1. Please submit your proposals by February 1 or as early as possible.
7. Please ensure the monitor wells are installed properly, i.e. wrapped in filter fabric, installed perpendicular to the ground surface (wells installed at

an angle will result in inaccurate readings), slightly mound loose soil up around the pipe so it will settle and prevent a depression, etc. Careful installation is critical since improperly installed monitor wells can lead to inaccurate readings.

8. Once the monitor wells are installed, please mark on the pipe where you will be taking the measurements and include the height of the stick-up above grade. This will ensure that the readings are taken at the same place when you or the regional office staff checks the monitor wells.

9. At the end of the monitoring season, you will need to certify the results and submit the raw data and your calculations.

10. If the site does not meet the prescriptive monitoring method (10, 20, and 30 days above the specific critical level), you will need to use the performance based design approach and use the highest reading as your critical depth for the design of the wastewater system.

11. If an application will be submitted after the site is monitored, please submit the monitoring data with the application materials.

The following is a checklist of items we ask be included with each monitoring proposal:

#### Proposal

- Case or application number if applicable.
- Site location map.
- 911 address of the property.
- Landowner(s) name (s) and mailing address.
- Property Access Form signed by landowner. The form is at the end of this Newsletter.
- Proposed use and basis of design flows for wastewater system sizing if known.
- Type of system proposed.
- Installation schedule and design of monitor wells, including depth of monitor wells.

#### Site Plan(s)

- Boundary lines and dimensions (particularly near the wastewater disposal area).
- Contour lines with intervals (strongly suggested if slope is a potential issue).
- Locations of monitoring wells.
- Location construction details if proposing or are existing curtain drains or diversion ditches.
- Location and results of soil test pits and percolation tests.
- Footprint of any proposed wastewater systems if calculated.
- Any other existing or proposed features which may affect the sewage disposal area.

#### I/A Compliance Initiative:

The Division created a handout called “Notice to Owners of Innovative and Alternative (I/A) Wastewater Treatment Systems”. The handout is a list of frequently asked questions and answers landowners may have for the operation, maintenance, and inspection of an innovative/alternative wastewater treatment system. A copy of this handout will be included with each permit approving an I/A system. A copy of the handout is attached to this Newsletter and printed copies can be requested by contacting [chris.russo@state.vt.us](mailto:chris.russo@state.vt.us) . It will also be posted on our web page at: <http://drinkingwater.vt.gov/wastewaterdisinnovative.htm>

We believe this is a proactive method to inform landowners of their expectations for the use of an I/A system and get better compliance with annual inspections and other requirements outlined in each I/A

#### ***Important Notice for eDEC***

Many applications filed under eDEC require you to upload information following an administrative or technical review of the application. Please email the Administrative Staff of the appropriate Regional Office after you upload new information so we are aware that new information is waiting to be transferred to the application.

For more information or for answers to Frequently Asked Questions About eDEC go to:

<http://www.anr.state.vt.us/dec/ww/EngServ.htm#applications>

approval letter. We ask that you, when proposing the use of an I/A system, provide the landowner with a copy of the handout so the landowner is aware of our expectations for the use of the I/A system.

#### I/A Installation and Wastewater Permit Numbers:

Wastewater Permit numbers and Lot numbers (if applicable) are important. The numbers allow Regional Office staff to quickly associate and scan reports received from Vendors, Licensed Designers, Service Providers and landowners to the appropriate file. Staff would appreciate the inclusion of the WW number on all correspondence. To promote the continued use of this number we strongly encourage the recording of the Permit Number on the I/A unit when it is installed and inspected by the designer. At this time we encourage the use of an impermeable marker. The Division is also discussing use of a formal tag similar to tagging of drilled wells.

#### I/A Unit Inspection:

Please remember each I/A treatment unit needs to be inspected by a Licensed Designer approved by the Vendor at start-up and at six months. These reports need to be filed with the Regional Offices along with the installation certification of the wastewater system. It is important that all documents have the wastewater permit number. Subsequent inspections of the I/A unit may be performed by a Service Provider approved by the Vendor and this report needs to accompany any annual inspection that may be required by a permit for the wastewater system, typically for the leachfield, that needs to be performed by a Licensed Designer.

As of January 1, 2014 a coversheet must be submitted with service provider field maintenance and inspection reports for the required I/A system inspections. The Innovative/Alternative Maintenance and Inspection Report Coversheet is designed to gather important information that may not be on a field report and provide a simple way for the Service Provider to inform the Regional Engineer reviewing the reports of the system status. The coversheet can be found at <http://drinkingwater.vt.gov/innovativealternative/pdf/iamaintenanceinspectioncoversheet.12.30.2013.pdf>

#### IA Notice:

We recently were informed that Cromaglass is out of business and equipment may no longer be available. We made several attempts to contact the company by phone and thru their web site to confirm but could not reach a person nor has the company responded to our inquiries. We do understand the service provider will continue to perform maintenance and inspection on existing Cromaglass units.

There are projects that have a permit approving the use of the Cromaglass. These designs and permits will need to be amended to propose a new treatment unit if the Cromaglass unit cannot be acquired. Please note the fee for these projects will be \$180.00 and will be processed by us as a Minor Project.

#### DEC – Watershed Management Initiative:

The Watershed Management Division, Green Infrastructure Initiative, released its Low Impact Development (LID) Series informational sheets as “an innovative land planning and design approach that seeks to minimize changes to the pre-development ecological and hydrological function of a site”. We thought these may be of interest to you when you discuss with your clients, or layout proposals for or modifications to existing developments. Please note, these are not requirements by our Division nor will we review an application for compliance with of any concept included in the informational sheets but not required by the WW Rules. Also, individuals who receive a designer’s certification from the Division are only authorized to design projects within the limits of their license (please see the Note at the end of §1-703(a) of the Rules).

[Low Impact Development Info Sheet](#)  
[Conservation Development Info Sheet](#)

[Minimize Soil Compaction Info Sheet](#)  
[Minimize Total Disturbance Info Sheet](#)  
[Protect Natural Water Flows Info Sheet](#)  
[Protect Riparian Buffers Info Sheet](#)  
[Protect Sensitive Areas Info Sheet](#)  
[Reduce Impervious Surfaces Info Sheet](#)  
[Stormwater Disconnection Info Sheet](#)

## Monitoring Proposal - Property Access Form

Proposals for spring time monitoring must include the following statement signed by all property owners appearing in the deed giving State employees express authorization to perform periodic checks of the monitoring sites during the monitoring season from March 1 to May 31.

“I recognize that by signing this form I am giving consent to employees of the State to enter the subject property for the purpose of performing periodic checks of the monitoring site.”

If we do visit your property, do you have any special instructions?

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Property location:

Street or Road \_\_\_\_\_

Town or City \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Landowner Name: (printed) \_\_\_\_\_

Landowner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Mailing Address

P.O. Box or Street Address

City

State

Zip Code

Daytime Telephone Number \_\_\_\_\_

*If there is more than one landowner, and there is not room to fit the information on this form, please provide an additional sheet with the names, mailing addresses, signatures and dates. If an attorney signs for the landowner(s), please submit a copy of the authorization document that grants the Power of Attorney specific to land transactions.*

Please return the form to the Drinking Water and Groundwater Protection Division at the appropriate Regional Office address listed below:

Barre Regional Office: 5 Perry Street, Suite 80,  
Barre, VT 05641-4268

Essex Regional Office: 111 West Street  
Essex Junction, VT 05452

Rutland Regional Office: 450 Asa Bloomer State Office Building  
88 Merchants Row, Rutland, VT 05701-5903

St. Johnsbury Regional Office: 1229 Portland Street, Suite 201  
St. Johnsbury, VT 05819-2099

Springfield Regional Office: 100 Mineral Street  
Springfield, VT 05156

Revised January 8, 2013



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**Vermont Department of Environmental Conservation  
Drinking Water and Groundwater Protection Division**

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## **Notice to Owners of Innovative and Alternative (IA) Wastewater Treatment Systems**

The State of Vermont Drinking Water and Groundwater Protection Division allows the use of Innovative/Alternative (IA) wastewater treatment systems. IA systems are used to: assist in overcoming site limitations that would otherwise not allow for the construction of a wastewater system on the property, to reduce the wastewater strength prior to disposal, or to decrease the size of a wastewater system. As a landowner you should be aware of the required conditions in your Wastewater System and Potable Water Supply Permit. The conditions were deemed necessary to ensure that all persons using or affected by the alternative system or product will be protected from health hazards associated with the use of the system or product.

### **Q. - Am I actually required to keep a maintenance contract?**

Yes. Approved systems have specific permit conditions associated with installation and operation that requires landowners to retain a maintenance contract with a professionally trained and approved service provider. A list of approved Service Providers can be found at:

<http://drinkingwater.vt.gov/innovativealternative/pdf/serviceprovidercontacts.pdf>

### **Q. - My System is working fine, why can't I just call a service provider when I notice a problem?**

Proactive maintenance and servicing will ensure that the System is working as intended and avoid repairs or replacement at a major cost to the homeowner. IA systems need servicing just as much as your heating system or your vehicle; without these procedures your system may not run its intended lifetime. Routine servicing can detect problems that you might not even be aware of before major repairs are needed.

### **Q. - What should my service provider be doing if I have a maintenance contract?**

Maintenance activities varies by system type and site conditions, but at the very least your service provider should: perform annual or more frequent inspection if required, evaluate the site and surrounding landscape for possible problems, and measure tank solid levels to assess if pumping is needed. Depending on the type of system, the service provider may need to: clean or replace the filters, clean pumps, screens, motors and or floats, and advise you on appropriate use and preventative maintenance of the system (i.e. spread the loads of laundry throughout the week).

### **Q. - It's my system, my property, and my drinking water. Why does the State of Vermont care if my system fails?**



When an onsite wastewater system fails, it's not just the homeowner who is affected. Improperly treated wastewater contains bacteria, viruses and other pollutants. A failed system can result in untreated wastewater: surfacing, leaching into groundwater that we drink, or it can run off into surface waters. This is a health hazard for the general public and is especially dangerous for children and the elderly and anyone with a compromised immune system.

#### Q. - How can I justify the expense?

IA Systems are more complicated than traditional in-ground systems and may have alarms, filters, pumps, blowers, spray heads, nozzles, floats, tanks, or media. Periodic cleaning, inspection, replacement of components and adjustment keeps the system running properly. Ongoing maintenance may help identify problems that can be fixed before they impact the leachfield. Once damage occurs, repairing or replacing the leachfield or treatment unit can cost thousands to tens of thousands of dollars.

#### Q. - What happens if I do not comply with my permit conditions?

If a system owner is in violation of their permit, the future sale of a property or a request for a permit amendment may be delayed or negatively impacted. A site-specific permit for the use of an IA product may be revoked if the property owner fails to have a valid maintenance contract or if the unit fails to function properly.

#### Q. - What requirements should I be aware of?

Depending on the complexity of your system, annual or semi-annual inspections must be performed by your contracted service provider or licensed designer. You should check the conditions of the IA approval letter. Inspection reports must be submitted to the State of Vermont Department of Environmental Conservation. Check with your service provider to see if they provide a reporting service.

#### Q. - What if I am not happy with my Service Provider?

The State of Vermont requires IA service providers to be approved and trained by the Vendor. If the service provider is not meeting the conditions in your contract, not responding to emergency calls or you are unsatisfied for any other reason the vendor should be made aware of your concerns. A list of Vendor contacts can be found at: <http://drinkingwater.vt.gov/wastewaterdisinnovativelist.htm>

If you are unsatisfied with the Vendor's response to your concerns you may contact:

**Mary Clark**, *Environmental Analyst*  
Department of Environmental Conservation  
Drinking Water and Groundwater Protection Division  
[phone] 802-585-4890  
[email] [mary.clark@state.vt.us](mailto:mary.clark@state.vt.us)

#### Q. - Where can I find my permit?

If you were the permit applicant, you would have received a copy of the Permit and IA Approval at the time of approval. If you purchased a property with an existing IA System, you should have received a copy of the permit and IA Approval at the time of closing. If you cannot locate your permit, you may use the on-line permit document search tool [septic.vt.gov/cfm/wwdocs/index.cfm](http://septic.vt.gov/cfm/wwdocs/index.cfm) (permit document search) or contact the appropriate Regional Office for assistance at [septic.vt.gov](http://septic.vt.gov) (program information). There are some installations that may have been exempt from needing a state permit. There may be records on these systems located in the town clerk's office.

#### Q. - Who do I contact if I have compliance questions?

**Christina Russo**, *Compliance Officer*  
Department of Environmental Conservation  
Drinking Water and Groundwater Protection Division  
[phone] 802-585-4885  
[email] [chris.russo@state.vt.us](mailto:chris.russo@state.vt.us)