
**Drinking Water and Groundwater
Protection Division**

Regional Office Program Up-Date

November 2013

State of Vermont

Agency of Natural Resources

Department of Environmental Conservation

Main Office:

*Drinking Water & Groundwater Protection
Division*

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WEBSITE:

www.anr.state.vt.us/dec/dwgap/index.htm

What will you find in this issue?

Renewals for A & B Licensed Designers.

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Licensed Designers A & B Renewal Time is Here:

You need to file your renewal application form by December 31, 2013. Renewal application forms need to be in the office on December 31, 2013 or application forms using the mail need to be post marked December 31, 2013 to avoid paying a late fee.

Please visit our web site at:

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

Click on "How Do I Renew My License" for more information. You should also click on "fees" to be certain you enclose the proper fee. Please contact Julie Campbell at (802) 585-4911 or email at Julie.campbell@state.vt.us if you have any questions regarding your renewal form.

Training:

Last year the Division co-sponsored with VTC and URI courses on Bottomless Sand Filters and Innovative and Alternative Treatment Products. This October we co-sponsored with VTC and URI courses on Pumps and Pump Controls and High Strength Wastewater. We also offer at least once per year a course on soil evaluation taught by soil experts.

We are interested in receiving suggestions from Class 1, Class A, and Class B Designers for future courses that will benefit you and others. Suggestions already include:

- Simple hydrogeologic analyses used in developing the performance based approach to groundwater mounding used in the WW Rules.
- Well construction and different methods of well drilling including advancements in well drilling technics.
- How to properly take a soil sample and conduct a sieve analysis to determine soil texture.
- River Corridors and Fluvial Erosion Hazards, how these play into the design of wastewater systems or water supplies.
- Low income loan programs that may be available to clients, how to access the loans, income criteria, and payment plan. The Agency is close to implementing a loan program and there is the existing Neighbor Works.

Innovative/Alternative Systems:

The Division is working on reminding landowners of their permit requirement to have yearly inspections and maintenance completed on their innovative or alternative treatment units. There is the permit requirement to submit data on the operation and maintenance of these units to be certain the units are performing as necessary. We want to be aware of on-going maintenance or system problems with individual units. It is imperative these units operate as intended because we allow a reduction to the sizing of the wastewater system and reduction to the seasonal high groundwater table.

Discussions with the Regional Engineers and the Technical Advisory Committee have resulted in a streamlining of inspection requirements for treatment units. Beginning January 1, 2014, only the installation, start-up, and six month inspections will be required to be performed by a Vendor approved Professional Engineer or Licensed Designer (unless there is a Vendor or permit requirement). All other inspections may be performed by a Service Provider approved by the Vendor and will no longer require an Engineer or Licensed Designer to perform the service or review the Report. We also added on our web page Service Providers approved by the Vendor for each I/A unit.

Please visit our new I/A web page at:
<http://drinkingwater.vt.gov/wastewaterdisinnovative.htm>

The Regional Office Program will have a meeting in December with Service Providers. Licensed Designers approved by the Vendor who perform start-up or six month inspections are also welcome to attend. Please contact Chris Russo at Chris.Russo@state.vt.us.

I/A Annual Inspection Requirements:

This is a reminder that vendors of I/A systems need to be copied on all inspection reports. This is a condition of the approval letter for each I/A product that has annual inspection requirements. Please include with your report the name and address of the owners of the property with an I/A product at the time of your inspection.

Regional Offices:

We have a fairly complicated application process that may be difficult to explain to landowners and new licensed designers. The Regional Office Administrative Staff does an excellent job reviewing each application and either call when they find minor administrative deficiencies or return applications with a letter when the deficiencies are considered major. We want to work with you as there is increasing recommendations that we return all incomplete applications regardless if the deficiencies are minor or major. Please send us any recommendations that may allow us to change our application process now or in the future. One request that we anticipate will happen in the future is to simplify our application form.

The Regional Office Administrative Staff sent a letter dated February 28, 2011 to licensed designers advising how to prevent applications from being deemed incomplete. Following is the letter with minor changes made to the original text to reflect recent changes to Act 145 and our fee schedule.

What is eDEC?

eDEC is ANR's secure, online system for electronic submittal of permit applications. There are three types of permit applications that can be submitted to ANR via eDEC: Multisector General Permit, Underground Storage Tank Renewals, and Wastewater and Potable Water Supply permits. Users select the type of permit and then enter the permit application data. eDEC also allows users to upload other application-related documents (like plans) and to pay online.

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>

Dear Licensed Designer:

We are looking at ways to make our application process more efficient by reducing the number of unacceptable applications. To reduce the number of incomplete applications we have identified those areas of the application process that seem to cause the most problems. The following guidance applies to both paper and eDEC Wastewater System & Potable Water Supply applications. Please take a few minutes to read through all items listed as some are new, revised or just intended as reminders.

1. Signature Authority:

- a. Any application requiring a certifying official must submit a document stating that the person listed has the authority to sign the application for the landowner(s).
 - b. Please remember the applicant is considered the landowner for all Wastewater System and Potable Water Supply Permit applications.
 - c. All persons listed on the current deed for the property of the project are required to be listed on the application and each must sign the landowner signature page (one person cannot sign for another).
 - d. If there are multiple landowners, the first landowner listed on the application will be mailed the original permit for recording unless a signed statement by the landowner/certifying official is included with or on the application indicating the name and address of where they would like the original permit to be sent.
 - e. There may be co-applicants who are not listed as landowner and may have an interest in the application.
 - f. When an attorney or legal representative is signing the Wastewater System and Potable Water Supply Permit Application for the landowner(s), Power of Attorney documentation must be submitted with the application. You must use Section B of the Application Details when Power of Attorney is required.
 - g. If the landowner is a business/legal entity/trust/estate, the application signature must be provided by a certifying official. Examples of a certifying official:
 - i. the person listed as the registered agent with the Secretary of State;
 - ii. an executive figure (such as the president, chairperson or superintendent); or
 - iii. an individual who has legal authority to sign on behalf of a business or legal entity. We reserve the right to request that the person signing the application is verified in writing by the registered agent or executive figure when it's unclear as to the individual's legal authority.
- Additional information about who may sign an application can be found at:
<http://drinkingwater.vt.gov/roguidance/pdf/procedurewhosignapplication.pdf>

2. eDEC Application Submissions:

- a. The Division is anticipating in the next 6 to 12 months you may be asked to submit applications electronically. Although we further anticipate a waiver may be granted for some designers from submitting applications electronically, we ask that you become familiar with the electronic application procedure.
- b. Please inform applicants of projects you submit through eDEC that copies of the permit and plans may be found at www.septic.vt.gov once the permit has been issued.
- c. Please be sure to follow the strict requirements for uploading documents and plans to eDEC. Specifically, when naming the files, the only characters you may use in a file name are a hyphen (-) and/or the underscore (_). Characters that CANNOT be used include the &, @, #, among others.
- d. Any designer using the electronic process should make sure their email address is current and that each regional office has your current email address.
- e. When submitting an eDEC application, be sure to check emails frequently as information/clarification requests will be done via email (aside from an occasional phone call).
- f. Also, when submitting revised plans in response to a review letter, it helps to email the administrative and engineering staff reviewing the project. Please do not submit revised plans via e-mail.

3. Fee Calculations and Checks for Fees/Electronic Payments for eDEC:

- a. We encourage you to verify the fee before submission if the project appears to be complex. This is particularly important regarding eDEC projects when the fee is paid electronically.
- b. Our business office does not like to accept checks dated later than 3 months so please keep this in mind when submitting applications. Also, the business office can do refunds to credit cards but cannot do refunds on debit cards nor can refunds be credited for future eDEC projects.
- c. Lots with existing structures that have plumbing or lots to be developed are subject to fees. There is no fee for lots remaining undeveloped as part of a subdivision.

4. Plans submitted for Approval:

- a. Our scanning is in black and white so please do not submit plans that use a dark background with dark font as these are relatively illegible after scanning.
- b. If you submit plans with colors used to depict lines, please use line weight to distinguish between features and use as dark a font as possible for text as it will be more readable as a scanned document.
- c. All plans/sketches submitted with an application that will be referenced in our permit need to be signed by a licensed designer.
- d. Please be sure the dates on the plan are the same as entered on your application form and the dates on the application form use mm/dd/yyyy, as this is the format our data base uses.
- e. We would be very appreciative if one set of the plans were not stapled together since one set needs to be scanned.

5. Application Completeness:

- a. Please remember to proof read your application before submission as this can cut down on those “little errors” or questions unintentionally left blank. This will allow your application to be more quickly processed.
- b. Parts V and VI, Section A, Questions 1-3 ask for proposed or existing water & wastewater systems/connections. Question 3 of each Part is being modified to correspond to the Instructions. The question for Part V, Question 3 will read “Are you proposing a new connection to an existing water supply for this project?” and Part VI Question 3 will read “Are you proposing a new connection to an existing wastewater disposal system for this project?” Please be certain all sections are completed to correspond to the proposed wording in Parts V & VI.
- c. Please remember that municipal water and sewer flows are calculated differently than private water supplies and soil based wastewater systems. Municipal water flows should be calculated using the most current Water Supply Rules. We encourage you to contact the appropriate regional office if you have any questions on calculating municipal flows or when reductions may be used.
- d. Any requests to send the original permit to someone other than the landowner(s) listed on the application will require a signed authorization statement from the landowner/certifying official (can be via landowner email, fax or as a statement included on the landowner signature page of the application).

6. Document Search/Research:

- a. Please use our Document Search feature at our website www.septic.vt.gov to look up prior permits and identify any outstanding permit conditions.
- b. Although most files are available on-line, there are files that are not.
- c. Please contact your Regional Office for files you may not be able to access.

7. Landowner Certification:

- a. Act 145 requires a Certification Statement be submitted with ALL Wastewater System and Potable Water Supply applications, regardless of the project.
- b. Guidelines and the certification statement forms are available on our web page.

We very much appreciate your cooperation and please feel free to contact your local regional office if you have questions or comments.

Sincerely, Wastewater Management Administrative Staff