

Mendocino County Division of Environmental Health

Policy 4211.02

SITE EVALUATION REPORT REVIEW PROCEDURE

Intent and Benefit

This policy and the implementation procedures have been proposed in order to create greater consistency between Division of Environmental Health (DEH) staff and to establish for DEH staff a performance standard for the review of Site Evaluation Reports (SER). It may also guide staff in interpreting how thorough and detailed to be in the review of the Site Evaluation Report. The policy will also allow Site Evaluators to have a clear understanding of what is expected of their work, which will expedite the review process.

Background

The general public and Site Evaluators in particular, expect consistent review of reports regardless which staff perform the evaluation. Staff desire clear direction in what is expected of them in their review work. Site Evaluators will also be given a clear understanding of what is expected of their work as well. Some specificity in these areas had been lacking in the past.

Statement of Problem

The Basin Plan criteria provided the only guideline for SER review. Opinion varied on what was considered an adequate review. Staff did not have a clear performance standard for SER review. Site Evaluators did not know explicitly how their reports were reviewed.

Implementation

Every Site Evaluation Report shall be thoroughly reviewed by the EHS for site criteria consistent with the WQCB Basin Plan Policy.

Each report's design shall also be analyzed for its appropriateness for the reported site criteria.

The system shall be reviewed to determine if it was properly designed according to recognized design guidelines for the particular system type.

Determine SER is Complete

1. Data Summary & Certification Sheet completely filled out.
2. Certification Statement signed and stamped by site evaluator.
3. Vicinity Map is adequate with mileage and landmarks.
4. Plot Plan shows entire property with location of sewage systems, well, proposed, house site, driveway, north arrow and other landmarks.
5. Detailed Site Plan at scale of 1" = 50' or less showing test pit locations, slope, setbacks, north arrow and landmarks.
6. Detailed Profile Descriptions for each test pit with graphic depiction of soil and trench depth.
7. Complete Waiver Statement, if required.
8. Lab Data for primary & replacement areas including texture, density, slake test and % gravel.
9. Perc tests if required by Zone 3 lab tests.
10. Design Calculations for Non-Standard systems.
11. X-sectional and Plan views of system and component details.
12. Pump and Control Panel specifications & pump performance curve.
13. Pump Chamber X-section and float setting elevations.

If these items are present, then the SER can be accepted as COMPLETE.

Office Review

1. Check report for effective soil depth in proposed disposal area.
2. Check system design for consistency with effective soil depth beneath the absorption surface.
3. Check percolation test data for: 1) stabilization, 2) proper adjustment, 3) proper averaging, i.e. [convert IN/HR to MPI then avg.], 4) minimum 3 holes in each proposed disposal area with acceptable rates [≤ 60 MPI], and 5) proper depth of percolation test holes, i.e. at proposed trench bottom (and also at three feet below trench bottom when percolation tests are the only measure of permeability that is used).
4. Skim hydrometer calculations for obvious errors, 1) spot checking a few critical soil sample calculations; 2) check Soil Triangle for accurate plotting of test results; 3) check if Bulk Density analysis is needed; 4) is it accurate and was it adjusted for?
5. Check sizing calculations for accuracy. [# Bedrooms x 150 gal/brm \div gal/sf/day \div sf/lf = lf]
6. Check Site Plan for scale, north arrow, test locations and all other items shown per instructions on Site Evaluation Report Form, plot plan page.
7. Check system plan and specifications for internal consistency and sufficient detail for any reasonable contractor to be able to proceed with construction.
8. Check Vicinity Map for clear measurable directions to the site.
9. If a waiver has been requested, review it for compliance with the waiver guideline policies.

Field Review - (optional- conduct a field review if you have concerns with the site)

10. Check Vicinity Map for accuracy.
11. Check Site Plan for accuracy and completeness, including necessary setbacks. Can a reasonable individual locate the proposed disposal area easily? Are all reportable features shown? Will the proposed system size fit into the area available? Is the slope reported accurate?
12. Examine soil profile tailings, or auger a hole in the proposed disposal area, or use a road cut in the immediate vicinity to verify that soil conditions are reported accurately.
13. Make any notes in the field to aid you in completing your review back at the office.

Office Review - continued

14. Advise the site evaluator of any significant deficiencies in the report. If the error or omission is significant then request, preferably in writing, the site evaluator provide additional information and/or corrections.

If there are multiple and significant errors/omissions return the report with your letter and request a whole new report with the correct information included on the appropriate pages.

If the error/omission is insignificant and will not affect the design and function of the system you may call and discuss the issue with the site evaluator and simply red pencil the report with the site evaluator's concurrence.

15. Complete the Septic Database indicating SER approval or Returned to SE.
16. Prepare a "Permit" by entering the necessary information directly into the Septic Database.
17. Prepare a "Notice of Approval" for the property owner and send a copy to the site evaluator.

Effective Date: March 15, 1998

Revised Date: November 15, 2000; June 2002

Notes:

Director's Initials: _____