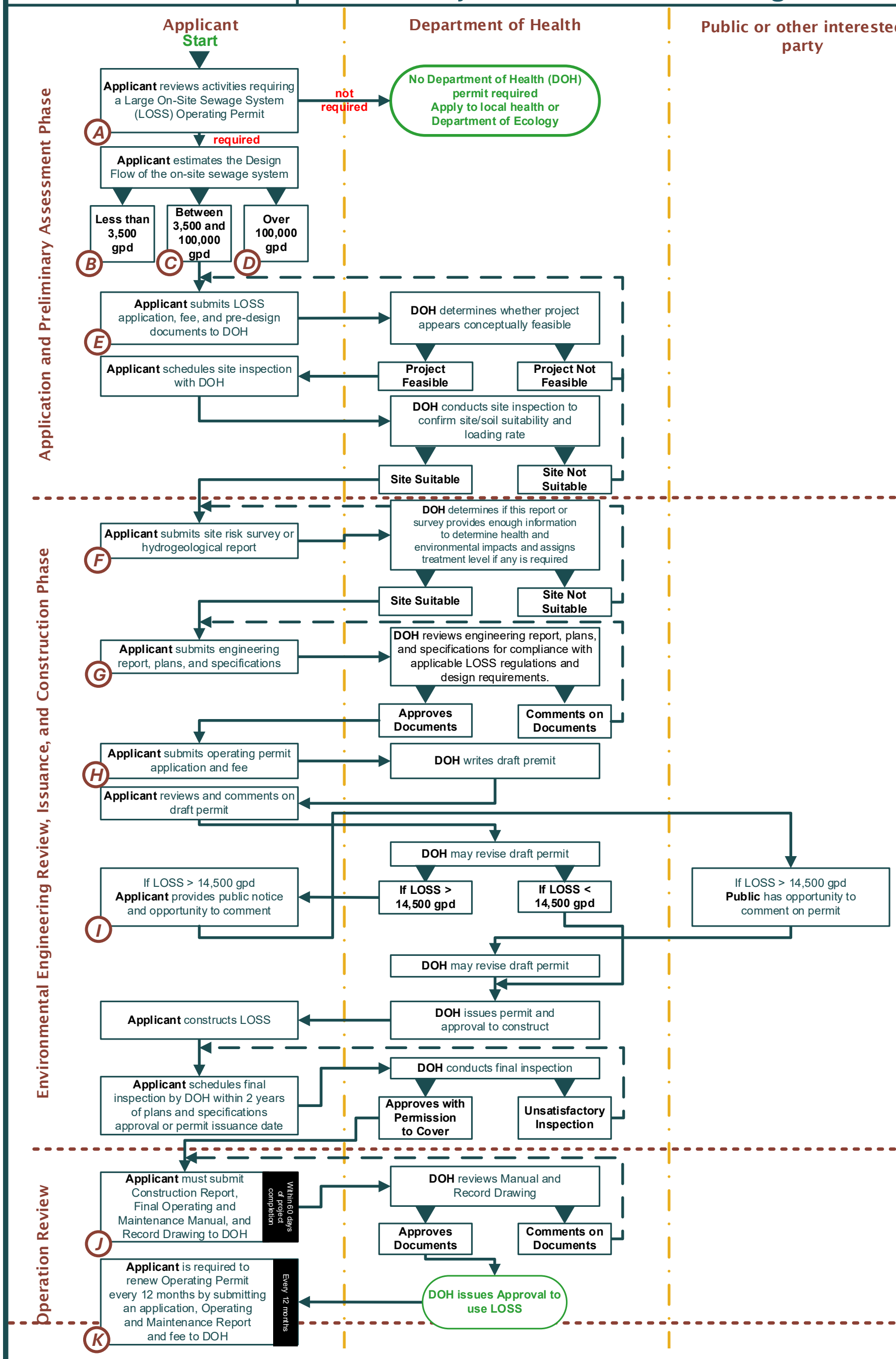
GOVERNOR'S OFFICE FOR REGULATORY INNOVATION & ASSISTANCE

Large On-Site Sewage System Operating Permit (Between 3,500 and 100,000 gpd)

Project Review and Permitting Process



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For more information on this or any permitting process visit https://www.oria.wa.gov or call the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043

Rev. 2024.10.01

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Triggers for Large On-Site Sewage System (LOSS) Permit

New Permit Coverage is required through the Washington State Department of Health for:

- Disposal of residential-strength sewage through septic tanks or other treatment and drainfields with a design flow, at any common point, between 3,500 and 100,000 gallons per day.

Permit Coverage is required under other government agencies:

- Disposal of residential-strength sewage through septic tanks or other treatment and drainfields with a design flow, at any common point, below 3,500 gallons per day must contact the local health department or district.
- Disposal of residential-strength sewage through septic tanks or other treatment and drainfields with a design flow, at any common point, above 100,000 gallons per day, or any on-site system that receives stormwater or industrial wastewater, or any evaporative lagoon with a design flow greater than 3,500 gallons per day, must contact the Washington State Department of Ecology.
- Find the most up-to-date LOSS information on the designated Washington State Department of Health website: Large On-site Sewage Systems (LOSS) | Washington State Department of Health

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Applicant submits LOSS project application, fee, and predesign documents to the Department of Health (DOH).

LOSS Project Application:

- The Application for a New LOSS or Major Modification to an Existing LOSS Project (also known as a Project Submittal Form) must be completed and sent with the base project fee as established in WAC 246-272-3000 before project review begins.
- LOSS Project Submittal Form (DOH)

Predesign Documents:

- Submitting a predesign report to Washington Department of Health starts the project approval process for large on-site sewage systems (LOSS). It's required for new LOSS, and may be required for LOSS modification projects, depending on the scope of the change(s). Specific details for a predesign report are available in details for a predesign report are available in WAC 246-272B-02000 and -03000.
- LOSS Predesign Report Requirements

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Applicant submits site risk survey or hydrogeological report.

Site Risk Survey:

- The Department of Health (DOH) uses the Level 1 Nitrate Balance as a screening tool to identify LOSS which may have potential impacts to an unconfined or semi-confined surface aquifer. DOH may require a more comprehensive Nitrate Balance at sites where the Level 1 analysis indicates a potential moderate or significant impact to ground water. In general, a moderate impact is an increase greater than 2 mg/L above background.
    - Site Risk Survey Form
    - Site Risk Survey Nitrate Balance Instructions
    - Site Risk Survey Nitrate Balance Spreadsheet

Hydrogeological Report:

- Guidance Under Development

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Link G

Applicant submits engineering report, plans and specifications.

Engineering Report:

- The Department of Health (DOH) uses the Engineering Report Checklist to ensure each Project Submittal is evaluated with the same criteria.
- Engineering Report Checklist (DOH)

Plans and Specifications:

- DOH uses the Plans and Specifications Checklist to ensure each Project Submittal is evaluated with the same criteria.
- Plans and Specifications Checklist (DOH)

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LOSS Projects greater than 14,500 gal/day must go through a Public Notice process.

WAC 246-272B-02250:

- The WAC governing the requirements for LOSS greater than 14,500 gal/day.
- WAC 246-272B-02250

Operating and Maintenance Manual:

- A flowchart showing the operating permit and approval to construct process for LOSS, including specific information for LOSS greater than 14,500 gal/day.
- LOSS Operating Permit and Approval to Construct Flowchart

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The engineer must submit a Construction Report, Final Operating and Maintenance Manual, and Record Drawing to the Department of Health (DOH) within 60 days of the project's completion.

Construction Report:

- A document which must be signed and stamped by the design engineer and submitted to DOH within 60 days of a project's completion, which certifies that the on-site system has been completed in accordance with the approved plans and specifications, or noting any significant changes that were made. Upon receipt of the construction report, DOH will issue an operating permit to the system's owner.
- LOSS Construction Completion Report (DOH)

Operating and Maintenance Manual:

- A manual outlining basic system information and maintenance procedures that must be prepared and stamped by a licensed engineer and submitted to DOH for approval. The manual must include as-built drawings of the system and other items listed in a checklist included with this packet.
- LOSS Model Operation and Maintenance Manual (DOH)

Record Drawings:

- A record drawing or as-built of an on-site sewage system, prepared and stamped by the design engineer and specifically labeled "as-built" or "record drawing", showing the on-site system exactly as it was constructed, and including any changes that were made after the plans and specifications were approved by DOH. A copy of the record drawing(s) should be included with the system's O&M Manual.

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The applicant is required to renew their operating permit every 12 months by submitting an application, operating and maintenance report and fee to the Department of Health (DOH). A renewal packet is sent by DOH 75 days prior to the permit expiration. You can find all current forms and guidance for LOSS permit renewal here: Large On-site Sewage System (LOSS) Information and Guidance (DOH)

Flowchart of the LOSS Renewal Process:

- LOSS Renewal Process Flowchart (DOH)

Operating Permit Renewal Application:

- A document which must be signed and submitted to DOH 30 days prior to the expiration of the current operating permit. System Owners are expected to make any updates or changes to contact information.

Annual Maintenance and Monitoring Report form for LOSS:

- This form can be used to track the maintenance of your Large On-site Sewage System (LOSS). LOSS System Owners are expected to ensure all maintenance and monitoring listed in your DOH-approved Operation and Maintenance (O&M) Manual, Monitoring and Reporting Plan, and operating permit is performed. DOH developed this form for the most common treatment system components: septic tank, pump chamber, pressure drainfield.

Operating Permit Renewal Fees:

- WAC 246-272-3000 establishes LOSS Fees. Operating permit fees consist of a base fee for each LOSS plus a LOSS volume fee. For renewal of operating permits, the owner shall pay the operating permit fee at the time the renewal application is submitted to DOH.

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