

On-Site Sewage System (OSS) Commercial Designer Workshop

Commercial OSS Plan Review Program Overview



Indiana State
Department of Health

Commercial Plan Review Staff



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Commercial Plan Review Staff



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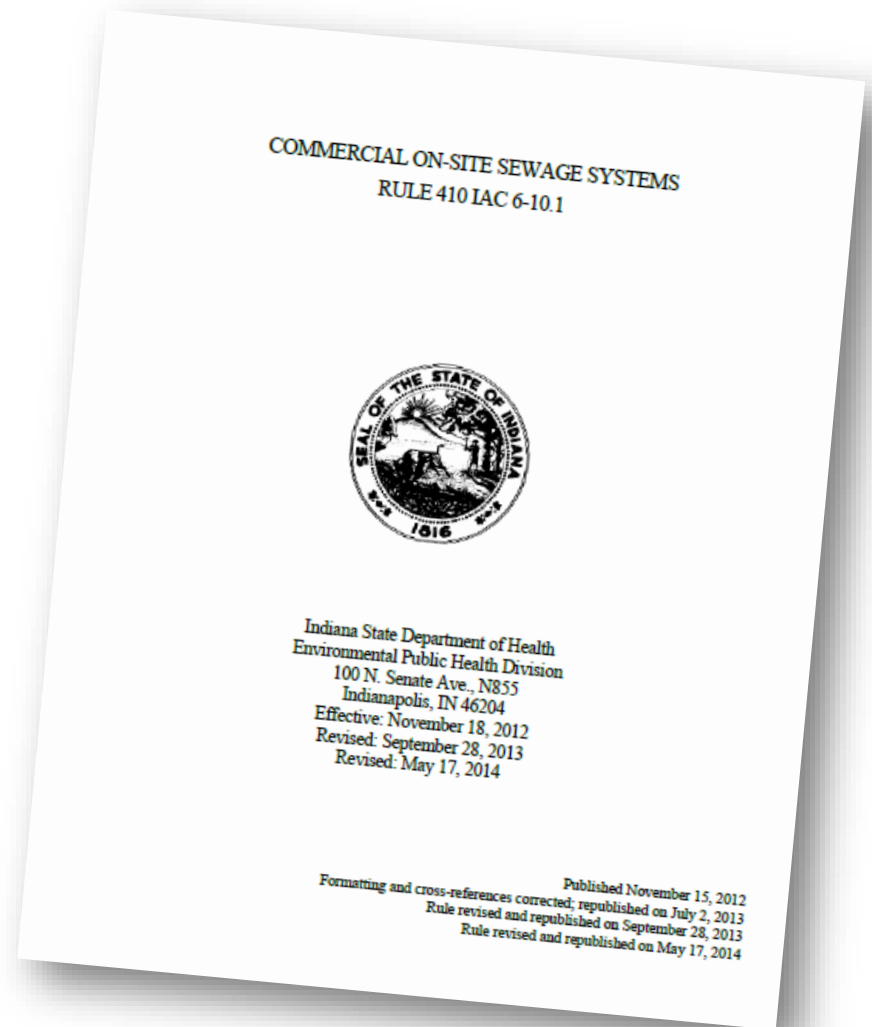


MARC HANCOCK, E.I.T.

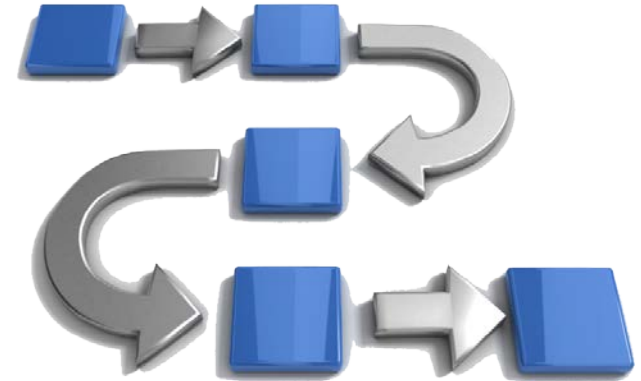
Purdue University
Bachelor of Science in
Chemical Engineering

Rule 410 IAC 6-10.1

- Indiana Administrative Code
- Not a recommendation, it is the law
- Current version May 17, 2014



The Process...



Indiana State Department of Health Commercial On-Site Sewage System Submittal and Review Process

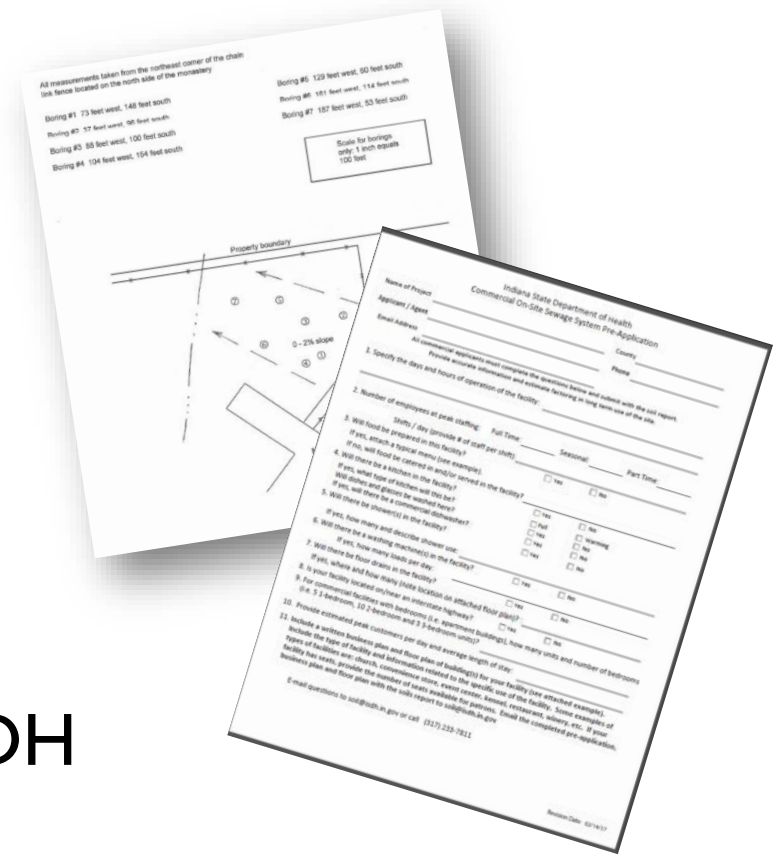
1. Soil evaluation
 - a. On-site soil evaluations for commercial projects must be completed by an individual registered by the Indiana Registry of Soil Scientists (IRSS).
 - b. A listing of registered soil scientists may be accessed at <http://oisr.purdue.edu/irss/roster.html>.
 - c. Soil scientists should send their reports via email to the Indiana State Department of Health (ISDH) at soil@isdh.in.gov.
 - d. An e-mail address for the owner/applicant needs to be included on the report.
2. Pre-Application
 - a. When the on-site soil evaluation report is received by ISDH, a project number will be assigned and an e-mail, including a "Commercial On-Site Sewage System Pre-Application" will be sent to the owner/ applicant.
 - i. A copy of the "Commercial On-Site Sewage System Pre-Application" may be accessed at <http://www.in.gov/isdh/23283.htm>.
 - b. The pre-application must be completed in its entirety and submitted to ISDH via the soil@isdh.in.gov email account.
 - c. A business and floor plan must accompany the pre-application.
 - i. Examples of the required business and floor plans are provided with the pre-application.
 - d. Please note that the county name, project number and project name must be referenced in all correspondence as well as the applicant's contact information.
 - e. The information provided must be consistent with the information on the plan for the proposed business' on-site sewage system (OSS).
3. LHD Request for Information (RFI)
 - a. After the pre-application is received, the applicant will be contacted by the LHD for information about the project on the site.
 - b. ISDH allows 10 calendar days for the LHD responses.
4. Technical data Sheet (TDS)
 - a. After the LHD response and the completed "Commercial On-Site Sewage System Pre-Application" including the business and floor plans are received, the project will be assigned to one of the commercial plan review staff for the generation of a technical data sheet (TDS).
 - b. The TDS will be e-mailed to the applicant and/or project agent, and the LHD.
 - c. The TDS will provide specification options for an OSS that is in compliance with Rule 410 IAC 6-10.1.
 - i. A copy of this rule may be accessed at http://www.in.gov/isdh/files/410_IAC_6-10-1.pdf.

Note: ISDH can deny approval of an on-site system, pursuant to 410 IAC 6-10.1-55, if there is a sanitary sewer of adequate capacity either within 300 feet of the nearest property line, or to which connection can be made at a construction and connection cost not to exceed one and one-half times the cost of the OSS. ISDH can also deny approval if site or soil conditions are not suitable for a soil absorption field.

Indiana State Department of Health Commercial On-Site Sewage System Submittal and Review Process

The Process...

- On-site soil evaluation
 - Indiana Registry of Soil Scientists
 - Forwards report to ISDH
 - soil@isdh.in.gov
- Local Health Department (10 day comment period)
- Pre-application



The Process...

Local Health Department – 10 Day Comment Period

- If there is an existing system that is in failure, or the facility is under a pump and haul order;
- Availability of sanitary sewer;
- Proximity to any wells;
- Has the site been disturbed, or has construction begun;
- Restricted site conditions (i.e. floodplain, filled depressional areas, sinkholes, etc.);
- Availability of perimeter drain outlet and approximate depth, if needed;
- Any reservations you may have about the installation of an on-site system in this location; and,
- Any additional information you feel is pertinent to the site.

The Process...

Pre-application

- New State form
- Completed by owner/designated agent
- Must include “business plan”, “building plan” and menu (if applicable)
- ISDH assigned staff person reviews and determines “Design Daily Flow” – 410 IAC 6-10.1-60
- ISDH issues decision – a “Technical Data Sheet”, rejection of site, and/or additional borings needed

The Process...

Technical Data Sheet (TDS)

- Minimum specifications for design
- ISDH vs Local Health Department Review
- Design daily flow
- Grease trap required?
- Secondary treatment required?
- Subsurface soil absorption field eligible?
 - Gravity and/or flood dose?
 - 25% sizing reduction (chambers) eligible?
 - Drainage required?
 - Sand line system eligible?

Indiana State Department of Health
April 30, 2016
ISDH TDS Form
Name: Hidden Valley Excess Barn
Location: 4511 W. 320 N.
City: Coatesville
County: Montgomery

RE: Soil Evaluation Report Submittal
ISDH Project #: SA15305
Name: Hidden Valley Excess Barn
Location: 4511 W. 320 N.
City: Coatesville
County: Montgomery

A review of the _____ site soil evaluation _____ submitted by _____ Tom Taylor _____ dated
02/06/16 _____ was completed by this office.

Construction plans for this project must be submitted to ISDH for review and approval.

Please check with the _____ Montgomery County Health Department for additional requirements.

- Plans submitted to ISDH for review and approval must be:
 - Accompanied by an application and the required fee.
 - Accompanied by a professional engineer or architect registered in the State of Indiana.
- A permit must be issued by ISDH and/or the local health department prior to any construction at the site.
- A change of system type or design other than indicated on the TDS must be approved by this department.
- For further technical assistance, please refer to our website at www.isdh.in.gov.
- For assistance, contact _____ Mike O'Brien _____ at _____ mikeobrien@isdh.in.gov _____ or (317) 534-4300.

Securely.

Peter Ponce, P.E.,
Environmental Public Health Division
300 N. Senate Ave, N155
Indianapolis, IN 46204
pponce@isdh.in.gov

CC: _____ Don Orr _____ of _____ Montgomery County Health Department (via email)
Special Order _____ (ISDH field staff (via email))
Owner Name _____ (via email)

Page 1 of 3

The Process...

Technical Data Sheet (TDS)

- Elevated sand mound minimum specifications
 - Drainage required?
 - Elevated sand line system eligible?
 - # of effluent pumps
 - # of distribution networks
- Subsurface pressure distribution

The Process...

Technical Data Sheet (TDS)

- Email sent to owner/designated agent and county health department representative with the following attachments:
 - TDS
 - Commercial rule 410 IAC 6-10.1
 - Incomplete application for construction permit checklist
 - New designer checklist

The Process...

- Delegation to Local Health Department (LHD)
 - Design daily flow (DDF) ≤ 750 gpd
 - LHD staff approved for delegation
 - Indicated on cover letter and TDS (in writing)

Subsurface gravity fed system may be reviewed and approved by the local health department (LHD). Plans including a pump(s) must be submitted to ISDH for review and approval.

Options

1. All plans must be submitted to ISDH
2. Gravity to be reviewed by LHD, systems with pump by ISDH
3. Subsurface to be reviewed by LHD, elevated to ISDH
4. All can be reviewed by LHD

May 6, 2016
Mr. John Taylor
123 S. Main St.
Anytown, IN 46567
Via email: jtaylor@gmail.com

RE: Soil Evaluation Report Submittal
ISDH Project # 9316000
Name: XYZ Company
Location: 456 N. 500 E.
City: Anytown
County: Grant County

A review of the on-site soil evaluation report submitted by Soil Scientist dated 04/20/16 was completed by this office. A technical data sheet (TDS), outlining the minimum requirements for an on-site system for this facility, follows.

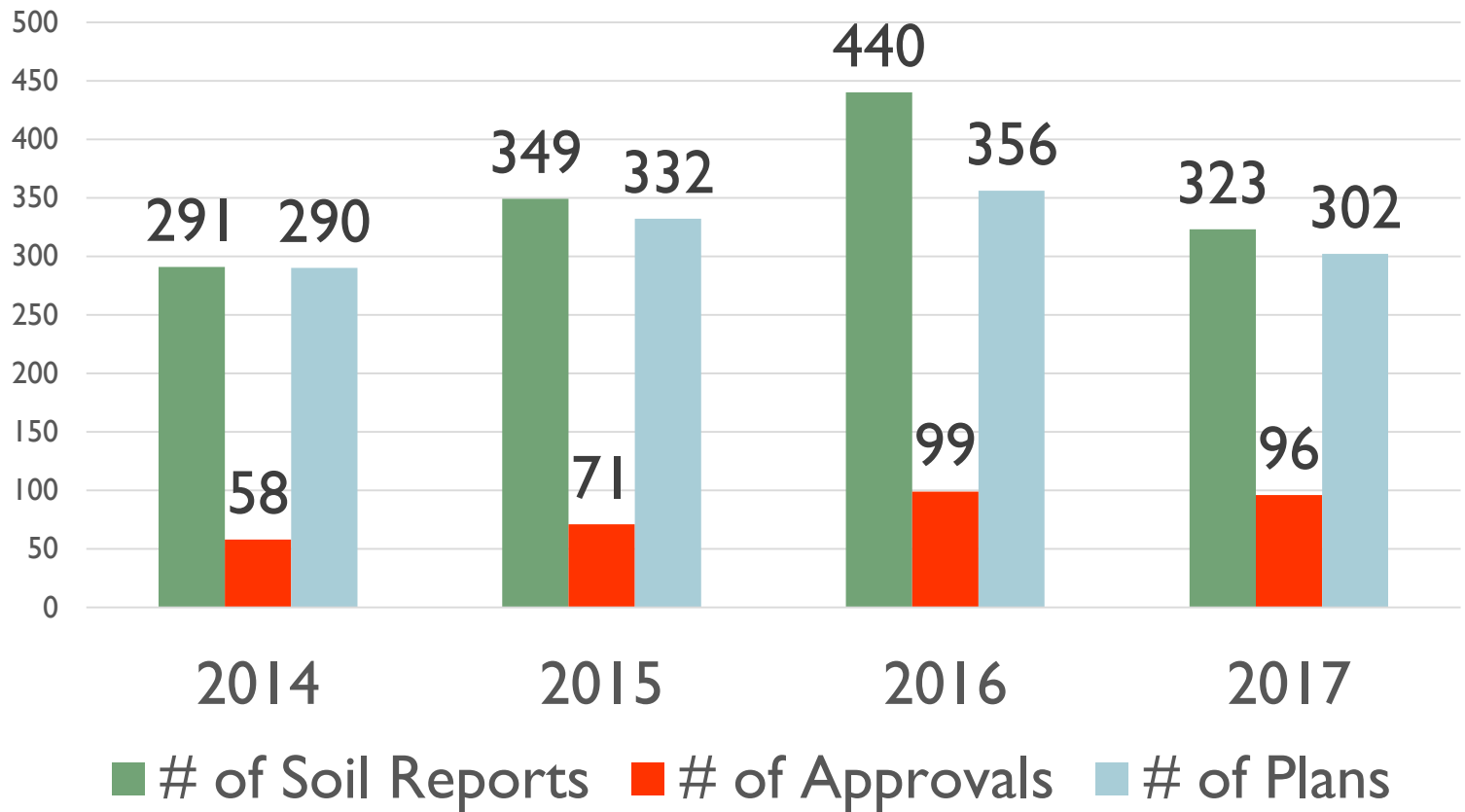
Subsurface gravity fed system may be reviewed and approved by the local health department (LHD). Plans including a pump(s) must be submitted to ISDH for review and approval.

- Plans submitted to ISDH for review and approval must be:
 - Certified by a professional engineer or architect registered in the State of Indiana.
 - Accompanied by an application and the required fee.
- A permit must be issued by ISDH, and the local health department, if applicable, prior to any construction at the site.

The Process... CHANGED!!!!

- New law – effective January 1, 2017
- Includes written acknowledgment of receipt within one business day and name of assigned staff person
- Requires review of initial submittals within 30 business days
- Requires review of revised submittals within 10 business days (or 15 days if customer agrees)
- If no action within above timeframes, permit must be issued the day after as is

Commercial Activity (2014 – *2017)



The Process...

- ISDH plan review and approval
 - Commercial Application for Construction Permit
 - Construction Plan
 - Plan Review Fee



INSTRUCTIONS FOR COMPLETION OF CONSTRUCTION PERMIT

- Owner
Name and address of person, company, firm, municipality, authority, etc., which proposes the construction, installation, or modification of any water pollution control facility.
- Authorized Agent
Name, title, address, and telephone number of person who is designated to act for owner and who is familiar with the project and can furnish additional information as required.
- Name of Facility or Project
State its name, location, and nearest possible address.
- Name of Engineer/Architect
Name, title, company, address and telephone number of engineer or architect registered in the State of Indiana who certified and sealed the construction plans and specifications.
- Check the squares indicating name of documents attached to Application. All documents are required except where inapplicable.

A. A USGS topographic map or a county highway map with the exact site indicated.	
B. Plans and specifications shall be prepared, certified and sealed by an individual qualified under applicable laws of the State of Indiana.	
C. Report of an on-site survey identifying soils at the site of the proposed absorption field including textures, and structures at each soil horizon and depth to	
D. Fees required by 410 IAC 6-12-17	
Commercial on-site	\$200
Community Wastewater Disposal Facility	\$700
Mobile Home Community or Mobile Home Community Addition	\$300
- Signature
An application submitted by a corporation must be signed by a principal executive officer of at least vice president level or his duly authorized representative, if such a representative is responsible for the overall operation at the facility from which the construction described in the form will originate. In the case of a partnership or a sole proprietorship, the application must be signed by a general partner or the proprietor, respectively.

APPLICATION FOR CONSTRUCTION PERMIT DATE RECEIVED _____
 State Form 50096 (RA / 4-11) RECEIPT NUMBER _____
 Approved by State Board of Accounts, 2011 PROJECT NUMBER _____
 INDIANA STATE DEPARTMENT OF HEALTH
 Environmental Public Health Division

INSTRUCTIONS:

- Send check or money order along with plans to: Indiana State Department of Health, P.O. Box 7238, Indianapolis, IN 46207-7238
- Direct questions to 317/232-7177.

FAX COPIES OF APPLICATIONS WILL NOT BE ACCEPTED.

1. OWNER Name _____ Address _____ Telephone Number _____ Email _____	5. The Following Documents are Attached: (CHECK WHERE APPLICABLE) A. Location Map <input type="checkbox"/> B. Plans and Specifications certified by Architect or Engineer <input type="checkbox"/> C. Documents Required by 410 IAC 6-10 (1) Report of Soil Survey Conducted by a Soil Scientist - <input type="checkbox"/>
2. OWNER'S DESIGNATED AGENT Name _____ Address _____ Telephone Number _____ Email _____	

**Indiana State Department of Health
 P.O. Box 7238
 Indianapolis, IN 46207-7177**

Address _____ City _____ County _____	authorize the activities described herein. I certify that I am familiar with the information contained in this application, and to the best of my knowledge and belief such information is true, complete, and accurate.
4. ENGINEER/ARCHITECT Name _____ Address _____ Telephone Number _____ License Number _____ Email _____	Printed Name of Person Signing _____ Title _____ Signature of Owner or Designated Agent _____ Date of Application (month, day, year) _____

11/07/2017

The Process...

- **New Electronic Submission Option**
 - <https://secure.in.gov/apps/dhs/drs/>
 - Pay fee electronically
 - Must do initial plan submission in order to submit revisions
 - Initial setup takes time
 - FTP account for your business
 - Problems initially
 - Recent fix to instructions

The Process...

Incomplete Application for Construction Permit Checklist

- Missing proof of payment of permit fee for initial submission only
- Missing soil boring locations on plans
- Plans not sealed by Indiana licensed P.E. or Architect
- Plans not drawn to scale (maximum of 30:1)
- Missing secondary treatment as required by TDS
- Incorrect system type (i.e. does not follow TDS)

The Process...

- Plan Review by ISDH
 - Specific requirements for each individual component
 - Designer checklist for designer and staff

ISDH On-Site Sewage System (OSS) Plan Review Checklist																																																																								
Project #:		Designer Name:																																																																						
Project Name:																																																																								
Design Daily Flow:		(Gallons per Day)		Soil Loading Rate:		(gpd/ft ²)																																																																		
<input checked="" type="checkbox"/>																																																																								
YE	NI	GENERAL PLAN REQUIREMENTS (see 410 IAC 10-1-51)						ISDH USE ONLY																																																																
		Completed Application						Meets or Exceeds	Does Not Meet	Additional Information																																																														
		Onsite Soil Evaluation Completed by an Indiana Registered Soil Scientist																																																																						
		Onsite System Evaluation Completed (only if reusing existing system component(s))																																																																						
		Property Lines Shown on Plans																																																																						
		Structures on Plans (roads, parking lots) - Existing and Proposed																																																																						
		Bodies of Water, Field Tiles - Existing and Proposed																																																																						
		Water and Geothermal Wells (within 300 feet of proposed OSS system)																																																																						
		All Soil Boring Locations on Plans																																																																						
		North Direction Arrow																																																																						
		Scale (maximum 30:1)																																																																						
		Vicinity Map (may be greater than 30:1)																																																																						
		Local Health Department Requirements Addressed																																																																						
		High Strength Waste? (Other Worksheet)																																																																						
		Site Protected from Disturbance (required for Elevated Sand Mounds)																																																																						
		Regulatory Flood Elevation (RFE) - all trench bottoms are above RFE																																																																						
		Easement (legal document and submitted with plans)																																																																						
<p>NOTE: All septic tanks, dosing tanks, lift stations and soil absorption systems shall be located in accordance with table below. (see 410 IAC 10-1-51)</p> <table border="1"> <thead> <tr> <th>YE</th> <th>NI</th> <th>MINIMUM SEPARATION DISTANCES</th> <th>SLR ≤ 0.75 gpd/ft²</th> <th>SLR > 0.75 gpd/ft²</th> <th>Meets or Exceeds</th> <th>Does Not Meet</th> <th>Additional Information</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Private Water Supply or Geothermal Well</td> <td>100'</td> <td>200'</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Commercial Water Supply or Geothermal Well</td> <td>100'</td> <td>200'</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Public Water Supply Well or Reservoir</td> <td>200'</td> <td>400'</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Pond, Retention Pond, Lake Reservoir</td> <td>50'</td> <td>100'</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Storm Water Detention Area</td> <td>25'</td> <td>50'</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>River, Stream, Ditch or Drainage Tile</td> <td>25'</td> <td>50'</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										YE	NI	MINIMUM SEPARATION DISTANCES	SLR ≤ 0.75 gpd/ft ²	SLR > 0.75 gpd/ft ²	Meets or Exceeds	Does Not Meet	Additional Information	N/A			Private Water Supply or Geothermal Well	100'	200'							Commercial Water Supply or Geothermal Well	100'	200'							Public Water Supply Well or Reservoir	200'	400'							Pond, Retention Pond, Lake Reservoir	50'	100'							Storm Water Detention Area	25'	50'							River, Stream, Ditch or Drainage Tile	25'	50'				
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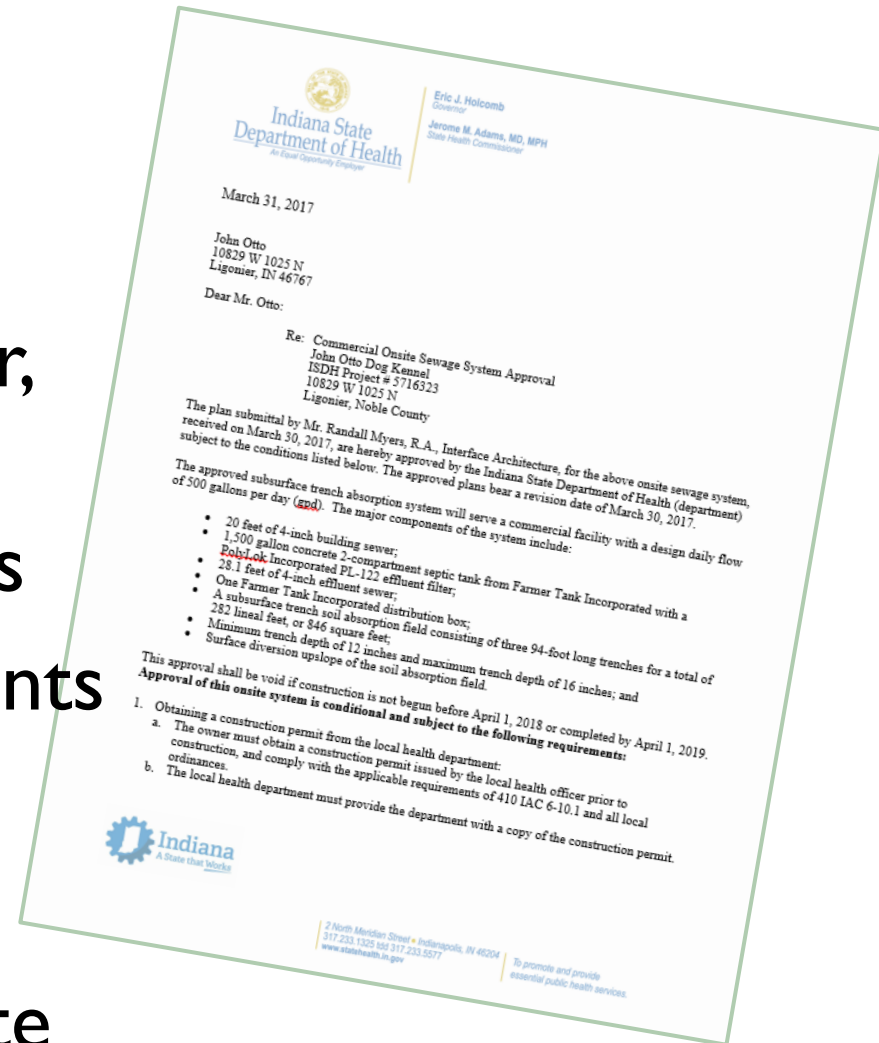
The Process...

- **Subsequent Plan Submittals**
 - Include County, Project Number, Name
 - Include date of revision on plan
 - No application or fee required
 - Hand deliver, mail or electronic

**Environmental Public Health Division
Indiana State Department of Health
100 N. Senate Ave., N855
Indianapolis, IN 46204**

The Process...

- Approval of design
 - Issued to owner
 - Copied to designer, local health department, others
 - Specifies components of the system
 - 1 year to start
 - 2 years to complete



The Process...

- **Contact the LHD for further requirements**
 - Issuance of local permit
 - Inspection protocol
- **Pre-construction meeting**
 - Via phone
 - Site visit
- **Inspections by LHD staff**
 - ISDH staff assist, as requested

What is the status of my project?

- Project Status
 - <http://www.in.gov/isdh/23047.htm>
 - Plan Review Project Status

PLAN REVIEW STATUS

The following links are to Indiana Counties with plan review projects and soil survey submittals. Follow the county link to see the status of the projects in that county. These pages were last updated on April 13, 2017 and contains the status of projects submitted after January 1, 2005.

For information on projects submitted before January 1, 2005, please contact the Environmental Public Health Division.

Adams	Allen	Bartholomew	Benton
Blackford	Boone	Brown	Carroll
Cass	Clark	Clay	Clinton
Crawford	Davies	Dearborn	Decatur
DeKalb	Delaware	Dubois	Elkhart
Fayette	Floyd	Fountain	Franklin

C B Farms Grain Elevator

2660 N 875 W
Project Number: 4315176
Reviewer:

Soils:

Soils Survey Received: 7/21/2015
Date of Review: 7/27/2015
Action Taken: Technical Data Sheet issued
Referred to LHD: No
System Type: Mound

Plan Status:

Date of Receipt	Date of review	Action Taken
10/5/2015	10/14/2015	Approved Plans
10/5/2015	10/14/2015	Approved Plans 10/14/15 Approval Number: 1543056

Channel Side LLC
2607 N. Bates Rd

Environmental Public Health Division Indiana State Department of Health

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<http://www.in.gov/isdh/23283.htm>

