



FLOYD COUNTY BOARD OF HEALTH

PROCEDURES

Supercedes:
03/10/14

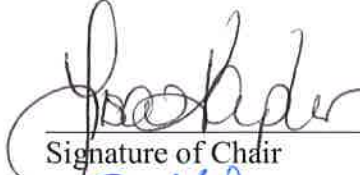
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3/20/17

P-01: SEPTIC SYSTEM INSTALLATION

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APPROVED BY:

Board of Health



Signature of Chair

3/20/17

Date

County Sanitarian



Signature of County Sanitarian

3/20/17

Date

DISTRIBUTION:

01 – Board of Health

02 – County Sanitarian

EFFECTIVE DATE & HISTORY:

01/01/2008 – Original

10/28/2008 – Revised to include contractor certification requirement

06/09/2009 – Revised to include time of transfer inspection requirements

03/08/2010 – Minor office procedure revisions

02/14/2014-- Revised CIOWTS Section and added to #6 of the Septic Installation Procedure

03/20/2017 –Minor office procedure revisions and fix links

NOTE: This is a controlled document with the words "FCBOH PROCEDURE" printed in RED on each page. Any procedure without this stamp affixed (see below) is not a controlled document and will not be updated.



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PURPOSE:

To establish a standard for the safe and environmentally sound preparation and installation of septic systems within Floyd County.

REFERENCES:

IAC Chapter 567-69 ‘Private Sewage Disposal Systems’

www.iowadnr.gov/water/septic/index.html

Iowa Code Section 455B.172 & 137

Floyd County Ordinance 137

Floyd County Board of Health Contractor’s Licensing Procedure

Floyd County Board of Health Septic Permitting, Inspection, Time of Transfer & Complaint Procedures

SCOPE:

This procedure applies to all contractors. This procedure must be followed completely for all septic system installations and inspections within Floyd County.

POLICY DEFINITIONS/REQUIREMENTS:

Locate – Call Iowa One Call at 800.292.8989 or 811 for utility locates. Iowa law requires that any person, homeowner, professional, public or private entity, planning any form of excavation within the State of Iowa, must contact the Iowa One Call notification system at least 48 hours prior to excavating. This is a free service. See www.iowaonecall.com for more information.

Percolation test - Is a falling water level procedure to determine the ability of soils to absorb primary treated wastewater.



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Publicly Owned Treatment Works - No private sewage disposal system shall be installed, repaired, or rehabilitated where a publicly owned treatment works (POTW) is available within two hundred (200) feet of any proposed building or exterior drainage facility on any lot or premises which abuts the subject property. When a POTW becomes available within two hundred (200) feet, any building then served by a private sewage disposal system shall be connected to said POTW within a reasonable time frame. When a POTW is not available, every building wherein persons reside, congregate, or are employed shall be provided with an approved private sewage disposal system.

Septic Installer Contractor Requirements –

- A. Any person, firm or corporation desiring to construct, alter, or repair a private sewage disposal system in Floyd County, Iowa, shall first file for a license and approval with the Floyd County Sanitarian. See *Floyd County Board of Health Contractor’s Licensing Procedure* for additional information.
- B. Effective July 1, 2010, in order to file for a license to install private sewage disposal systems in Floyd County, said person, firm or corporation must be a holder in good standing of an Iowa Onsite Wastewater Association (IOWWA) certification as a Certified Installer of Onsite Wastewater Treatment Systems, Basic or Advanced levels. See *Septic Installer Certification Procedure* below for more information on how to become certified.

NOTICE: All inspections of on-site wastewater treatment systems a/k/a private sewage disposal systems require that an IOWWA Certified Installer be on site during all inspections.

- C. Effective July 1, 2009, the State of Iowa will be implementing a statewide licensing program that will require anyone who works inside the foundation of a house or building to be a certified/licensed plumber. Therefore, no contractor will be allowed to work inside a house or building without providing proof of being a certified/licensed plumber to the County Sanitarian or Assistant Sanitarian.

Soil analysis – Requires digging a 6 foot deep hole with safe access to the bottom of the hole to determine the soil layers for percolation. This analysis is performed in lieu of percolation tests.

Time of Transfer Inspections –

- A. Effective July 1, 2009, prior to any transfer of ownership of a building where a person resides, congregates, or is employed that is served by a private sewage disposal system, the sewage disposal



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system serving the building shall be inspected. A building that will be demolished without being occupied does not require an inspection. A legally binding document verifying that the building will be demolished shall be provided to the County Sanitarian and to the Department of Natural Resources (DNR) for record. In the event that weather or other temporary physical conditions prevent the certified inspection from being conducted, the buyer shall execute and submit a binding acknowledgment with the Floyd County Board of Health to conduct a certified inspection of the private sewage disposal system at the earliest practicable time and to be responsible for any required modifications to the private sewage disposal system as identified by the certified inspection. See *Floyd County Board of Health Septic Permitting, Inspection, Time of Transfer & Complaint Procedures* for additional information concerning the binding acknowledgments, inspection reports, and other documents and when they will be used.

- B. Time of Transfer Inspections shall be conducted by an inspector certified by the Department of Natural Resources (DNR). In order to be a certified time of transfer inspector, an individual shall meet the experience requirements, have successfully completed the inspection course and examination, and have been issued a current certificate by the DNR in accordance with Chapter 69. In order to be certified by taking the inspection course and examination, an individual must have at least two (2) years' experience in the operation, installation, inspection, design or maintenance of private sewage disposal systems or must complete additional coursework before attending the inspection course with testing. The additional coursework shall include, but not be limited to, "Onsite Basics 101" and "Alternative Systems" offered by the Onsite Wastewater Training Center of Iowa. All certificates shall expire on June 30 of even-numbered years and must be renewed every two (2) years in order to stay effective. See *Time of Transfer Inspector Certification Procedure* below for information on how to become certified. Additionally, inspectors must earn 1.2 continuing education units (CEUs) or 12 contact hours during each two-year certification period. Each inspector shall maintain a written record of and notify the DNR of the CEUs earned during the period shown on the application for renewal.

- C. If a private sewage disposal system is failing to ensure effective wastewater treatment or is otherwise improperly functioning, the private sewage disposal system shall be renovated to meet current construction standards, either by the Seller or, by agreement, within a reasonable time period as determined by the County or the DNR, by the Buyer. If the private sewage disposal system is properly treating the wastewater and not creating any unsanitary condition in the environment at the time of the inspection, the system is not required to meet current construction standards. Following the inspection, the inspection form and any related reports shall be provided to the County Sanitarian for enforcement of any follow-up mandatory improvements to the system and to the DNR for record. The Time of Transfer Inspection Report (DNR Form 542-0191) can be found on the Floyd County website at <http://www.floydcoia.org/420/Forms>. An inspection is valid for a period of two (2) years for any ownership transfers during that period.

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SEPTIC INSTALLER CERTIFICATION PROCEDURE:

1. In order to become a Certified Installer of Onsite Wastewater Treatment Systems, a/k/a private sewage disposal systems, through the Iowa Onsite Wastewater Association (IOWWA), a contractor will need to pass the Certified Installer Onsite Wastewater Treatment Systems (CIOWTS) exam that is offered by the National Environmental Health Association (NEHA). IOWWA does offer a 1½ day installation overview course prior to the CIOWTS exam, however, the course is not a requirement but it is strongly recommended.
2. To apply for the CIOWTS exam, go to <http://www.iowwa.com/pages/certification> to familiarize yourself with the CIOWTS credential program. To review the eligibility requirements for the Basic and Advanced level Click on the IOWWA CIOWTS Quick Facts document at the bottom of the Page. After reviewing the information provided in this link and after determining which level best fits you, download the IOWWA CIOWTS Test Application. The IOWWA CIOWTS Test Application can also be downloaded from the Floyd County Website at: <https://ia-floydcounty.civicplus.com/207/Forms>, and is attached as Exhibit A.
3. Mail your completed Application with payment to: Iowa Onsite Waste Water Association, Attn: Alice Vinsand Inc., 10927 Lincoln, Des Moines IA 50325. The fees for the Basic Level exam are **\$125.00** for an IOWWA member or **\$150.00** for a nonmember. The fees for the Advanced Level exam are **\$145.00** for an IOWWA member or **\$170.00** for a nonmember. This application will have a deadline by which it is submitted so please take notice and govern yourselves accordingly.
4. If you would like to attend the Installation Overview course prior to taking the CIOWTS exam, visit <http://www.iowwa.com/Pages/Trainings> and click on the link for Installation Workshop or Overview Course (name of link subject to change). This link will provide you with the registration form and information for any upcoming Installation Overview courses. The fee for the Installation Overview course & testing is **\$200.00** for an IOWWA or **\$295.00** for a nonmember. An example of the registration for the Installation Overview course has been attached as Exhibit B.

In addition to registering for the Installation Overview course, it is strongly recommended that you become an IOWWA member, as well. Not only will you receive a reduced rate for the Installation Overview course and CIOWTS exam, but you will also receive notification and a reduced rate for any seminars offered by the IOWWA, which will also count as credit toward a certified installer's CEU's a/k/a continuing education hours as identified in step 6 below. In order to become an IOWWA member, go to <http://www.iowwa.com/Pages/Membership> and click on the link for Membership Application. The IOWWA membership fee is **\$90.00** for an individual (1 person) or **\$120.00** for a business membership (1 person) plus **\$50.00** for each additional associate member.

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The Membership Application can also be found on the Floyd County Website, and is attached as Exhibit C.

Complete the Installation Overview registration form and the IOWWA membership application and mail them along with appropriate fees to IOWWA, 10927 Lincoln, Des Moines, IA 50325.

5. At the time of the exam, you will need to bring a photo ID (i.e. driver's license, passport, etc.), #2 pencils(s), and eraser(s).
6. Examination results are reported directly to IOWWA. IOWWA, in turn, will notify you of your results. IOWWA, NEHA nor our test vendor will release examination results over the telephone, via fax, or email. You will also receive a strength/weakness report detailing the examination performance as percent scores in the areas of Exam Score Percent and Exam Score Raw as well as a breakdown of percent scores for diagnostic information (plan assessment, job staging and site development/installation).
7. All certificates will be for a two year period and each certified installer will be required to have 12 CEUs during that two year period, which will be tracked and reported by the IOWWA if a training seminar is sponsored by them. If a training seminar is not sponsored by IOWWA, it will be the certified installer's responsibility to report CEUs obtained through said training to Alice Vinsand at 515-225-1051.

NOTE: If a certified installer attends the IOWWA conference in Des Moines every year and one additional course offered by IOWWA every two years, they will easily meet the CEU requirements needed during a two year certification period.

SEPTIC INSTALLATION PROCEDURE:

1. Contact the Floyd County Sanitarian to schedule a site visit. During this visit a location for installation will be agreed upon. A certified installer must be present for said site visit.
2. Either a percolation test or soil analysis must be performed prior to the installation of a private sewage disposal system. Either the homeowner or the contractor can perform a percolation test or they can schedule a soil analysis with the Floyd County Sanitarian.
3. Obtain a septic permit from the Floyd County Sanitarian. The current fee is \$200.00. The septic permit must be obtained prior to any work being performed. All contractors are required to be certified, licensed and bonded to perform work in Floyd County. See 'policy/definitions' for more information.

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4. A utility locate must be completed prior to any work being performed. See 'policy/definitions' for more information on obtaining a utility locate.
5. Notification must be made to the Floyd County Sanitarian one day prior to installation of any septic tank. Call office @ 641.257.6145 or by cell @ 641.330.7440.
6. All septic systems must consist of a minimum of a 1,250-gallon, two-compartment tank, with risers up to the surface. Inlet tees shall extend 6 inches above and 8 inches below the inlet pipe. All outlets are required to have a filter installed. The D-Box is to have a 24" riser over it for easy access and each leach line must have an inspection pipe to the surface.
7. All contractors are required to leave the D-Box and the ends of each leach line open until the County Sanitarian can perform an inspection of the leach field, take pictures, and do a GPS locate on the system. Ensure you contact the Sanitarian in advance for availability.
8. **No work is to be performed on a septic system in Floyd County prior to discussion with the County Sanitarian.**

TIME OF TRANSFER INSPECTOR CERTIFICATION PROCEDURE:

1. In order to become a certified time of transfer inspector, an applicant must submit a Certified Time of Transfer Inspector Application (DNR Form 542-0192) to the Department of Natural Resources (DNR). Visit <http://www.wastewatertraining.com> and click on the link for Inspector Training to download information regarding the time of transfer inspection program, the Certified Time of Transfer Application, and a list of upcoming training and exam dates. This information can also be downloaded from the County Website at <http://www.floydcoia.org/394/Contractors-Page>. Once the application is filled out, the applicant must attach a certificate of attendance of the "Basic 101" or list his/her two (2) years of experience on said application and return same to Iowa Dept of Natural Resources, Time of Transfer Inspector Certification, 502 E. 9th Street, Des Moines, IA 50319-0034. If an applicant needs to attend "Basic 101" prior to filling out the Certified Time of Transfer Inspector Application, they can visit <http://www.wastewatertraining.com> and click on the link for Workshops for an application and information on upcoming training seminars.
2. Once the DNR receives the Certified Time of Transfer Inspector Application, they will generate a letter of eligibility that the applicant will need in order to register for the Inspector Training courses. Once an applicant receives their letter of eligibility, they will need to visit <http://www.wastewatertraining.com> and click on the link for Inspector Training for a list of upcoming training courses and to register for the course that fits their schedule.



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3. If an applicant passes the Inspector Training class and exam, they will receive a \$50.00 invoice for the test fee and a \$300.00 invoice for the certification fee. Once the DNR receives payment, they will issue a Certificate to the applicant, a copy of which needs to be provided to the County Sanitarian. All inspectors will need to earn 1.2 continuing education units or 12 contact hours during each two (2) year certification period. See 'policy/definitions' for more information.