

## Kat McGarvy

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**From:** Kat McGarvy  
**Sent:** Monday, March 15, 2021 4:17 PM  
**Subject:** (Updated) OWTS Updates and Reminders 3.15.2021

Good Afternoon,

It has been a while since our last update. While I was hoping to be able to resume in person TAG meetings the world just isn't allowing for that quite yet. So I will provide another update via email as we have been busy updating some of our forms and process with feedback and input from our industry partners. **There is an addition to the updates highlighted below, my apologies for the multiple emails.**

### Environmental Health Website Update:

Our website structure for the OWTS program has recently undergone an update to the formatting and contents. At the top of the OWTS page you will still find some general Environmental Health Reminders and Information for awareness. Additionally you will find some useful links including the notification of final inspections and how to pay invoicing for permit and other fees. Please note that there will continue to be work done as we are updating many items right now within EH and will continue to post the most current and updated versions to the website. There are also some new forms available on our website which are explained in detail below.

Below the general information you will find a section that has 4 tabs with what we hope is a more organized and efficient flow of information. Those new tabs are listed below with a general description of the information you will find within each:

- **Forms:**
  - This tab provides most of the forms needed for permits, change requests, licensing and certification
  - It also has brief explanations of each form in hopes that it better directs the most appropriate use for the intended form
- **Industry Professionals**
  - Licensing/Certification requests
    - Repeat location for applications specific to the industry
  - Resources
    - Links to many CDPHE documents and resources for convenience
  - Links to approved sites for appropriate training courses and CEU information
  - TAG
    - Information on TAG meetings including previous minutes.
      - We are still in the process of trying to update this portion of the site.
- **Property Sale and Maintenance**
  - Property Sale:
    - We are trying to simplify the verbiage which is public facing related to the TOT program. Regulatory wise it will remain the Transfer of Title program but to the public we will simply refer to this as PROPERTY SALE
  - Operation and Maintenance:
    - Only includes a brief explanation and overview of the requirements for O&M as we build this program we will update and provide some additional guidance under this section.
- **Education and Resources**
  - OWTS Use and Care
    - Link to EPA septic smart for care and use of OWTS information
  - Find a Professional
    - All lists of certified and licenses individuals within EPC will be linked here
      - Currently inspectors and O&M lists are being updated and will be posted once updated.

## **OWTS Forms and Application Updates:**

- **OWTS Application:**
  - The OWTS application has been updated to be consistent with other forms on the OWTS site. The update to the application also includes a more streamlined and electronic friendly format for additional required information. You will also note added clarification of what is included in a permit fee.
- **OWTS Verification form:**
  - This form is used for requesting system verification for either connecting a new structure to an existing system or increased use of the current OWTS as permitted and installed. This form now includes the policy and requirements of verification review for both a connection and increased capacity. The most notable changes:
    - Verification for increased capacity now requires evaluation to be completed using a minimum of one soil profile pit analysis. For older systems that only have percolation tests on file, they will have to submit a profile pit evaluation conducted at or immediately adjacent to the STA location prior to EPCPH review and approval for increased system use.
    - Verification for connection will only be approved at what the most current approval on file is. Additional capacity would follow the request for increased use verification.
      - Also note that if a system is connected in the exact same location as previously connected there is no permit required for this. However, an change to the documented connection including additional pipe structure location change etc. will require the Minor Repair permit issuance.
- **Change Request Form**
  - This is a new form and has multiple uses. The form includes administrative changes as well as a small section for approved field changes that do not change the previously permitted system capacities. Through discussion with many industry professionals there are some changes that must be field determined but previously required an alteration to the permit. The previous requirement for an alteration creates unnecessary delays for both the industry and the homeowners which are effected by a field change which does not impact the previously approved installation details. **In making this change to allow the below field changes to occur the expectation is that this form is filled out and submitted to [HEASepticinfo@elpasoco.com](mailto:HEASepticinfo@elpasoco.com) PRIOR to the request for final inspection. The reviewing specialist will email you with a notification that your change has been accepted.**

Below you will find an overview of each category this form can be used for.

- This form should be used for the following (ADMINISTRATIVE) changes:
  - **System Abandonment**
    - When a system will no longer be used on a property for a variety of reasons
      - Tank replacement with abandoning an old tank must continue to use the Minor Repair permit
  - **Connection to Sanitation District**
    - Property connection to a sanitation district where use of an OWTS was previously occurring.
  - **Property Renumeration**
    - When a property or structure is re-enumerated after permit issuance this form should be completed to record that change and if necessary request a corrected permit.
  - **Upgraded Permit**
    - This should be used when a previously issued permit has not been inspected or finalized and a need to perform additional work is identified.
      - Example: thought a tank replacement would correct the issue but find that the issue is larger and requires repair to STA. Minor

was issued but a Major repair is actually needed. Typically as long as there have been no inspection completed we will upgrade the permit and charge the difference in cost rather than a whole new permit fee.

- **Alteration Permit**
  - When requesting an alteration to a permit this form must be filled out and submitted with the additional and necessary documents.
- This form should be used for the following **(FIELD)** changes:
  - **Addition of pump/pump tank:**
    - Field installation may require the addition of a pump and pump tank when unable to meet the requirements of gravity. This is intended to allow the installer to make that change in the field without having to wait for us to review the change when it **DOES NOT** impact the previously permitted system installation capacity
  - **Bed changes:**
    - When space or location of preexisting utility lines prevent maintaining 12' wide bed the use of a wide bed can occur in the field. This does not change the previously permitted installation requirement and can simply be communicated to us using this form.
  - **Other:**
    - This will be on a case by case basis and can encompass any change that is needed based on field limitations at time of installation but **DOES NOT** change previously approved installation requirements.
- [Professional License Application:](#)
  - Since many of our industry partners carry more than one category of license or certificate with El Paso County we have created a form to streamline the process for all parties.
    - This form should be completed whether requesting renewal of new licensing/certification. This form also includes the regulatory requirements for each license or certification
- [Systems Cleaner Application:](#)
  - This application is a new form as well, designed to be formatted consistent with the other OWTS forms above. It simplifies the owner/operator contact information as well as providing a place to gather ALL appropriate fleet information.
    - This only needs to be completed for CHANGE OF FLEET OWNERSHIP and BRAND NEW Inspection request to operate in EPC.
    - The form also includes the regulatory compliance information for systems cleaners. Although it is simplified for ease on the form.

### **General OWTS Program Reminders:**

- Final Requests
  - Must be called in by 3 pm the day prior to your requested inspection. Those finals requested later than 3pm will be delayed until the next appropriate inspection day.
- Weather Reminder
  - This time of year EPC can receive burst of winter weather when not expected. Please note that we are providing you inspection windows and fully expect the system to be cleared of snow prior to your inspection window otherwise a trip fee will be charged for a return inspection if the system is not uncovered.
- Operation and Maintenance Program:
  - Regulation allow us to reduce distances to set backs of physical property features as well as to groundwater and bedrock. In allowing those reductions we are required to maintain an oversight program to ensure that those systems are functioning as intended routinely.
  - This program requires all Higher Level Treatment and systems using Pressure distribution to be maintained in a fully functional state.
    - Inspections are required every 6months for the first year then annually thereafter.

- All systems installed as TL1PD+ systems installed as of January 1, 2021 will be required to submit their 6 month inspections
  - All TL2 systems and TL1PD installed after July 7, 2018 will be required to submit their annual inspection.
- Permit Fee's
  - For awareness we will be evaluating permit fees this year, more information to follow. There is some discussion for a standardized application of developing OWTS permit fees. If you have any feedback or suggestions related to permit fees please let me know so I may consider these when completing a fees analysis.
- Administrative Reminders:
  - We are closed to the public and are only operating in-person by appointment only
  - We are not providing detailed permit issuance timelines at this time.
    - New permit processing time= 3-5 weeks
    - Major repair and modification permit processing time= 2 – 4 weeks
    - Minor repair permits processing time = 7-10 business days
- We are experiencing a high call volume and will return calls in the order they were received (if contact information is left)
  - Detailed issuance update requests when your permit is still in the above processing time, will not be guaranteed a return call.
  - If you still require a status update, these can be emailed to [HEASepcticinfo@elpasoco.com](mailto:HEASepcticinfo@elpasoco.com) for support

If you have any questions please let me know. I appreciate your time and effort in adapting to all the ongoing changes to the program.

Have a great week 😊

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For local information about the novel coronavirus disease 2019 (COVID-19), visit [El Paso County Public Health's COVID-19 website](#).

