

VILLAGE *of* NORTHPORT

INCORPORATED IN 1894

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Department of Buildings, Housing, and Code Enforcement



Amendments to the Suffolk County Sanitary Code Article 6

Effective July 1, 2019

Replacement and Retrofit Program FAQs

What is a cesspool?

Cesspools are antiquated structures that receive raw waste from the house and allow the untreated household effluent (wastewater) to leach into the surrounding soil, ultimately leading into ground and surface waters. The solid portion is contained in the cesspool interior that requires intermittent pump-outs.

What is a conventional septic system?

Conventional septic systems on Long Island consist of a septic tank and leaching structure(s) such as a leaching pool. Household waste enters the septic tank where wastewater is stored while solids settle to the bottom and fats, oils, and greases float to the top, forming a "clear zone" of effluent (wastewater) in the middle of the tank. This "clear effluent" is what is discharged to the leaching pool for final disposal, providing minimal treatment of nutrients such as nitrogen, pharmaceuticals, personal care products, and volatile organic compounds.

What is an Innovative and Alternative Systems?

Innovative and Alternative Onsite Wastewater Treatment Systems (I/A OWTS) provide a cost effective and environmentally sound alternative to sewers in portions of Suffolk County that are outside designated sewer areas. These systems significantly reduce nitrogen and, in many instances, reduce or eliminate levels of other contaminants of concern such as pharmaceuticals, personal care products, and volatile organic compounds found in traditional cesspools and septic systems. I/A OWTS can provide greater reliability for performance and reduce the number of pump outs for homeowners that currently pump out their wastewater systems more than once a year.

What conditions should be considered in replacing the existing system?

Has there been a history of trouble? Do you experience slow-draining, gurgling toilet and occasional rank odors? Does your system get pumped out frequently? How old is the system and when was it permitted? Is the existing system constructed of blocks?

As of July 1, 2019 do I have to replace my cesspool? If so do I need an I/A OWTS?

As of July 1, 2019 you will no longer be able to replace a cesspool with a cesspool. Property owners who decide to voluntarily upgrade their existing system MUST install a septic tank prior to the leaching structure in accordance with current standards.

Suffolk County does not require I/A OWTS at this time. However, homeowners should consult local Towns and Villages as they may have requirements for I/A OWTS.

When I sell my house will I need to replace my septic system?

Suffolk County is not currently requiring homeowners to replace their current system at the time of property transfer.

If I pump my cesspool more than four (4) times per year, do I have to replace my cesspool?

No, homeowners can continue to pump out their system as often as they wish to do so. However, when they voluntarily choose to upgrade their existing system they MUST install a septic tank prior to the leaching structure in accordance with current standards.

Do I need a permit from Suffolk County Health Department to replace my cesspool?



Reclaim Our **Water**

Property owners who decide to voluntarily upgrade their existing septic system must receive approval from the Department in accordance with Article 6 and standards for the replacement or retrofit of the system. When the work is completed the contractor will file a registration with the department.

What is the cost difference between a cesspool, conventional septic system and an I/A OWTS?

An average cesspool costs between \$2,000 and \$4,000, an average conventional septic system costs between \$6,000 and \$8,000, and an I/ A OWTS costs around \$22,000. However, costs vary depending on site constraints such as small lot size, high groundwater table, and poor soils.

Who completes the paper work required by Suffolk County Department of Health Services?

Your licensed Liquid Waste Contractor will complete the necessary notification and registration with the Department

Is There a Registration fee associated with upgrading my cesspool?

No, there is currently no permit costs associated with replacements or retrofits of existing sanitary systems.

Does the process require any approvals at the Town level? Does the Town Code play a role?

The Liquid Waste Contractor should check with the local town/ village building department to verify if a permit or wetlands permit is required for the proposed project.

COUNTY OF SUFFOLK



STEVEN BELLONE
SUFFOLK COUNTY EXECUTIVE

SUFFOLK COUNTY
DEPARTMENT OF HEALTH SERVICES
DIVISION OF ENVIRONMENTAL QUALITY

**STANDARDS FOR PROCEDURES FOR THE REPLACEMENT AND
RETROFITS OF EXISTING
SEWAGE DISPOSAL SYSTEMS FOR
SINGLE-FAMILY RESIDENCES AND OTHER THAN SINGLE-
FAMILY RESIDENCES**

ship.suffolkcountyny.gov

July 11, 2019

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STANDARDS FOR PROCEDURES FOR THE REPLACEMENT AND RETROFIT OF EXISTING SEWAGE DISPOSAL SYSTEMS FOR SINGLE-FAMILY RESIDENCES AND OTHER THAN SINGLE-FAMILY RESIDENCES

I. STATEMENT OF INTENT

- A. It is the intent of this Standard to promote public health and safeguard the water resources of Suffolk County by providing an expeditious means of upgrading an existing onsite sewage disposal system in accordance with the Suffolk County Sanitary Code. Under some circumstances, these standards may provide various options to restore a property owner’s wastewater disposal system at the time of failure or slow drainage of their existing system.
- B. These Standards are promulgated pursuant to Suffolk County Sanitary Code §760-221 and Suffolk County Sanitary Code Articles 5, 6, 7, and 19.

II. PURPOSE

- A. The purpose of these standards is to ensure a safe and sanitary means of disposing of wastewater. Properly installed, maintained and operated sewage disposal systems, conforming to Department standards to the greatest extent possible, minimize the possibility of disease transmission and the potential for contamination of ground and surface waters.
- B. These are Standards for the Suffolk County Department of Health Services to administer Section 760-502 of Article 5 (Sewage Disposal), Sections 760-605, 606, 608 and 610 of Article 6, Sections 760-705, 706, 710 and 711 of Article 7, and Article 19 of the Suffolk County Sanitary Code. Facilities designed and constructed in compliance with these Standards will be in compliance with these sections of the Suffolk County Sanitary Code.
- C. The information presented in these Standards applies to property owners/lessee choosing to replace or retrofit an existing cesspool or individual sewerage system serving an existing single-family residence(s) and associated accessory buildings, as well as commercial, industrial, multiple residential or other buildings. These Standards apply only to property owners and/or a lessee who are not:
 - 1. proposing any change of use;
 - 2. adding additional bedrooms according to Department standards or guidance memorandums;
 - 3. relocating an existing sanitary system due to the installation of a swimming pool, driveway, deck, shed, patio, or outdoor structure;
 - 4. proposing new construction including additions or accessory buildings;
 - 5. proposing building conversions from dry to wet use;
 - 6. change in the amount of sewage discharged from the structure; or
 - 7. where a permit to construct has been or will be required by this Department to fulfill another jurisdiction’s requirements (i.e. local building, zoning department, etc.).

- D. These Standards do not apply to the modification or alteration of an existing cesspool or individual sewerage system that is solely for the purpose of the replacement or addition of a distribution box or manhole to an existing sewage disposal system; or re-configuration or replacement of sewage disposal system piping, valves, vents, control panels, pumps, aeration equipment, pump guide rails/lifting equipment, sewage disposal system covers, safety grates, level control devices, flow metering devices, telemetry devices, alarms, effluent filters, I/A OWTS filtering media, and electrical wiring.

III. DEFINITIONS APPLICABLE TO THESE STANDARDS

The definitions in Suffolk County Sanitary Code Articles 5, 6, 7 and 19 shall apply to these Standards, in addition to the definitions provided herein. In the event of a conflict, the provisions of the Suffolk County Sanitary Code shall govern.

Alternative System - A subsurface sewage disposal system which contains design elements not explicitly described herein or components that are arranged differently than shown in the conventional layouts of these standards.

Cesspool - Any buried chamber, including, but not limited to any perforated metal tank, perforated concrete or block vault or hollow excavation, which receives direct discharges of wastewater from a building sewer for the purpose of collecting solids and discharging liquid to the surrounding soil.

Contractor - an individual or entity holding an active Liquid Waste License pursuant to Suffolk County Code Chapter 563, Article VII (Septic Industry Businesses) through the Suffolk County Department of Labor, Licensing and Consumer Affairs with the proper endorsement to install a sewage disposal system.

Conventional Septic System or Conventional Onsite Wastewater Treatment System (OWTS) - An onsite sanitary system consisting of a septic tank and any associated interconnecting piping, a leaching structure(s) and any associated interconnecting piping that does not have any active or mechanical means of treatment or any supplemental filtration components.

Department - The Suffolk County Department of Health Services.

Design Flow - The volume of sewage to be used for the purpose of designing the size of the sewage disposal system.

Design Professional - A person licensed or registered in the State of New York and authorized by the State Education Law to design the systems described in these Standards.

Design Sewage Flow - The sum of the hydraulic load(s) from all uses of a building(s) on a parcel and utilized to determine the size of the sewage disposal system.

Grease Trap - A watertight chamber which promotes the separation of fats and greases from sewage.

Individual Sewerage System - Any onsite sanitary system consisting of a septic tank and/or I/A OWTS tank(s) with any associated interconnecting piping, a leaching structure(s) and any associated interconnecting piping. OWTS and I/A OWTS are classified as Individual Sewerage Systems.

Innovative and Alternative Onsite Wastewater Treatment System(s) (I/A OWTS) - An onsite decentralized wastewater treatment system(s) that, at a minimum, is designed to reduce total nitrogen in treated effluent to 19 mg/l. An I/A OWTS can serve more than one parcel, but shall not be considered sewerage, Community Sewerage Systems, or Modified Subsurface Sewage Disposal (denitrification) by the Department under the Suffolk County Sanitary Code.

Leaching Structure - A perforated structure placed below grade and conforming to the Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences, Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences, or 10NYCRR, Appendix 75-A from which septic tank and/or IA OWTS effluent will infiltrate the surrounding soil.

Maintenance Provider - A private entity hired by a Property Owner to provide operation and maintenance and contractual service of an I/A OWTS.

Municipal Sewage Treatment System - A system utilized for the collection and disposal of sewage, or other waste of a liquid nature, including the various devices for the treatment (treatment works) of such wastes, serving a municipal sewer district.

NYSDEC - The New York State Department of Environmental Conservation.

Operation and Maintenance (O&M) - The act of performing tasks specified by the Department and / or the manufacturer of the I/A OWTS including, but not limited to, cleaning, inspection, and adjustment of control settings to ensure proper operation of the I/A OWTS and related components.

Operation and Maintenance Contract - A signed contract between the Property Owner and the Maintenance Provider setting forth all required Operation and Maintenance procedures and monitoring schedules along with effective dates of the contract.

Other Than Single-Family Residence - including, but not limited to condominiums, two family residences, multi-family housing, and commercial or industrial building(s).

OWTS Replacement - The abandonment and/or removal of an existing individual sewerage system or cesspool and installation of a new individual sewerage system.

OWTS Retrofit - The modification or alteration of an existing cesspool or individual sewerage system. Such modification or alteration shall include, but not be limited to: the replacement or addition of a septic tank, grease trap, I/A OWTS, exterior lift station or exterior pump station; or replacement or addition of new leaching structures to an existing sewage disposal system.

Property Owner - The holder of the legal and/or equitable title to real property.

I/A OWTS Registration - The approval process by which a Property Owner completes and submits routine documentation required by the Department so as to certify his/her/its ownership and use of an I/A OWTS in accordance with Suffolk County Sanitary Code Section 760-1905 (I/A OWTS Registration Requirements).

Sewage - water-carried human or animal wastes from residences, institutions, businesses, commercial buildings and establishments, and industrial buildings and establishments or a combination thereof, together with Kitchen/Gray Load. Industrial wastes or other wastes shall not be considered Sewage for purposes of this Article unless otherwise stated. "Industrial wastes" and "other wastes" have the meanings as defined in Environmental Conservation Law Sections 17-0105(5) and (6).

Septic Tank - A watertight chamber used for the settling, stabilizing and anaerobic decomposition of sewage.

Sewage Disposal System - Any plumbing or conveyances which result in or are capable of resulting in a discharge of sewage. This includes, but is not limited to, building sewers, septic tanks, I/A OWTS, leaching structures, sumps, tile fields, holding tanks, treatment works, outfalls, and connecting piping. The term may also refer to a part of a larger disposal system.

Sewer System - (also referred to as sewerage system, public sanitary sewer, municipal sewage disposal system, privately owned communal sewerage system, and communal sewage disposal system) Pipe lines, conduits, pumping stations, and force mains, and all other constructions, devices, and appliances appurtenant thereto, used for conveying sewage, to a point of ultimate disposal.

Single-Family Residence - A dwelling unit; one or more rooms with provision for living, cooking, sanitary and sleeping facilities arranged for the use of one family.

Subsurface Sewage Disposal System - A sewage disposal system designed to treat and dispose of septic tank, I/A OWTS or other treatment facility effluent, in the absence of a community sewerage system, sewage treatment system or modified subsurface sewage disposal system, by application of the effluent to a soil surface at a depth below the surface of the ground.

IV. REQUIREMENTS FOR AND PROHIBITIONS OF OWTS REPLACEMENT OR OWTS RETROFIT OF AN EXISTING SUBSURFACE SEWAGE DISPOSAL SYSTEMS UNDER THE SUFFOLK COUNTY SANITARY CODE AND THIS STANDARD

- A. Sewage disposal systems without a septic tank and/or an I/A OWTS preceding the leaching structure shall be prohibited at the time of the OWTS retrofit or OWTS replacement of the existing cesspool or individual sewerage system, and a septic tank or I/A OWTS must be installed preceding the leaching structure at the time of OWTS retrofit or OWTS replacement, as required by the Suffolk County Sanitary Code and the

“Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” and “Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.”

- B. Sanitary structures constructed of concrete blocks or bricks shall be prohibited at the time of the OWTS retrofit or OWTS replacement and shall be properly abandoned or removed, and replaced with a precast reinforced concrete structure or other material acceptable to the Department in accordance with “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” or “Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.”
- C. An OWTS replacement or OWTS retrofit for an other than single-family residential parcel may be performed in accordance with this standard when replacing a septic tank, I/A OWTS, grease trap, or leaching structure in-kind (where the leaching structure precedes a septic tank or I/A OWTS) or installing leaching structures in accordance with the 50% expansion area which were previously approved by the Department. All other OWTS replacements or OWTS retrofits for other than single-family residential parcels must submit an application for approval for an OWTS replacement or OWTS retrofit in accordance with the Department’s “Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.”
- D. I/A OWTS shall not be permitted to be installed under this standard unless the I/A OWTS installation complies with **Section X** of this standard.
- E. The OWTS replacement or OWTS retrofit of an existing cesspool, individual sewerage system(s) or alternative sewage disposal system(s) is prohibited when the site is within the boundaries of a municipal sewer district or is served by an on-site/community sewage treatment system.

V. PERMITS FROM OTHER AGENCIES FOR AN OWTS REPLACEMENT OR OWTS RETROFIT

Permits from other agencies for an OWTS replacement or OWTS retrofit, where such permits may affect placement of the sewage disposal systems, shall be obtained by the property owner and/or contractor prior to installing the OWTS replacement or OWTS retrofit. The Department reserves the right to request copies of such permits prior to accepting a registration notice of an OWTS replacement or OWTS retrofit. Such permits may include, but are not limited to, wetlands or natural resources permits from the New York State Department of Environmental Conservation, the Army Corps of Engineers, and/or the appropriate local regulatory authority (e.g. delegated agents for administration of New York State Environmental Conservation Law (NYSECL) Articles 15, 24, 25; Wild, Scenic & Recreational Rivers; Town Natural Resources Permits; etc.).

VI. REGISTRATION PROCESS FOR AN OWTS REPLACEMENT OR OWTS RETROFIT

A. Registration Notice By A Contractor

1. Upon request by a property owner to have a contractor perform an OWTS retrofit or OWTS replacement of a cesspool or sewage disposal system, the contractor shall notify the Department of their intent of the OWTS replacement or OWTS retrofit prior to installation by using the following:
 - a. Notification shall be made through the ship.suffolkcountyny.gov website (SHIP website) or by calling the Office of Wastewater Management at 631-852-5459.
 - i. Information required to be provided shall include but not be limited to site location, proposed work to be done, etc.
 - ii. FOR SINGLE-FAMILY RESIDENCES ONLY – The Contractor shall upload a sketch of the proposal if the single-family residence for the proposed OWTS replacement or OWTS retrofit meets one of the following conditions:
 - The residence was constructed prior to January 1, 1973 (without any subsequent Department approvals for the existing sewage disposal system for the proposed OWTS replacement or retrofit).
 - The existing sewage disposal does not have a pre-existing septic tank.
 - The residence was constructed after January 1, 1973 with no expansion area identified on the Department's initial approval to construct the expansion leaching structure.

The sketch shall include, but not limited to, the following:

- North arrow and street location
- Outline of the side of structure where the system will be placed
- Location of all existing and proposed sewage disposal system and water supply components
- Indicate neighboring water supplies within 150 ft. of the property.
 - a. If there are neighboring private wells within 150 ft. of the property, then state the proposed separation distance between sanitary system and neighboring private wells or indicate private well over 150 ft. from the sanitary system.
- Label the sewage disposal components (i.e. septic tank, I/A OWTS, manholes, and leaching structures, etc.)
- Indicate size and manufacturer of septic tank, I/A OWTS, and leaching structures
- Clearly indicate the sewage disposal structures to be removed or

- abandoned
 - Show general locations of property lines, decks, drainage, underground utilities swimming pools, retaining walls, etc. as needed
 - Indicate setbacks to property lines, building structures including decks, water lines, private wells, drainage, underground utilities, retaining walls, wetlands, surface waters, etc. as needed
2. The Contractor shall notify the property owner of any funding opportunities such as grants or rebates provided by the State of New York, County, Town, or Village to supplement/cover the cost of installing an OWTS replacement or retrofit using an I/A OWTS.
 3. After the sketch of the proposed OWTS replacement or OWTS retrofit is provided, the Department shall evaluate the Contractor's sketch, property location and neighboring information on file. If the Sketch is acceptable to the Department the contractor will be notified by email or phone that the OWTS replacement or OWTS retrofit may commence. In some instances, the Department may require:
 - a. a field consultation with Department staff prior to the installation of an OWTS replacement or OWTS retrofit based on their evaluation of the sketch and/or neighboring information (see **Section IX** of this standard);
 - b. a site inspection by Department staff prior to backfilling;
 - c. a licensed design professional to certify the OWTS replacement or OWTS retrofit; or
 - d. the submission of a complete application for the OWTS replacement or OWTS retrofit in accordance with "Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences" and "Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences".
 4. After the contractor installs the OWTS retrofit or OWTS replacement based on the Department's criteria, the contractor shall upload to the SHIP website:
 - a. A "Certification of Sewage Disposal System by the Installer" (From WWM-078) with sketch of the installed/existing system components with measurements;
 - b. A "Certification of Sewage Disposal System Abandonment" (Form WWM-080) if any of the existing system or any part of the existing system was abandoned or removed; and
 - c. A "Certification of Constructed Works by Design Professional" (Form WWM-

073) if required by the Department.

5. Upon receipt of documentation of the OWTS replacement or OWTS retrofit in accordance with these standards, the Department will notify the property owner and contractor of acknowledgment of the registration.

B. If a property owner desires a formal Department approval stating number of bedrooms in a dwelling, uses of a site, or design sewage flow of a site or Department staff, in their sole discretion, determines that a Permit to Construct is required under the Suffolk County Sanitary Code Article 6 then a formal application must be submitted to and approved by the Department in accordance with “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” or “Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences” prior to any modification to the existing sewage disposal system.

VII. MINIMUM SEWAGE DISPOSAL SYSTEM REQUIREMENTS FOR AN OWTS REPLACEMENT OR OWTS RETROFIT

A. Minimum Sewage Disposal System Requirements for Single-Family Residences

1. System Components

- a. All systems proposed to be replaced or retrofitted must have a septic tank or I/A OWTS preceding any leaching structures.
- b. All material for the components and type of components for an OWTS replacement or retrofit must conform to the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences.”
- c. When replacing or adding additional leaching structures they must be expanded with in-kind technology only (i.e. leaching pool or galley replaced or expanded with leaching pool or galley, shallow trench system with shallow trench system).

2. Capacity

- a. Septic tank and I/A OWTS units to be installed as part of the OTWS replacement or OWTS retrofit should be sized based on the number of existing bedrooms within the existing dwelling unless the proposal is Best-Fit in accordance with **Section VIII** of this standard.
- b. When replacing the leaching structure(s), the size of the new leaching structure(s) shall be based on the number of existing bedrooms within the existing dwelling. However, if site constraints do not permit installation of a new leaching structure with capacity based on the number of existing bedrooms, the size of the leaching structure shall be no less than the

effective capacity of the existing leaching system.

3. Location and setbacks

- a. The new components of the OWTS retrofit and OWTS replacement shall be located in a manner to meet the separation distance requirements stated in **TABLE 1** of the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” to the greatest extent possible.

4. Leaching System Installation Requirements

- a. The leaching structures shall be placed in soil conforming to the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” unless otherwise permitted by the Department based on a Department Consultation prior to installation in accordance with **Section IX** of this standard.
- b. Unless the proposed leaching system meets the “Best-Fit” requirements of **Section VIII** of this standard and permitted based on Department field consultation in accordance with **Section IX** of this standard, the bottom of the Leaching Structure shall be placed no less than two (2) feet above groundwater, and preferably a minimum of three (3) ft. above groundwater.
- c. If a shallow gravelless absorption trench, gravelless absorption bed, or pressurized shallow drainfield is to be installed to replace a leaching pool/galley or cesspool then a Department field consultation is required. Also, a design professional must be consulted prior to installing the system to appropriately size the system based on soil conditions and, if applicable, site constraints. The following addition items are required.
 - i. The contractor shall schedule a Department field consultation by calling 631-852-5459. At the time of the field consultation a design professional must be present to discuss the proposed installation.
 - ii. After installation, a design professional must certify the installation of the OWTS replacement or OWTS retrofit by completing a “Certification of Constructed Works by Design Professional” (Form WWM-073).

B. Minimum Requirements for Other Than Single-Family Residences

1. A septic tank, grease trap, or I/A OWTS may be replaced in-kind provided the existing unit was inspected and received final approval for installation by the

Department.

- a. In-kind unit shall have the same capacity as the existing unit being replaced and be the same technology if an I/A OWTS is being replaced (see **Section X** for replacement of I/A OWTS for further requirements).
2. An expansion leaching structure(s) or in-kind leaching structure may be installed under these standards provided the location was depicted on a plan previously approved by the Department.
 - a. The leaching structure(s) shall be installed per the previous approved plan and in accordance with the “Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.”

VIII. BEST-FIT FOR OWTS REPLACEMENTS OR OWTS RETROFITS

A. Best-Fit Single-Family Residences

1. An OWTS retrofit or OWTS replacement of an existing sewage disposal system shall meet the requirements of the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” to the greatest extent possible.
2. In no case shall an existing sewage disposal system be replaced or retrofitted without the benefit of a septic tank or I/A OWTS preceding a leaching structure(s).
3. Reduced sewage disposal system setbacks, as compared to the setbacks required by **Table 1** of the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” or reduced minimum system capacity as compared to the capacity required by the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” may be allowed provided the reductions are not due to a self-created hardship that would necessitate the reduced setbacks or system capacity. If necessary, certain requirements under “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” may be relaxed at the discretion of the department provided all of the following conditions are met:
 - a. The protection of public health and the environment is given priority over all other considerations.
 - b. The proposed system does not reduce the setbacks to neighboring private wells as compared to the current system being replaced or retrofitted (unless acceptable per a Department consultation in accordance with per **Section IX**).

- c. The contractor installing the OWTS replacement or OWTS retrofit holds an active Liquid Waste License pursuant to Suffolk County Code Chapter 563, Article VII (Septic Industry Businesses) and certifies in writing that the OWTS replacement or OWTS retrofit meets the “Standards for Approval and Construction for Sewage Disposal Systems for Single-Family Residences” to the greatest extent possible and that other alternatives are not feasible.
- d. The contractor installing the OWTS replacement or OWTS retrofit holds an active Liquid Waste License and certifies that the OWTS Replacements or OWTS Retrofits application represents an improvement to existing conditions.

B. Best-Fit Other Than Single-Family Residences

1. Components to be installed as part of the OWTS replacement or OWTS retrofit must comply with approved plans on file with the Department
2. If an OWTS replacement or OWTS retrofit would not comply with the previously approved plans on file with the Department, then a complete application must be submitted to the Department for review and approval for a replacement or retrofit in accordance with the Department’s “Standards for Approval and Construction for Sewage Disposal Systems for Other Than Single-Family Residences.”

IX. WHEN A DEPARTMENT FIELD CONSULTATION IS REQUIRED BEFORE INSTALLING AN OWTS REPLACEMENT OR OWTS RETROFIT

A. Separation distance issues between the OWTS retrofit or OWTS replacement and private wells

1. FOR SINGLE-FAMILY RESIDENCES ONLY -- When any proposed leaching structure(s), as part of the OWTS replacement or OWTS retrofit, will not meet the minimum setback requirements from an existing private well (onsite or neighboring) per the Department’s “Private Water System Standards” or the setbacks will be less than that already existing then the contractor must contact the Department to schedule a field consultation, to work with the Department to determine the best location for installation of the leaching structure(s) to mitigate any impacts to private wells, if the single-family residence for the proposed OWTS replacement or OWTS retrofit meets one of the following conditions:
 - a. The residence was constructed prior to January 1, 1973 (without any subsequent Department approvals for the existing sewage disposal system for the proposed OWTS replacement or retrofit);
 - b. The existing sewage disposal does not have a pre-existing septic tank;

or

c. The residence was constructed after January 1, 1973 with no expansion area identified on the Department's initial approval to construct the structure.

2. When an existing single-family residence previously received approval for the installation of their sewage disposal system after January 1, 1973 and the existing sewage disposal system needs an OWTS replacement or OWTS retrofit where the leaching structure(s), septic tank, and/or I/A OWTS are not proposed to be replaced in-kind or an expansion leaching structure is not proposed to be installed per the Department's previously approved construction plan, then if any proposed leaching structure(s), as part of the OWTS replacement or OWTS retrofit, will not meet the minimum setback requirements from an existing private well (onsite or neighboring) per the Department's "Private Water System Standards" or the setbacks will be less than that already existing then the contractor must contact the Department to schedule a field consultation to work with the Department to determine the best location for installation of the leaching structure(s) to mitigate any impacts to private wells.

B. Other Site Constraints Where a Department Consultation is Recommended

1. When a site is in an area known to have poor soils or high groundwater conditions the contractor must contact the Department to schedule a field inspection to determine the best-fit method of installing the OWTS retrofit or OWTS replacement.
2. For any other site constraint not specifically mentioned in this standard, the contractor may contact the office to schedule a field consultation with the Department prior to installation to troubleshoot or determine the best location for installation of an OWTS replacement or OWTS retrofit prior to installation.

C. To schedule a field consultation the contractor shall call 631-852-5459. Department will make every attempt to schedule a meeting time with the contractor within 24 hours of the contractor scheduling the field consultation. In the case of catastrophic failure due to a collapsed system and where a Department field consultation is required, the Department will schedule the consultation immediately or based on contractor (and design professional if required) availability.

X. OWTS REPLACEMENT OR OWTS RETROFIT WITH AN I/A OWTS DUE TO FAILURE

A. Single-Family Residences

1. A single-family residence owner permitted to perform an OWTS replacement or OWTS retrofit under this standard may also be permitted to install an I/A OWTS

under this standard if their existing sewage disposal system experiences a catastrophic failure. The catastrophic failure must be a structural failure such as a collapsed cesspool or leaching structure which prohibits the sanitary system from accepting sewage from the residence and which cannot be corrected by having the system pumped by a contractor.

2. The contractor shall follow the same procedures under these standards to install the I/A OWTS as for a conventional septic system or OWTS with the following additional requirements:
 - a. The contractor shall submit to the Department, via the SHIP website, photographic proof of the catastrophic failure.
 - i. The photo(s) of the failure must contain both the sanitary system and dwelling.
 - b. The contractor shall schedule a Department field consultation by calling 631-852-5459. At the time of the field consultation a design professional must be present in the field to discuss the proposed installation.
 - c. A design professional must certify the installation of the OWTS replacement or retrofit by completing a “Certification of Constructed Works by Design Professional” (Form WWM-073).
 - i. The design professional shall note the name of the I/A OWTS manufacturer and technology model number installed on the form.
 - ii. The contractor shall upload the completed form WWM-073 to the SHIP website.
 - d. A “Certification of Constructed Works by Design Professional” (Form WWM-073) completed by the design professional or “Certification of Sewage Disposal System Abandonment” (Form WWM-080) completed by the contractor if any part of the existing system was abandoned or removed.
 - e. The contractor shall upload a copy of the executed 3-year O&M contract between the maintenance provider and the property owner to the SHIP website.
 - f. The contractor shall upload a copy of the completed I/A OWTS registration form (WWM-304) to the SHIP website.

B. Other Than Single-Family Residences

1. If an I/A OWTS was previously approved for use by the Department on the site then the I/A OWTS may be replaced in-kind with the following additional

requirements:

- a. A design professional must certify the installation of the OWTS replacement or retrofit by completing a “Certification of Constructed Works by Design Professional” (Form WWM-073).
 - i. The design professional shall note the name of the I/A OWTS manufacturer and technology model number installed on the form, which should correspond to the previous I/A OWTS installed.
 - ii. The contractor shall upload the completed form WWM-073 to the SHIP website.
- b. The contractor shall upload a copy of the new executed 3-year O&M contract between the maintenance provider and the property owner to the SHIP website.
- c. The contractor shall upload a copy of the completed new I/A OWTS registration form (WWM-304) to the SHIP website.

XI. ABANDONMENT OF EXISTING SEWAGE DISPOSAL SYSTEMS

- A. For an OWTS replacement or OWTS retrofit involving the abandonment of existing sanitary system components, the existing sanitary system shall be abandoned in accordance with the following requirements:
 1. *Abandonment In-Place* - existing systems shall be abandoned by removing all residual sewage wastes by contractor with a Liquid Waste License pursuant to Suffolk County Code Chapter 563, Article VII (Septic Industry Businesses), removing the top of the structure(s), backfilling with suitable sand and gravel material, and properly compacting.
 2. *Abandonment by Removal* - existing systems may also be abandoned by removing all residual sewage wastes by a licensed waste hauler, removing the entire structure(s), backfilling with suitable sand and gravel material, and properly compacting.
 3. *Abandonment of Sewer Piping* - the associated sewer piping shall be cut and capped as a means of abandonment. The Department should be contacted for further abandonment requirements, if future construction is contemplated in the area of the abandoned septic system.
 4. *Certification Required* - the abandonment of existing sewage disposal systems, either in-place, or by removal, must be certified by the licensed contractor using “Certification of Sewage Disposal System Abandonment” (Form WWM-080) or by a design professional using “Certification of Constructed Works by Design

Professional” (Form WWM-073).

XII. ENFORCEMENT OF THESE STANDARDS

- A. Contractors identified as installing an OWTS replacement or OWTS retrofit which is not in compliance with these standards (including, but not limited to, installing an OWTS replacement or OWTS retrofit without a septic tank or I/A OWTS preceding a leaching structure(s) or not following the procedures of this standards for an OWTS replacement or OWTS retrofit) shall be subject to the enforcement actions of this section and in accordance with the Suffolk County Sanitary Code. In addition, the Suffolk County Department of Consumer Affairs shall be notified of any non-compliance with this standard and the Suffolk County Sanitary Code Article 6, which may lead to a Contractors Liquid Waste License to be revoked or suspended.

XIII. APPROVAL BY THE COMMISSIONER OF HEALTH SERVICES

In accordance with Section 760-221, Article 2, of the Suffolk County Sanitary Code, the foregoing are **Standards for Procedures for the Replacement and Retrofit of Existing Sewage Disposal Systems for Single-Family Residences and Other Than Single-Family Residences** approved by the Suffolk County Commissioner of Health Services and include the required details for submission of plans and other information to the Suffolk County Department of Health Services to assure conformity to the approved Standards. These Standards are adopted and effective July 11, 2019.



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Commissioner of Health Services
Suffolk County