 <div style="text-align: center;"> THURSTON COUNTY <i>Washington</i> Est. 1852 </div> <div style="text-align: center; margin-top: 20px;"> Public Health & Social Services POLICY </div>		Policy Title RECORD DRAWING SUBMITTAL REQUIREMENTS	
		Number ONST.20.POL.860	Effective Date 06/21/2023
		Latest Approval Date 06/21/2023	Approved By Art Starry
		Next Review Date 06/21/2029	
POLICY INTENT			
Purpose		This document identifies Thurston County requirements for Record Drawings (formerly “As-builts”) and cancels all other documents pertaining to this matter.	
Scope		<input checked="" type="checkbox"/> Internal Only <input type="checkbox"/> Direct Impact to Citizens	
Are Office/Department Documents on this subject permitted?		<input checked="" type="checkbox"/> Yes, however Office/Department Documents must be consistent with this County-wide Document.	<input type="checkbox"/> No
POLICY STATEMENT			
<p>A “Record Drawing” shall be submitted to the health officer upon completion of new construction, modification, or repair of an On-Site Sewage System (OSS). WAC 246-272A-0625) requires the drawing to be labeled “Record Drawing”.</p> <p>The main purpose of a Record Drawing is to provide accurate and detailed information to the homeowner who may have little or no knowledge of OSS components. The elements identified in this document are important and should assist the homeowner in locating the OSS components, as well as conducting ongoing operation and maintenance of the OSS.</p> <p>The drawing is a stand-alone document submitted after the installation is completed. The drawing must contain sufficient information to adequately identify the site. A re-creation of the entire lot dimensions is not necessarily needed. What is needed is a representation, to scale of the items identified in this document.</p> <p>A. Responsibilities (Section 14.4.2 of Article IV)</p> <p>1. Installers:</p> <ul style="list-style-type: none"> a. Install all portions of the OSS in accordance with the approved design or approved modification. b. Responsible for pressure testing after installation (Section 1.2 of the Recommended Standards and Guidance for Pressure Distribution). c. Inform the Licensed Designer or Professional Engineer of the results. d. Note the correction of deficiency items identified on a final inspection and inform the Licensed Designer or Professional Engineer when no re-inspection is required. e. The applicable information required shall be provided to the designer/engineer on the document supplied by Thurston County Environmental Health (INSTALLER CONSTRUCTION COMPLETION FORM). <p>2. Licensed Designer / Professional Engineer:</p> <ul style="list-style-type: none"> a. “Certify to the health officer that the on-site sewage system (OSS) installation is per the approved design or approved modifications...” 			

- b. Submit 3 Record Drawings for new construction prior to final occupancy for building projects located in Thurston County.
- c. Submit 3 Record Drawings within 30 calendar days of final inspection notification for projects other than new construction. Examples: Sewage system repairs, modifications, and city building projects, etc.

3. **Thurston County**

- a. EH: will review, request changes, and accept drawings.

Final occupancy approval will be withheld for new construction until the drawing is submitted, reviewed, and accepted by Environmental Health. Building Development Center does not schedule final occupancy inspections for Thurston County building projects until the Record Drawing is accepted.

B. Requirements:

1. **Dimensions** (Section 15.1 of Article IV)

- a. The maximum size is 11 x 17 inches.
- b. The scale shall not be greater than one-inch equals 30 feet unless otherwise authorized. It may be beneficial to include a scale bar showing 1-inch equals 30 feet or authorized scale. Final records are imaged electronically. Imaged documents when printed out may not characterize the original scale. The addition of a scale bar showing the scale will address this issue on imaged printouts.

2. Be **drawn** and submitted after the installation is completed.

- a. Drawing must be in ink
- b. A “Red Lined” copy of the approved design will not be accepted
- c. All information and language relating to design specifications shall be removed from the document, i.e., preconstruction notes, specific installation requirements, the use of terms “to be” or “must be”, etc.

3. **Show** the following:

- a. Licensed Designer/Licensed Professional Engineer unexpired stamp, signature and date
- b. Installation firm name and installation date
- c. Owner/applicant name
- d. Property tax parcel number
- e. Folder sequence number
- f. Site address
- g. North arrow

4. Three **copies** shall be submitted and distributed *by the county* to:

- a. Thurston County Public Health & Social Services, Environmental Health Division
- b. Property owner
- c. Licensed Designer / Licensed Professional Engineer by SWDOL.

- When a Thurston County Certified Installer submits a “Record Drawing when a designer or engineer is not involved, the third copy shall be for the installer. Example: **For tank placements only**, a design is not required, but a site plan from a Thurston County Certified Installer is required.

C. Drawing Elements: The drawing must contain and label information to adequately identify the site and locate the system components.

1. **Structures** – show outline or footprint. (Building envelope is not acceptable.)

- a. Residence and/or sewage generating structure.
- b. Other structures in the vicinity of the sewage system and on the lot.
- c. For residential show total number of bedrooms using the OSS (primary residence plus other uses such as a Family Member Unit, Accessory Dwelling unit, Guest House, etc).

2. **Components** of wastewater system

- a. **Plumbing** - stub out, cleanouts.
- b. **Tanks** - septic tank, pump/siphon chamber and their size (s)
- c. **Pumps** - make and model.

Document applicable pressure test results

- Actual run time on and off settings (hard-wired). (Timer only)
- Pump chamber draw down in inches per minute (hard-wired). (Timers only)
- All squirt test results (after system has been hard-wired).

d. **Disposal Component**

- Trench cross-section and construction details must be included if the installation varied from the original design approval.

e. **Treatment devices** such as an intermittent sand filter, aerobic treatment unit, or disinfection component.

f. **Ports** – inspection ports/monitoring ports (deep and shallow) / sampling ports

g. **Misc** – Anti-siphon devices, valves, valve boxes and other components such as spring check valves, dose counters, couplings, unions, etc.

3. **Water Source**

- a. Confirm the water source, i.e. single family well or connection to a public water supply
- b. Show the well location on the lot. Single family well or any well on the lot.
- c. Show well locations 100 feet or less from the OSS.
- d. Water lines as installed to residence and/or other structures on the property. Note: When the designer/engineer and installer are not directly involved with the installation/inspection of the water line, it is acceptable to place a disclaimer on the Record Drawing that the location is per “___”. The statement shall include who installed the line, i.e. owner, builder, etc.

4. **Reserve Area**

- a. Location and dimension.
- b. Show the make-up area for systems installed with approved reductions.

5. **Site Features**

- a. Driveways or other existing roads.
- b. Setbacks to surface water, drainage ditches, footing drains, property lines, etc.

- c. Reference Benchmark location

6. Other

- a. Note the correction of deficiency items identified on a final inspection notice.
- b. Information pertaining to any changes to the approved design. Any changes must be technically justified.
- c. Note the completion of all construction details to satisfy the requirements of a waiver.
- d. Septic tank or pump chamber evaluation/abandonment information.
- e. Note the completion of all construction details for water and sewer line crossings when not part of the approved design.
- f. Any information that the Licensed Designer/Professional Engineer deems pertinent to certification of the system and would help locate system components. All information must reflect what is installed.


If any of the above items are not present at the time of an initial drawing, a partial drawing can be submitted. The drawing will be placed with the records until the final and finished record drawing is submitted. If no structure will be present for some time, the timer may be hard-wired to a post and shown with panel on the record drawing in lieu of a structure.

DEFINITIONS AND ACRONYMS

Insert Term

RELEVANT LAWS AND OTHER SUPPORTING INFORMATION

County Code	Article IV
State Law	WAC 246-272A
State Rule	
Other Sources	
Superseded Documents	N/A
Supporting Documents	N/A
Related Documents	Article IV WAC 246-272A
Communication and Implementation Strategy	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Coordinate the review of the Office/Department Documents to ensure consistency • Send signed updated policy to OSS Professionals and staff through Constant Contact e-mail. • Post signed updated policy to Division's OSS Professionals webpage and PHSS intranet site.
POLICY ADMINISTRATION	
Policy Owner	Steve Petersen – Environmental Health Program Manager
Contact Person (if different from above)	Dawn Peebles – Environmental Health Program Manager

Roles and Responsibilities	Brad Sangston	EH Specialist II
	Steve Petersen	Program Manager
	Laura Blakely	Policy Administrator
REVISION HISTORY		
Effective Date	Approved By	Modifications
06/21/2021	 Art Starry/Environmental Health Director	Policy Created
Xx/xx/xxxx	_____ Name/Title	Indicate what changed
Xx/xx/xxxx	_____ Name/Title	Indicate what changed
Reviewers of the Current Revision	Brad Sangston – Environmental Health Specialist II _____ Name/Title	_____ Name/Title
	Steve Petersen – Environmental Health Program Manager _____ Name/Title	_____ Name/Title
	_____ Name/Title	_____ Name/Title
	_____ Name/Title	

FURTHER INFORMATION	
This section is not published on the final PDF document. It is for website purposes only	
Keywords for search engine	Record Drawing, As-Built, Designer