 <p>THURSTON COUNTY <i>Washington</i> Est. 1852</p> <p><b>Public Health &amp; Social Services</b> <b>POLICY</b></p>		<b>Policy Title</b> NON-CONFORMING SEPTIC SYSTEM MITIGATION			
		<b>Number</b> ONST.21.POL.859	<b>Effective Date</b> 02/01/2024		
		<b>Latest Approval Date</b> 06/21/2023	<b>Approved By</b> Art Starry		
		<b>Next Review Date</b> 06/21/2029			
<b>POLICY INTENT</b>					
<b>Purpose</b>	When an on-site septic system (OSS) is identified as non-conforming through review of the property records (i.e., Time of Transfer, Land Use Application, PPR, complaint), the system shall be flagged as non-conforming in the permit tracking system. Failing septic systems should continue to be routed to compliance for creation of a violation and follow-up.				
<b>Scope</b>	<input checked="" type="checkbox"/> Internal Only <input type="checkbox"/> Direct Impact to Citizens				
<b>Are Office/Department Documents on this subject permitted?</b>	<input checked="" type="checkbox"/> Yes, however Office/Department Documents must be consistent with this County-wide Document.		<input type="checkbox"/> No		
<b>POLICY STATEMENT</b>					
<p><b>I. An on-site septic system shall be flagged as non-conforming in the following scenarios or otherwise determined by the reviewer:</b></p> <ul style="list-style-type: none"> <li>❖ Not in compliance with the conditions specified on the approved On-site Sewage System Application, approved permit, approved design, or accepted record drawing           <ul style="list-style-type: none"> <li>▪ No accepted record drawing on file for the OSS</li> <li>▪ Cover by impervious material / Vehicular traffic</li> </ul> </li> <li>❖ Not being operated consistent with its size or design           <ul style="list-style-type: none"> <li>▪ The number of bedrooms within the structure(s) exceeds the OSS permit approval</li> <li>▪ The use of the structure(s) the OSS is serving does not match the OSS permit approval</li> <li>▪ Unauthorized connections resulting in increased flows (i.e., ADU, FMU, Commercial Use)</li> </ul> </li> <li>❖ Not in compliance with the Operational Certificate when one is required</li> </ul> <p><b>II. Mitigating measures may be acceptable to move forward with land use applications and private project building permit reviews (PPRs) in the following scenarios or otherwise determined by the reviewer:</b></p> <ul style="list-style-type: none"> <li>❖ Vehicular Traffic or Cover by Impervious Material           <ul style="list-style-type: none"> <li>▪ Septic professional to camera drainfield to ensure it has not been damaged.</li> <li>▪ Require a renewable Operational Certificate – requirement and frequency determined by reviewer. The OPC renewal frequency will depend upon the severity of impact to the existing system, potential for failure, and public health concerns. Reviewer is responsible for coordinating with appropriate staff to create OPC and billing. The OPC conditions must specify OPC created</li> </ul> </li> </ul>					

as mitigation to proceed with subject project. This information must be noted within and on the OPC folder.

- Owner to barricade as much of the impacted area as possible to prevent further vehicular traffic if they have an alternate access point or parking. This applies to gravel/grass access, drives, and parking areas. Site plan to be submitted.
- Require designation of reserve drainfield area if not already established. Reviewer to determine designation from owner or licensed designer based on permit records, site conditions, and parcel size (<1 acre).
  - A homeowner may designate a reserve drainfield area on the project site plan if the reserve area was not originally designated and when the size of the parcel, soil conditions, encumbrances or critical areas are not of concern.
  - A Licensed septic designer must designate a new reserve area through an On-site Sewage System Change of Use Application if the reserve was originally designed on the original design. If the lot is less than 1 acre in size and there are no permit records on file, a new reserve area must be designated by a licensed septic system designer through a Certified Sewage Site Plan.

**Mitigating measures do NOT change the non-conforming status of the system but allow continuation of development reviews and approvals. All submitted site plans and documentation must be scanned and attached to the septic system folder/record.**

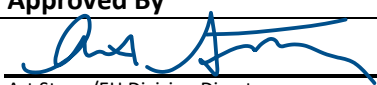
**III. If the system has been brought back into compliance per Article IV, the Non-conforming Septic System flagging must be cleared. To do so, enter the date the system was brought into compliance and add a comment as to what measures were taken to bring the system into conforming status.**

**Examples:**

- ❖ Number of bedrooms exceeds the OSS permit approval
  - Owner to provide documentation, including floor plans with adequate designations and a written statement dated and signed certifying the number of bedrooms within the structure.
- ❖ The use of the structure(s) the OSS is serving does not match the OSS permit approval
  - An Onsite Sewage System Change of Use Application must be submitted accompanied with an evaluation prepared by a licensed septic system designer or professional engineer demonstrating the existing system can support the use.

**DEFINITIONS AND ACRONYMS**

OSS	On-Site Septic System
ADU	Accessory Dwelling Unit

FMU OPC	Family Member Unit Operation and Maintenance Certificate	
<b>RELEVANT LAWS AND OTHER SUPPORTING INFORMATION</b>		
<b>County Code</b> <b>State Law</b> <b>State Rule</b> <b>Other Sources</b>	Thurston County Sanitary Code Article IV – Rules and Regulations of Thurston County Board of Health Governing Treatment and Dispersal of Sewage  Washington Administrative Code (WAC) 246-272A – On-site Sewage Systems	
<b>Superseded Documents</b>	N/A	
<b>Supporting Documents</b>	N/A	
<b>Related Documents</b>	N/A	
<b>Communication and Implementation Strategy</b>	The Policy Owner will: <ul style="list-style-type: none"> <li>• Coordinate the review of the Office/Department documents to ensure, consistency with this County-wide Document.</li> <li>• Send signed updated policy to OSS Professionals and staff through Constant Contact e-mail.</li> <li>• Post signed updated policy to Division's OSS Professionals Webpage and the PHSS intranet site.</li> </ul>	
<b>POLICY ADMINISTRATION</b>		
<b>Policy Owner</b>	Dawn Peebles – Program Manager Environmental Health Division	
<b>Contact Person</b> (if different from above)		
<b>Roles and Responsibilities</b>	Steve Petersen	Program Manager, Environmental Health
	Jane Mountjoy-Venning	Senior Environmental Health Specialist O&M Division
	Laura Blakely	Policy Administrator
<b>REVISION HISTORY</b>		
<b>Effective Date</b>	<b>Approved By</b>	<b>Modifications</b>
06/28/2023	 Art Starry/EH Division Director	Policy Created
Xx/xx/xxxx	_____ Name/Title	Indicate what changed
Xx/xx/xxxx	_____ Name/Title	Indicate what changed
<b>Reviewers of the Current Revision</b>	Dawn Peebles/Program Manager Name/Title	_____ Name/Title
	Steve Petersen/Program Manager Name/Title	_____ Name/Title
	Jane Mountjoy-Venning/Senior Environmental Health Specialist Name/Title	_____ Name/Title

## FURTHER INFORMATION

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**Keywords for search engine**

Non-conforming, OSS, On-Site Septic, violation