

## **TO: ALL SUBSURFACE SEWAGE DISPOSAL INSTALLERS**

The following requirements shall be met by the Installer for the final inspection of all subsurface sewage disposal systems both for “new construction” and for repair or replacement systems:

1. The system shall be completely “uncovered” for the purpose of inspection.
2. The “house sewer” shall be connected to the septic tank.
3. An “as-built” card shall be left for the Inspector showing sufficient tie-ins with the septic tank(s), D box(es), and leaching systems to locate these items in the future.
4. Deviations from the plan must have approval of the Design Engineer/Sanitarian and of the Town Inspector.

### **REASONS:**

1. The system must be left uncovered to determine the adequacy of tees, slopes, depths of pits, stone relation of the system to the lot lines, etc.
2. The house sewer must be connected to the septic tank with sufficient slope to drain the plumbing to the septic tank; if you can't see it you can't approve it.
3. As-built cards are required since most systems require some deviation from the plan when constructed. Further, tie-ins are necessary to locate septic tanks for pumping and for the construction of repairs.
4. Deviations from the approved plans may place the system too close to groundwater, or other lines, conduits, etc.

As-built cards may be left under the D box cover.

Voted at a public meeting of the Board of Health 6/19/1984

HARWICH BOARD OF HEALTH

Donn B. Griffin  
J. Norman Gledhill, Jr.  
Juliana Peterson

**LETTER TO GEORGE ARSENAULT  
FROM HARWICH BOARD OF HEALTH  
JULY 23, 1985**

George Arsenault  
c/o Gable Construction  
55 Main Street  
Harwich Port, MA 02646

SUBJECT: Title 5, Sub-surface Disposal Installations- Change in Piping Standards

Dear George:

It has been found that the thinner wall piping presently permitted in sub-surface disposal systems has a tendency to deform and deflect upon backfilling and is also subject to fracture if care isn't used in backfilling. Therefore, the Board of Health will be requiring as of August 1, 1985, the following new standard for piping:

**SCHEDULE 40 PLASTIC PIPE** will be required throughout all sub-surface sewage disposal systems.

HARWICH BOARD OF HEALTH

Freeman Allison  
Juliana Peterson  
J. Norman Gledhill, Jr.

## **ESTABLISHMENT OF FEES**

At a public meeting of the Board of Health held on Wednesday, September 30, 1987, the Board voted to establish the following fee for re-inspection; said fee to become effective upon date of publication, October 14, 1987.

### **INSPECTIONS**

<sup>8</sup> “A re-inspection fee of thirty dollars (\$30.00) will be assessed for any re-inspection required of a new or repaired individual sewage disposal system that was found on the initial inspection to be incomplete or in violation of 310 CMR 15:000, Title 5, Minimum Requirements for the Sub-surface disposal of sanitary sewage, or in violation of the Harwich Board of Health Regulations.”

HARWICH BOARD OF HEALTH  
Shirley A. Gomes  
Juliana Peterson Carol Topolewski, MD

The Harwich Oracle 10/14/1987

**MEMO FROM PAULA J. CHAMPAGNE, HEALTH  
DIRECTOR - HARWICH HEALTH DEPARTMENT  
November 1, 1989**

To: All Licensed Sewage Disposal Works Installers  
From: Paula J. Champagne, Health Agent  
Re: Request for Final Inspections

In an effort to better meet the needs of sewage system installers and to ensure smooth operation of the Health Office, we find it necessary to establish some guidelines regarding requests for final inspections.

As you are aware, our staff of 1½ is not always available to inspect on an as-needed basis due to diversification and demand of other duties. In an effort to meet the needs and prevent any long-term waiting for inspections, leaving machinery on site over night; effect immediately, we will require an advance notification of inspection.

At a meeting of the Board of Health on October 26, the Board voted to institute the following policy: "A minimum of 24 hours will be required to schedule final inspections of sewage disposal systems. It shall be necessary to request an inspection from the Health Office by noon the previous day. Effectively immediately, this policy will be strictly enforced unless specific arrangements are approved by the Health Agent."

As a reminder, final inspections are performed at the end of the day (after 3:00 PM) unless site conditions warrant partial inspections and other arrangements are approved by the Health Agent. In addition, it would facilitate operations if you would request final inspections by permit number.

We thank you for your cooperation in advance on this matter and hope that this new policy should alleviate some of the backlog that has been created on inspections.

C: Board of Selectmen

**MEMO FROM PAULA J. CHAMPAGNE, HEALTH  
DIRECTOR - HARWICH HEALTH DEPARTMENT  
August 5, 1992**

To: Engineers and Sanitarians, Real Estate Agents, Septic System  
Installers and Other Interested Parties  
From: Paula J. Champagne, Health Director  
Re: Policy Regarding Interpretation of Title 5 and Existing Cesspools

The Department of Environmental Protection issued a letter on April 22, 1992 to all Boards of Health in the Commonwealth regarding the non-grandfathered status of cesspools. The DEP has determined that existing cesspools are not in compliance with current Title 5 standards and efforts should be made to upgrade on behalf of local Boards of Health whenever possible.

In keeping with the Department of Environmental Protection policy statement, The Harwich Board of Health has reviewed its current practices and Regulations over the past several weeks and have determined that the following policies are to be put into effect. These changes have been determined by the Board of Health to be necessary in an effort to meet compliance with the state Regulations.

1. Real Estate Transfer Regulation: All cesspools will be required to be upgraded to Title 5 and Harwich Board of Health standards.
2. Review of Building Permits: Systems not in current compliance will be required to upgrade whenever an applicant is seeking to enlarge, renovate, demolish, reconfigure existing space or replace existing buildings.
3. All applications for disposal works construction permits will be required to also submit a plan designed in accordance with 310 CMR 15.02(5) (certified plan will be required in all cases).

These changes will take effect on submittals effective September 1, 1992. A copy of the policy statement is included for your information and review.

In order to incorporate the policy changes for the Real Estate Transfer Regulation, a revised inspection form has been adopted for use. Under separate cover, a copy of the revised inspection form will be mailed to all engineers and sanitarians.

Kindly contact this office if you require any further information on this matter.

# **MEMO FROM PAULA J. CHAMPAGNE, HEALTH DIRECTOR - HARWICH HEALTH DEPARTMENT**

## **February 7, 1995**

To: All Sewage System Installers  
From: Paula J. Champagne, Health Director  
Re: Request for Final Inspections

A number of people seem to have forgotten the guidelines established in 1989 for the scheduling of final inspections. Due to limited staff we found it necessary to institute a policy to efficiently accommodate all requests. The same is true today, in fact conditions have further deteriorated. Since 1989, our field staff has increased only 4 hours per week while our duties and requirements have escalated. We would appreciate your cooperation on this matter to help us efficiently perform our duties.

1. Requests All requests for inspections must be filed with the office by 2:00 pm the day before the inspection is needed. This is important in the event that an inspector will not be available and you will be told of the next available spot. The only exception will be when a partial inspection is necessary in order to facilitate continued operation. The office will only acknowledge requests filed by the installer and no other parties to eliminate confusion (i.e. realtors, homeowners).
2. Inspections All inspections will be conducted after 3:00 pm daily. Due to our scheduling constraints, it is more efficient for staff to consolidate all septic inspections into one trip.
3. As-Builts Required to be filed for all installations. Please make arrangements to drop off the card before the inspections or leave it at the D box. If this process does not improve shortly, we will be forced to deny requests for inspections pending receipt of past due cards.
4. Re-inspection Fees A \$30 re-inspection fee will be charged in all instances that require us to return due to installer error, incompleteness or failure to cancel an inspection. Please remember that the sewer line must be connected in order for us to complete the inspection. All systems having pumps for us to test require a specific appointment with the installer present and access to the dwelling should be arranged.

# **MEMO FROM PAULA J. CHAMPAGNE, HEALTH DIRECTOR - HARWICH HEALTH DEPARTMENT**

## **May 31, 2000**

To: System Installers  
From: Paula J. Champagne, Health Director  
Re: Department Policies Regarding Septic System Installations

I would like to take this opportunity to review a number of items that have been overlooked or forgotten in recent months regarding septic system installation, requests for final inspections, and issuance of the Certificate of Compliance.

1. Signed Plan Please be sure to work from a set of signed plans to be certain that no further revisions have been added. We require engineering revisions on upwards of 20% of plans submitted for review so bid plans and final approved plans may differ. We also occasionally may add minor adjustments and/or inspection requirements of which you need to be aware.
2. Inspection Requests All requests for final inspections must be called to the office the day before the inspection is needed. When calling for inspections please have the permit number available. Inspections are conducted between 2:30 pm and 4:00 pm only. This policy has been in effect for over 10 years, yet seems to be the cause of much confusion. Due to limited staff resources and demand for services we must adhere to this schedule to efficiently accommodate all requests for service. Please do not seek out the inspector individually to coerce them into accommodating your request. As usual we will attempt to be available as needed when a partial inspection is necessary due to space constraints.
3. Schedule Inspections Specific appointments should be made to meet the inspector on site if the installation involves a pump chamber or a pressure dosed system.
4. Certificate of Compliance In addition to the final inspection by a member of this office, the following must be completed before the Certificate of Compliance will be issued: as-built card (signed by the installer), designer's letter of inspection, sewer-line connected through the foundation, permits and inspections by related departments if a requirement of the system installation (ex: plumbing/electrical/waterline relocations).
5. Re-inspection Fee If the system has been "red-tagged" for incompleteness or non-compliance, the \$30 re-inspection fee must be paid to the office before the inspector will revisit the site.

I wish to acknowledge and thank all of the companies that have followed these policies in the past and thank every one in advance for their continued cooperation on this matter.

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