



Oregon

Kate Brown, Governor

Department of Environmental Quality

Eastern Region Bend Office
475 NE Bellevue Drive, Suite 110
Bend, OR 97701-7415
(541) 388-6146
Fax (541) 388-8283
TTY 711

May 29, 2018

Hood River County Parks
c/o Mikel Diwan – Hood River County Public Works Director
918 18th Street
Hood River, OR 97031

Re: Tollbridge County Park; On-site Wastewater Treatment & Disposal System
File Number: 125059; WPCF Permit Number: 103177
Revised Plans - Plan Review Approval
WQ- Hood River County

Dear Mr. Diwan:

On May 15, 2018, DEQ Eastern Region - Bend received a finalized detailed set of construction plans from BergerABAM, on your behalf, to treat wastewater from the Tollbridge County Park campground. The campground is located at 7140 Toll Bridge Road adjacent to the East Fork Hood River.

Revised construction plans show the consolidation of discharges in Septic Zone B - eliminating the RV dump station and all but one of the RV hookups (host site). This will achieve a mixture of flows resulting in sewage concentration levels that would meet the definition of residential strength waste. Predicted peak flow design for this system is 5,000 gallons per day with a monthly average daily flow not to exceed 2,500 gpd otherwise premature failure can result.

The repair for Septic Zone C will replace the sanitary system serving the restroom and shower facility. Predicted peak flow design for this system is 3,000 gpd with monthly average daily flows not to exceed 50% of the peak flow design. This system repair is being sized to accommodate an additional eight future partial RV hookup sites.

Separate, bottomless, sand filter systems for Septic Zone B and Septic Zone C will be installed. "Based on my review, the above referenced plans stamped by "Mr. Thomas Wilcox, PE", are hereby approved subject to the following provisions:



1. Construction must be in conformance with the approved plans and specifications, applicable standards as provided in Oregon Administrative Rules (OAR) 340-071 and 340-073, and the provisions set forth in this document.
2. The designer is required to inspect the construction and, when all work is complete, certify in writing to DEQ that all work conforms to the approved plans, specifications, applicable standards and all DEQ approved changes thereto. The inspection documentation must include any construction deficiencies noted and what was required to bring construction into compliance with the Department approved plans. Subsequent inspection documentation must verify that the corrections have been completed. The attached form, "Inspection and Certification of Proper Construction", must be used.
3. As built plans and an Operation and Maintenance (O&M) plan for the wastewater system are to be submitted to DEQ and the system owner within 60 days of construction completion.
4. By no later than one month after commencing operation of the system, the permittee must provide to DEQ an affirmation from the designer that the facility is mechanically operating as intended based upon actual field inspection at the end of construction and startup of operations. Any negative findings must be reported, in writing to DEQ, and any necessary corrections proposed by the permittee.
5. All wastewater tanks must be tested and found to be water tight in accordance with OAR 340-073-0025 (3).
6. The pumps, controls and alarms must comply with the requirements set forth in OAR 340-73-055.
7. All material and equipment including , but not limited to, tanks, pipe, fittings, solvents, pumps, controls, valves, etc., must be installed and constructed in accordance with manufacture's minimum specifications.

8. The pressure transport pipe must be buried deep enough to prevent freezing. At the distribution units, where an adequate burial depth may not be possible, other provisions may be necessary to prevent freezing problems at those locations.
9. Before hauling sand filter media to the job site, sieve specifications are to be verified. Proper clean transport and handling of this material is to occur at all times during transport, site storage and installation into the filter unit to prevent contamination with fine size particles. Testing for the sand filter media is to be performed using ASTM methods C-117 & C-136. Sampling of the material is to be representative of the specific batch with results submitted to DEQ with the as-built.
10. All installation and construction work on the tanks and drainfield system must be done by either an installer with a current Sewage Disposal Service license from DEQ or by the property owner.
11. The initial sand filter area and replacement area must not be subject to vehicular traffic, covering with asphalt or concrete, filling, cutting or any activity that would adversely affect the soil or the functioning of the system.
12. No changes must be made to the approved plans unless written approval is obtained from the designer and DEQ.
13. The final project shall conform to all applicable electrical, plumbing, building, fire, and mechanical codes and safety requirements. All of the applicable permits required by these codes must be obtained.

This approval is valid only for one (1) year. Technologies, materials, and standards change. If construction has not commenced within one (1) year, plans must be resubmitted along with the appropriate fee for approval unless waived by DEQ.

The permittee is responsible for ensuring that the conditions of approval are met. Submittals should be directed to the DEQ office as listed on the face page of your WPCF permit. Failure to comply with the conditions in this letter may be cause for DEQ to initiate enforcement action that could result in civil penalties.

Tollbridge County Park – Hood River County
May 29, 2018
Page 4 of 4

The proposed wastewater system requires ongoing operational and maintenance (O&M) oversight to function properly. It is the permittee's responsibility to ensure that the necessary O&M is performed as set forth in the O&M plan and in accordance with permit conditions. It is critical that your treatment system functions properly and consistently to produce a high quality effluent in order to prevent premature failure and to meet permit limits.

Plan approval by DEQ does not warrant or guarantee that the system will meet expectations. Should the system fail to meet permit limitations, the permittee may be required to provide additional facilities or processes. Diligent, oversight is necessary to keep the system operating at optimum efficiency.

If you have any questions regarding my plan approval please call me in Bend at (541) 633-2025.

Sincerely,

A handwritten signature in cursive script that reads "Lawrence M. Brown".

Lawrence Brown REHS
Environmental Health Specialist
Water Quality – DEQ Eastern Region Bend

ec: Dan Johnston PE - BergerABAM
Hood River County Environmental Health



Oregon

Kate Brown, Governor

Department of Environmental Quality

Eastern Region - Pendleton Office

800 SE Emigrant Ave, Suite 330

Pendleton, OR 97801

Phone: (541) 276-4063

Fax: (541) 278-0168

Relay Service: 711

August 3, 2017

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

Mikel Diwan
Hood River County
918 18th St.
Hood River, OR 97031

Re: Waste Disposal Permit
File No. 125059
Site Loc. Toll Bridge Park, 7140 Toll Bridge Rd., Mt. Hood, Oregon
Hood River County

DEQ reviewed your permit application for a Water Pollution Control Facilities (WPCF) permit and any comments received regarding the draft permit. Your permit has been issued and is enclosed.

This permit will be considered the final action on permit application number 955764.

If you are dissatisfied with the conditions or limitations of this permit, you have 20 days to request a hearing. The request for a hearing must be made in writing and state the grounds for the request.

You are urged to carefully read the permit and take all possible steps to comply with conditions established. Should you have any questions regarding this permit please contact Lawrence Brown in the Eastern Region – Bend office at (541) 633-2025.

Sincerely,

Don Butcher
Water Quality Permit Manager
Eastern Region

DB:jmr
Enclosure





Expiration Date: July 31, 2027
Permit Number: 103177
File Number: 125059
Page 1 of 10 Pages

WATER POLLUTION CONTROL FACILITIES PERMIT

Oregon Department of Environmental Quality
Eastern Region –Bend Office
475 NE Bellevue Dr. Suite 110, Bend, OR 97701
Telephone: 541-388-6146
Issued pursuant to ORS 468B.050

ISSUED TO:

Hood River County
918 18th Street
Hood River, OR 97031

SOURCES COVERED BY THIS PERMIT:

<u>Type of Waste</u>	<u>Method of Disposal</u>
Domestic Wastewater	Drainfields

SYSTEM TYPE AND LOCATION:

Onsite Wastewater Treatment Systems
Toll Bridge County Park
7140 Toll Bridge Road
Mt. Hood Parkdale, OR 97041

RIVER BASIN INFORMATION:

USGS Basin: Middle Columbia
Sub-Basin: Middle Columbia-Hood
LLID: 1216272455754-5.58-N
County: Hood River

T1S, R10EWM, S33; TL 3200
T1S, R10EWM, S5; TL 100
Longitude -121.567752; Latitude 45.517491

Nearest surface stream which would receive waste if it were to discharge: No Discharge. Closest location for a discharge would be the East Fork Hood River at RM 5.58

This permit is issued in response to Application No, 955764 received on December 7, 2016 and the land use finding in the permit record.



Don Butcher, Water Quality Permit Manager
Eastern Region

August 3, 2017

Date

Until this permit expires or is modified or revoked, the permittee is authorized to construct, install, modify, or operate wastewater collection, treatment, control and disposal systems in conformance with all the requirements, limitations, and conditions set forth in the attached schedules as follows:

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All direct discharges to surface waters or the surfacing of raw or treated sewage are prohibited.

SCHEDULE A

Waste Disposal Limitations

1. The permittee is authorized to construct, operate and maintain domestic wastewater treatment systems to serve the Toll Bridge County Park complex. The maximum peak daily flow for the entire facility complex is estimated to be 10,875 gallons per day. The monthly average flow is expected to be 50% of the maximum peak daily flow.
2. The maximum peak daily flow from the full hook-up RV sites and residence must not exceed 2,500 gallons per day. The monthly average flow is expected to be 50% of the peak daily flow.
3. The maximum peak daily sewage flow to any existing sewage disposal system must not exceed the design sewage flow specified in a permit or other approval document for that system. If the design flow for an existing system is not documented then the peak daily sewage flow to that system must not be increased unless it is determined that the existing system can handle the projected flow increase and maintain compliance with the conditions of this permit, and the increase is approved in writing by DEQ.
4. The maximum peak daily sewage flow, as well as other influent and effluent parameters, for any new or expanded wastewater system must not exceed the limitations and conditions specified in DEQ's approval letter for that system. DEQ may modify this permit to incorporate limitations and conditions for any new or expanded system.
5. Influent to the sand filter treatment system serving the full hook-up RV sites and residence must not exceed the following maximum concentrations:
 - a. BOD₅ – 300 mg/L
 - b. TSS – 150 mg/L
 - c. Total Kjeldahl nitrogen (TKN) – 150 mg/L
 - d. Oil & Grease – 25 mg/L
6. No discharge to state waters is permitted. All wastewater must be treated and discharged into onsite drainfields for dissipation by evaporation, transpiration and subsurface soil absorption so as to prevent:
 - a. Surfacing of wastewater onto the ground surface;
 - b. Surface runoff or subsurface drainage through drainage tile;
 - c. The creation of odors, fly and mosquito breeding or other nuisance conditions;
 - d. Impairment of existing or future beneficial uses of groundwater.
7. Cooling water, air conditioning water, water softener brine, groundwater, oil, hazardous materials, roof drainage, storm water runoff or other aqueous or non-aqueous substances which are, in the judgment of DEQ, detrimental to the performance of a waste disposal system or to groundwater, may not be discharged into any wastewater treatment system.
8. No activities must be conducted that could cause an adverse impact on existing or potential beneficial uses of groundwater. All wastewater and process related residuals must be managed and disposed in a manner that will prevent a violation of the Groundwater Quality Protection Rules (OAR 340-040).

SCHEDULE B

Minimum Monitoring and Reporting Requirements

1. System Monitoring Requirements

The permittee must monitor the operation and efficiency of all treatment and disposal facilities. Sampling and measurements taken as required herein must be representative of the nature of the wastewater, and must be taken at peak usage during operation of the system. Unless otherwise agreed to in writing by the Department of Environmental Quality, data collected, and submitted must include but not necessarily be limited to the following parameters and minimum frequencies:

a. **Influent:**

Item or Parameter ¹	Minimum Frequency	Type of Sample
BOD ₅	Annually	Grab
TSS	Annually	Grab
TKN	Annually	Grab
Oil & Grease	Annually	Grab

Footnote: ¹ - Influent sampling is only required if an effluent concentration limit is exceeded to the sand filter unit.

b. **Effluent to Sand Filter Unit:**

Item or Parameter	Minimum Frequency	Type of Sample
Flow, GPD	Monthly Average	Measurement or calculation based on meter readings
Flow Meter Calibration if present	Annually	Verification
BOD ₅	Semi-Annually	Grab
TSS	Semi-Annually	Grab
TKN	Semi-Annually	Grab
Oil & Grease	Semi-Annually	Grab

c. **Operations and Maintenance Activities:**

Item or Parameter	Minimum Frequency	Type of Sample
Drainfield Areas (when in use)	Monthly	Inspect to assure sewage is not surfacing
Test operation of pumps and alarms	Annually	Visual/Audible
Pretreatment Units	Semi-Annually	Visual
Inspect Distribution Mechanisms	Semi-Annually	Visual – assure that all zones are receiving effluent
Effluent filter and pump screens	Annually	Visual
Inspect for Watertightness – All Septic Tanks	Annually	Determine if tanks are watertight
Septic Tank Maintenance	Every 3 years	Measure scum and sludge levels

d. **Biosolids Management:**

Item or Parameter	Minimum Frequency	Type of Sample
Solids pumped from septic and dosing tanks	Each Occurrence	Date, volume (gallons), hauler, transfer point

2. Reporting Procedures

Monitoring, maintenance practices, solids handling, and results must be reported on Department-approved forms. The reporting period is the calendar year. Reports must be submitted to the DEQ office listed on the face page of this permit by **January 15 following the reporting period.**

SCHEDULE C

Compliance Conditions and Schedules

1. The permittee must evaluate its sewage disposal systems and develop a long term plan that addresses; structural integrity; water tightness; system component inadequacies; and repair/replacement options in accordance with the following schedule:
 - a. Within 15 months of permit issuance, retain a qualified consultant, and submit a preliminary work plan to DEQ for evaluating the existing sewage disposal systems located at Toll Bridge Park.
 - b. Implement the work plan within 30 days after DEQ approval of the work plan.
 - c. Within 90 days after implementing the work plan, submit a report and timeline to DEQ that addresses the existing sewage disposal system(s) structural integrity; water tightness; system component inadequacies; and repair/replacement options. Any proposed time line must be acceptable by DEQ.
2. Within 9 months of permit issuance the permittee must install a sewage treatment and disposal onsite system which would serve the full hook-up RV sites and residence.
3. Within 30 days after system construction the permittee or their representative must submit a final as-built of the constructed septic system to DEQ as well as the designer certification that all work conformed to the approved plans and all DEQ approved changes.
4. The permittee is expected to meet the compliance dates that have been established in this schedule. Either prior to or no later than 14 days following any lapsed compliance date, the permittee shall submit to the Department a notice of compliance or noncompliance with the established schedule. The Director or his authorized representative may revise a schedule of compliance if he determines good and valid cause resulting from events over which the permittee has little or no control.

SCHEDULE D

Special Conditions

1. Prior to constructing or modifying any wastewater control facilities, detailed plans and specifications must be submitted to and approved in writing by DEQ. After approval of the plans, all construction must be in strict conformance with the plans unless approved in writing by DEQ.
2. The permittee must maintain on file a complete Operations and Maintenance (OM&M) Plan approved by DEQ and implement preventative maintenance practices or corrections at the frequencies required in the Department approved O&M Plan and in accordance with this permit. Any changes to the plan must be approved by DEQ.
3. The permittee must, during all times of disposal, provide personnel to ensure the continuous performance of the disposal system within the limitations of this permit. In the event that any condition of this permit or DEQ rules are violated, the permittee must immediately take action to correct the violation and to notify DEQ **within 24 hours** at: DEQ's Eastern Region Water Quality Program Office (541) 388-6146.

Response: In response to a notification, DEQ may conduct an investigation to evaluate the nature and extent of the problem, and may require additional corrective actions, as necessary. Compliance with this requirement does not relieve the permittee from responsibility to maintain continuous compliance with the conditions of this permit or the resulting liability for failure to comply.

4. All materials and equipment, including but not limited to tanks, pumps, controls, valves, etc. must be installed, operated, and maintained in accordance with manufacturer's minimum specifications.
5. Unless otherwise agreed to in writing by DEQ, the permittee must maintain a contract with a certified maintenance service provider. The contract is to assure that the treatment and disposal systems will be operated and maintained (O&M) in accordance with manufacturer's minimum specifications. The permittee must provide DEQ with a copy of the O&M contract unless the owner or their employee is certified.
6. The permittee must notify DEQ in writing of any change in the O&M provider and must provide DEQ with copies of new contracts within thirty (30) days of any change in service.
7. DEQ must be notified immediately if any septic tank is determined not to be water-tight. Tanks that are determined not to be watertight must be pumped immediately and properly decommissioned. Replacement of tanks is considered to be a modification to the system and will require detailed plans and specifications according to Item 1 of this schedule.
8. The permittee must implement preventative maintenance practices or corrections in accordance with the following time schedule unless otherwise agreed to in writing by DEQ:
 - a. Pump all septic tanks when sludge and scum volume exceeds 35 percent of the liquid capacity of the tanks or every 10 years whichever comes first; or as needed if maintained by a certified maintenance provider.
 - b. Clean septic tank effluent filters when 25 percent of the surface becomes clogged if present.
 - c. Pump solids from dosing tanks every 5 years to prevent interference with pump mechanisms and to protect the drainfield, if present; or as needed if maintained by a certified maintenance provider.
 - d. Clean pump screens when 25 percent of the screen surface area become clogged if present.
9. The permittee must immediately notify the DEQ Bend office (phone 541-388-6146) of any occurrence of surfacing sewage so corrective action can be coordinated between the permittee and DEQ. When the Department offices are not open, the permittee must report the incident to the Oregon Emergency Response System (phone 800-452-0311).

10. All septage/sludge (biosolids) must be managed by a sewage disposal service which is licensed in accordance with Oregon Administrative Rule 340-071-0600.
11. The disposal areas, including installed systems and replacement areas may not be subject to activity that would, in the opinion of DEQ, adversely affect the soil or the functioning of the systems. This includes, but is not limited to, vehicular traffic, covering the areas with asphalt or concrete, filling, cutting, or other soil modification.
12. The Department may reopen the Schedules in this permit, if necessary, to include new or revised conditions.
13. The permittee will not be required to perform a formal hydrogeological characterization or preliminary groundwater monitoring during the term of this permit provided:
 - a. The facilities are operated in accordance with the permit conditions, and
 - b. There are no apparent adverse groundwater quality impacts (complaints, system malfunction, or other indirect evidence) resulting from the facility's operation.

If warranted, at any time, the Department may evaluate the need for or require a full assessment of the facility's impact on groundwater quality.

SCHEDULE F

WPCF GENERAL CONDITIONS

SECTION A. STANDARD CONDITIONS

1. Duty to Comply with Permit

The permittee must comply with all conditions of this permit. Failure to comply with any permit condition is a violation of Oregon Revised Statutes (ORS) 468B.025 and grounds for an enforcement action. Failure to comply is also grounds for the Department to modify, revoke, or deny renewal of a permit.

2. Property Rights and Other Legal Requirements

Issuance of this permit does not convey any property rights of any sort, or any exclusive privilege, or authorize any injury to persons or property or invasion of any other rights, or any infringement of federal, tribal, state, or local laws or regulations.

3. Liability

The Department of Environmental Quality or its officers, agents, or employees may not sustain any liability on account of the issuance of this permit or on account of the construction or maintenance of facilities or systems because of this permit.

4. Permit Actions

After notice by the Department, this permit may be modified, suspended, or revoked in whole or in part during its term for cause including but not limited to the following:

- a. Violation of any term or condition of this permit, any applicable rule or statute, or any order of the Commission;
- b. Obtaining this permit by misrepresentation or failure to disclose fully all relevant facts.

5. Transfer of Permit

This permit may not be transferred to a third party without prior written approval from the Department. The Department may approve transfers where the transferee acquires a property interest in the permitted activity and agrees in writing to fully comply with all the terms and conditions of this permit and the rules of the Commission. A transfer application and filing fee must be submitted to the Department.

6. Permit Fees

The permittee must pay the fees required by Oregon Administrative Rules.

SECTION B. OPERATION AND MAINTENANCE OF POLLUTION CONTROLS

1. Proper Operation and Maintenance

At all times the permittee must maintain in good working order and properly operate as efficiently as possible all treatment or control facilities or systems installed or used by the permittee to comply with the terms and conditions of this permit.

2. Standard Operation and Maintenance

All waste collection, control, treatment, and disposal facilities or systems must be operated in a manner consistent with the following:

- a. At all times, all facilities or systems must be operated as efficiently as possible in a manner that will prevent discharges, health hazards, and nuisance conditions.
- b. All screenings, grit, and sludge must be disposed of in a manner approved by the Department to prevent any pollutant from the materials from reaching waters of the state, creating a public health hazard, or causing a nuisance condition.
- c. Bypassing untreated waste is generally prohibited. Bypassing may not occur without prior written permission from the Department except where unavoidable to prevent loss of life, personal injury, or severe property damage.

3. Noncompliance and Notification Procedures

If the permittee is unable to comply with conditions of this permit because of surfacing sewage; a breakdown of equipment, facilities or systems; an accident caused by human error or negligence; or any other cause such as an act of nature, the permittee must:

- a. Immediately take action to stop, contain, and clean up the unauthorized discharges and correct the problem.
- b. Immediately notify the Department's Regional office so that an investigation can be made to evaluate the impact and the corrective actions taken, and to determine any additional action that must be taken.
- c. Within 5 days of the time the permittee becomes aware of the circumstances, the permittee must submit to the Department a detailed written report describing the breakdown, the actual quantity and quality of waste discharged, corrective action taken, steps taken to prevent a recurrence, and any other pertinent information.

Compliance with these requirements does not relieve the permittee from responsibility to maintain continuous compliance with the conditions of this permit or liability for failure to comply.

4. Wastewater System Personnel

The permittee must provide an adequate operating staff that is duly qualified to carry out the operation, maintenance, and monitoring requirements to assure continuous compliance with the conditions of this permit.

SECTION C. MONITORING AND RECORDS

1. Inspection and Entry

The permittee must at all reasonable times allow authorized representatives of the Department to:

- a. Enter upon the permittee's premises where a waste source or disposal system is located or where any records are required to be kept under the terms and conditions of this permit;
- b. Have access to and copy any records required by this permit;
- c. Inspect any treatment or disposal system, practices, operations, monitoring equipment, or monitoring method regulated or required by this permit; or
- d. Sample or monitor any substances or permit parameters at any location at reasonable times for the purpose of assuring permit compliance or as otherwise authorized by state law...

2. Averaging of Measurements

Calculations of averages of measurements required for all parameters except bacteria must use an arithmetic mean; bacteria must be averaged as specified in the permit.

3. Monitoring Procedures

Monitoring must be conducted according to test procedures specified in the most recent edition of **Standard Methods for the Examination of Water and Wastewater**, unless other test procedures have been approved in writing by the Department and specified in this permit.

4. Retention of Records

The permittee must retain records of all monitoring and maintenance information, including all calibrations, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of the sample, measurement, report or application. The Department may extend this period at any time.

SECTION D. REPORTING REQUIREMENTS

1. Plan Submittal

Pursuant to Oregon Revised Statute 468B.055, unless specifically exempted by rule, construction, installation, or modification of disposal systems, treatment works, or sewerage systems may not commence until plans and specifications are submitted to and approved in writing by the Department. All construction, installation, or modification shall be in strict conformance with the Department's written approval of the plans.

2. Change in Discharge

Whenever a facility expansion, production increase, or process modification is expected to result in a change in the character of pollutants to be discharged or in a new or increased discharge that will exceed the conditions of this permit, a new application must be submitted together with the necessary reports, plans, and specifications for the proposed changes. A change may not be made until plans have been approved and a new permit or permit modification has been issued.

3. Signatory Requirements

All applications, reports, or information submitted to the Department must be signed and certified by the official applicant of record (owner) or authorized designee.

SECTION E. DEFINITIONS

1. *BOD₅* means five-day biochemical oxygen demand.
2. *TSS* means total suspended solids.
3. *FC* means fecal coliform bacteria.
4. *NH₃-N* means Ammonia Nitrogen.
5. *NO₃-N* means Nitrate Nitrogen.
6. *NO₂-N* means Nitrite Nitrogen.
7. *TKN* means Total Kjeldahl Nitrogen.
8. *Cl* means Chloride.
9. *TN* means Total Nitrogen.
10. "*Bacteria*" includes but is not limited to fecal coliform bacteria, total coliform bacteria, and *E. coli* bacteria.
11. *Total residual chlorine* means combined chlorine forms plus free residual chlorine.
12. *mg/l* means milligrams per liter.
13. *ug/l* means micrograms per liter.
14. *kg* means kilograms.
15. *GPD* means gallons per day.
16. *MGD* means million gallons per day.
17. *Grab sample* means an individual discrete sample collected over a period of time not to exceed 15 minutes.
18. *Composite sample* means a combination of samples collected, generally at equal intervals over a 24-hour period, and based on either time or flow.
19. *Week* means a calendar week of Sunday through Saturday.
20. *Month* means a calendar month.
21. *Quarter* means January through March, April through June, July through September, or October through December.

WPCF-OS DISCHARGE MONITORING REPORT



DEQ

Facility Name:

File Number:

Contact:

Reporting Period:

Location:

Permit Number:

Phone Number:

****Please attach a copy of the lab report****

DATE		INFLUENT						EFFLUENT						MAINTENANCE ACTIVITIES / NOTES	
		DAILY AVG. FLOW	BOD ₅	TSS	G & O	TKN	NH ₃	NO ₃	BOD ₅	TSS	TKN	NH ₃	NO ₃		
Minimum															In accordance with Schedule F, Section D, Subsection 3 (Signatory Requirements) of your WPCF permit, all applications, reports or information submitted to the Department shall be signed and certified by the official applicant or record (owner) or authorized designee.
Maximum															
Average															

Testing Done By: _____
 Name: _____
 Address: _____
 City State and Zip Code: _____

Mail To: Department of Environmental Quality
 Eastern Region - Bend
 475 NE Bellevue, Suite 110
 Bend, OR 97701

I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.

Name: _____ Title: _____
 Signature: _____

INSPECTION AND CERTIFICATION OF PROPER CONSTRUCTION

Department of Environmental Quality
Easter Region Bend Office
475 NE Bellevue Drive, Suite 110
Bend, OR 97701

ATTN: Lawrence Brown

Project Name: _____

Project Location: _____

I was the design engineer/consultant on the above-referenced project and I or my authorized representative did supervise and inspect the construction.

I certify that such construction was inspected and found to be in accordance with the plans and specifications, including any changes therein approved by the Department of Environmental Quality.

Supplemental inspections were made by:

Design Engineer/Consultant's Signature
Date

cc: *

* Send copy to appropriate sewer system owner.

OREGON ADMINISTRATIVE RULES
CHAPTER 340, DIVISION 52 – DEPARTMENT OF ENVIRONMENTAL QUALITY

340-052-0040

Responsibility of Treatment Works Owners, Design Engineers and Developers After Approval of Plans for (Domestic) Sewage Projects

- (1) Construction of all projects must be in accordance with the project plans and specifications approved by the Department. No substantial change in or deviation from such plans and specifications shall be made without the prior written approval of the Department, which shall make the final determination whether or not a change or deviation is in fact substantial.
- (2) The owner of the sewerage system (generally a municipality) as recipient of any construction work on its system has a vested responsibility to review and approve project plans prior to the start of construction. Department approval of plans under these rules does not preclude the right and responsibility of review and approval by the owner. The owner may adopt more stringent construction standards and impose special conditions for sewer use, service connection, and related activities. Department approval of plans in such cases is contingent upon similar approval by the owner. Submittal of plans to the Department through the owner and prior approval of plans by the owner is encouraged.
- (3) Inspection and certification of proper construction shall be governed by the following provisions:
 - (a) The construction of all sewerage projects shall be under the supervision of and shall be thoroughly inspected by the design engineer or his authorized representative, unless relieved under subsection (b) of this section. At the completion of the project, he shall certify in writing to the owner and the Department that such construction was inspected by him and found to be in accordance with the plans and specifications, including any changes therein approved by the Department. Nothing in the foregoing exempts an owner from monitoring the project for conformance to requirements and performing supplementary inspections or prevents an owner's qualified staff from assuming responsibility for inspection and certification;
 - (b) If the design engineer is to have no further involvement or have limited involvement with the project after obtaining Department approval of plans, he must so notify the Department, the owner, and the developer upon submittal of plans or immediately upon being disassociated or limited in control over materials or workmanship within the project. (Nothing precludes either the owner or the developer from giving such notice if this is more appropriate). Thereupon, if the project is to continue on to construction, the owner shall assume necessary responsibility for satisfactory construction of the project in accordance with the approved plans. He shall employ or apply such construction engineering/inspection services as appropriate for the project. The owner shall thereupon certify in accordance with subsection (a) of this section. No project shall proceed to construction without adequate and capable construction engineering/inspection services. (This assumption of construction engineering/inspection services responsibility by the owner does not necessarily relieve the design engineer of design responsibility);
 - (c) Sewerage system integrity and watertightness is the system owner's ultimate responsibility. He shall monitor all private sewer construction and control all common sewer construction in the sewerage system to the extent necessary to this end.
- (4) An appropriate final operation and maintenance manual, approved by the Department shall be prepared and submitted to the owner by the design engineer for all treatment works, disposal systems, and list stations prior to start up of such facilities.

Stat. Auth.: ORS 454.626, 454.780 & 468.020

Stats. Implemented: ORS468B.055

Hist.: DEQ 3-1981, f. & ef. 2-6-81; DEQ 27-1994, f. & cert. ef. 11-15-94

Guidelines for Writing On-site System Operation & Maintenance (O&M) Manuals for WPCF Permitted Facilities

The O & M manual needs to be easy to refer to in situations where time is of the essence. Present the information in the most accessible manner possible. Include less narrative and more drawings, schematics, tables, schedules and checklists where this aids ease of accessibility.

A facility may have additional components not specifically identified here. The manual should address all components to be inspected and maintained, together with schedules and procedures for doing so. A loose-leaf three (3) ring binder is recommended. The manual should contain at a minimum the following:

1. A table of contents and tabs so that the operator can easily find information.
2. A copy of the permit.
3. A brief description of the wastewater collection, treatment and disposal process. List all the components of the collection, treatment and disposal system. Include plan-view diagrams of the system, indicating locations of the components such as tanks, effluent filters, pumps, control panels, alarms, and the distribution system valves, hydrasplitters, laterals, monitoring/sample ports and cleanouts.
4. References to hazards and safe practices throughout. As a minimum, the manual should include information on specific hazards with electrical components and confined spaces, and sewage handling.
5. A process diagram and a sufficient number of diagrams to illustrate the electrical controls and circuits, as well as the mechanical controls.
6. Specifications for the normal operating as well as the start up values and parameters of the system(s). Include, for example, the length and frequency of pump cycles, dose volume, float switch settings, normal control panel settings and calibration of flow meters or elapsed time meters.
7. A troubleshooting guide for the electrical and mechanical features of the system.
8. For each component of the system such as screens and filters, a description of any special access information and the maintenance procedures. In addition, for each tank descriptions of how to check solids accumulations and when the tanks need to be cleaned.
9. The manufacturer's O&M literature for system components
10. A schedule that lists the periodic maintenance requirements and frequencies for all components of the system. Include a task sheet, a worksheet, and a reporting form

so that it is easy for the operator to keep track of the required procedures and frequencies and report the results to DEQ.

11. A description of the spill contingency plan, including procedures for containment and remediation. List emergency phone numbers, including the DEQ Regional Office to be called to report any sewage overflows.
12. A list of the required monitoring, testing, and frequencies; where the samples are to be taken from, sampling procedures to be used, sample holding times, where to send the samples for testing, and where and when to send the reports.

The following are some suggested minimum preventative maintenance practices and frequencies:

1. Test pumps and alarms once each quarter.
2. Check pump cycles and flow meter once each quarter and adjust as necessary to meet design parameters.
3. Pump the grease interceptor tanks at least once a year or more often if necessary to optimize the unit's efficiency.
4. Clean effluent filters and pump screens when 50 percent of their surface areas become clogged or annually, whichever is less.
5. Pump the septic tanks when sludge and scum volume exceeds 35 to 40 percent of the liquid capacity of the tanks.
6. Pump solids from each dosing tank and the recirculation tank a minimum of once every 5 years.
7. Flush all pressure distribution piping semi-annually or more often.
8. Inspect each hydrasplitter semi-annually and clean as necessary to keep orifices clear of any debris.
9. Check operation of all distribution mechanisms such as hydrotek® valves and motorized valves semi-annually and maintain as necessary to keep them operating properly.

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10. Check the drainfield area and drainfield monitoring ports (if any) for signs of saturated conditions and or surfacing sewage at least semi-annually.
11. The grass over the drainfield needs to be periodically mowed as well as keeping large noxious weeds such as black berries off the top of any filter and the drainfield.
12. Drainage from roads, driveways, gutters, etc. need to be piped away from the filter and drainfields.