

North Queensbury Onsite Wastewater Improvement & Management District No 1

(Draft No 2) Operating Procedures /Bylaws

Prepared by

David J. Decker, PE, CPESC

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### **Purpose**

It is the purpose of these by-laws to implement the provisions of Queensbury Local Law 2014-xx that established the North Queensbury Onsite Management District No 1, as a Responsible Management Entity (RME) for the purpose of:

1. Increasing the performance and efficiency of individual and non-individual onsite wastewater treatment systems, (OWTS) in the Dunhams Bay Section of the Town of Queensbury, by ensuring the proper operation and maintenance of such systems,
2. Promoting the proper operation and maintenance of OWTS, through education and outreach to owner/operators of such systems as a means of protecting public health and welfare and moreover the general water quality of Lake George.
3. Developing a management program to maintain records and manage systems in the designated program area, and
4. Promoting and assuring the proper management of individual and non-individual onsite sewage treatment systems through time

### **Definitions**

Board of Health

Education Program

Licensed Septic Sludge Removal Operator/Hauler

Responsible Management Entity

Eco System ReInjection

Individual Onsite Wastewater Treatment System (OWTS)

Non-Individual Onsite Wastewater Treatment System (OWTS)

System Owner or Operator

Plot Plan

Current Standard System Requirements ( Appendix 75-A)

Dye Test

Encroachments

Soil Adsorption System (SAS)

Groundwater

Static Effluent Level

Structurally Unsatisfactory

Open Pipe Discharge

System Pump Out

RME Advisory Board

Inspection

### **Operation of On Site Wastewater Treatment Systems (OWTS)**

Property owners (system operators) within the established RME shall recognize that operation and maintenance of an onsite waste treatment facility is done with the intent of reintroducing the treated wastewater back into the environment . The operator of the onsite waste treatment system is not doing so for the purpose of “disposing” of the treated wastewater, but rather of “ecosystem re-injection”. Accordingly, the systems shall be generally operated according to the following standards:

1. The subsurface waste disposal system shall be used only for the treatment of wastes of the type and origin provided for in the approved engineering design.
2. Drainage from basement floors, footings or roofs shall not enter the sewage treatment system and shall be diverted away from the area of the disposal field.
3. No person or system operator shall use or introduce or cause any other person to use or introduce into any wastewater treatment system, cleaner containing any restricted materials as set forth in the NYS Public Health Code.
4. Disposal of materials containing toxic substances into an onsite wastetreatment system is prohibited. Materials containing toxic substances include, but are not limited to: waste oil (other than cooking oil), oil based or acrylic paints, varnishes, photographic solutions, pesticides, paint thinners, organic solvents or degreasers and drain openers.
5. Inert or non-biodegradeable substances should not be disposed of in the onsite waste treatment system. Such substances include, but are not limited to: disposable diapers containing plastic, cat box litter, coffee grounds, cigarette filters, sanitary napkins, facial tissues and wet strength paper towels, disposable wipes.
6. Large quantities of cooking greases or fats shall not be discharged into systems not equipped with a grease trap, properly designed.
7. Encourage the use of water saving devices to reduce overall consumption
8. Prohibit the discharge of water from hot tubs into OWTS
9. Prohibit the use of food grinder/disposal systems
10. Major plumbing leaks shall be repaired promptly to prevent hydraulic overloading of the system
11. Vehicle traffic and vehicular parking shall be kept away from the aspects of the system.

### **Maintenance**

#### ***Disposal Field Maintenance***

1. The area of the disposal field shall be kept free of encroachments from decks, pools, sprinkler systems, driveways, patios, accessory buildings, additions to the main building and trees or shrubbery whose roots may cause clogging of any part of the system.
2. Grading shall be maintained in a condition that will promote run-off of surface water and prevent ponding.

3. All drainage from roofs, footing drains, ditches or swales shall be diverted away from the disposal field.
4. Vegetation shall be maintained to prevent soil erosion.
5. Vehicle traffic and vehicular traffic shall be kept away from the area of the disposal field.

### ***Removal of Septic Tank Sludge (System Pump Out)***

1. Any person, partnership, firm or corporation who empties, relieves or pumps out all or a portion of an individual or non-individual onsite wastewater treatment system shall be duly licensed to perform said activities with the NYSDEC.
2. The septic sludge removal contractor shall complete all information on the Septic sludge Removal Information form developed and provided by the Town of Queensbury, and shall provide one copy to the property owner/system operator, and one copy to the Town of Queensbury within 72 hours of the time that the individual system is pumped.
3. Pumping of the septic tanks shall be conducted in such a manner that the entire contents of the tank, including both liquids and solids are removed.
4. Pumping shall be carried out in such a manner that will prevent spillage of sewage onto the ground. If any spillage occurs, the solid portion shall be immediately removed and disposed of in a sanitary manner and the area of the spill shall be disinfected using a suitable substance, approved by the Town. The onsite personnel witnessing the spillage shall notify the Town of Queensbury immediately for any and all spills in excess of 5 gallons.

### ***Inspection***

1. The property owner/system operator shall cooperate and assist with the inspection of the system on an annual basis, albeit with reasonable and proper advance notice by the Town of Queensbury, or its designate agent.
2. The inspection shall be conducted by an individual, or firm, licensed to practice professional engineering in the State of New York, or other individual deemed so (similarly) qualified by the Town of Queensbury.
3. An inspection report shall be provided to the homeowner/system operator and the Town of Queensbury, within 72 hours of the conduct of the inspection.

### ***Charges***

The method and level of charges shall be developed in conjunction with in conjunction with the Advisory Board as discussed below. The charges shall be established annually by the Town Board.

### ***Advisory Board***

An advisory board (consisting of 5 to 10 members), appointed by the Town Board of Queensbury, comprised of property owners/system operators from within the program area shall meet periodically,

(at least once per year); to report to the Town Board on the matters of interest in operating the RME, as well as to provide information relative to developing an annual operating budget for the RME.

The Annual meeting of the Advisory Board shall occur each July. (Specific date to be established by the Advisory Board, once formed).

Proforma activities and responsibilities of the Advisory Board include:

1. Advise the Town Board on matters of import to the functioning of the RME and moreover, protection of Lake George waters
2. Develop the basis for a recommended budget for executing the responsibilities of the RME and present same to the Town Board as part of the Board's pre-budget activities
3. Identify opportunities for education and outreach to resident property owners of the RME
4. Participate in the identification and consideration of priority forms of repair and/or replacement activities for OWTS

**Effective Date**

TBD

**Amendments**

Amendments to these by laws may be offered by the Advisory Board for consideration by the Town Board.