

**PIMA COUNTY DEPARTMENT OF ENVIRONMENTAL QUALITY
TECHNICAL PROCEDURE**

POLICY NO.: Technical Procedure, TECH-208

EFFECTIVE DATE: April 5, 2002

POLICY: INDIVIDUAL SEWAGE SYSTEM APPLICATION PROCEDURES

The Pima County Department of Environmental Quality (PDEQ) protects the environment by clarifying and enforcing regulations related to the installation of an on-site disposal system.

PURPOSE: The purpose of this policy is to establish consistent procedures regarding permitting, and inspection of individual on-site disposal systems.

PROCEDURE:

An applicant who proposes to install and operate an on-site wastewater disposal system shall:

1. Submit an application to the Development Services Department using the appropriate forms. These forms and application procedures, which are prepared as a packet titled *“Septic System Permitting Under ADEQ’s Unified Water Quality Rules”* can be obtained either at Development Services or at Environmental Quality. The packet consists of:
 - A. Notice of Intent to Discharge;
 - B. Site Suitability Determination Guidelines and Checklist;
 - C. Percolation Test and Pre-soaking Log Sheet;
 - D. Provisional Verification (completed by the Department prior to construction of the system);
 - E. Verification (completed by the Department prior to operation of the System);
 - F. Request for Approval of Alternative Feature; and
 - G. Instructions on completing and submitting the forms.
2. Verify, either by engineer registered in the State of Arizona, or by Department staff, the Site Suitability Determination Guidelines and Checklist, the Percolation Test and Pre-Soaking Log Sheet. This requires a site visit.
3. After the system has been installed, schedule a final inspection of conventional septic systems, using gravel filled trenches by PDEQ Department staff or Development Services staff. An Arizona registered engineer shall inspect conventional systems using chamber technology, and alternative systems in order to receive the Verification.

APPROVED BY:

Director

Date

Original Policy Approved: July 6, 1994

Date(s) Revised: March 10, 2000, April 5, 2002