LOSS Project Pre-Design Document

Introduction

Persons proposing a large on-site sewage system must complete and submit a Project Pre-Design Document to the state Department of Health (DOH) at the address indicated below. Information to be included in this document is outlined below. While it is not necessary, it is preferred that the pre-design document be completed by an engineer. Final design details are not needed in the pre-design document.

The intent and primary focus of the pre-design document is to assist DOH in determining conceptual feasibility of the project and to initiate the DOH project review and approval process.

Once the pre-design document is received and reviewed by DOH, the applicant or designer/engineer will be contacted to schedule a pre-site inspection and pre-design meeting. The pre-design meeting customarily held concurrently with the pre-site inspection. The result of the pre-design meeting should be a clear understanding of review agency requirements, fees and special design considerations. The pre-design meeting should assist in preparation of the engineering report, construction plans and specifications. The applicant, a representative from DOH, and the applicant's engineer should be present at the meeting. DOH typically invites a representative from the local health jurisdiction to also attend.

Included on this Website are various documents to assist persons proposing a large on-site sewage system with the DOH project review and approval process as well as an explanation of the required fee and billing process. A copy of WAC 246-272 "On-Site Sewage Systems" is included in this packet. Please refer to Section WAC 246-272-08001(2)(a)(vi)(A)(I), which outlines the specific requirements for large on-site sewage systems. In addition to WAC 246-272, "Design Standards for Large On-Site Sewage Systems" is also included which further explains design, management, and operation and maintenance requirements.

A project review checklist used by DOH staff for reviewing engineering submittals has been included on this Websitet. This checklist may be used as a guidance tool to assist in completion of the engineering documents.

Technical Information/Assistance

Richard Benson — (509) 456-6177
Richard.Benson@doh.wa.gov

Mamdouh El-Aarag — (509) 456-2754
Mamdouh.El-Aarag@doh.wa.gov

Send Completed Pre-Design Document To:

ATTN: Richard Benson
EHS Wastewater Management
Large On-Site Program
1500 West 4th Avenue, Suite 403
Spokane, WA 99201-1656
Facsimile (509) 456-3127

Pre-Design Document - General Instructions

The purpose of the pre-design document is to provide the Department with enough information to assess viability of a project before scheduling a pre-site (soils) inspection. The intent is to identify potential "project stoppers" or to correct potentially serious flaws in a design concept before the proponent invests a substantial amount of time or money in a project. It is in the proponent's self-interest to provide complete and accurate information on this form. It is not necessary for a licensed engineer to complete this form but all LOSS project documents submitted for formal Department approval must be prepared and stamped by a licensed engineer.

Please include the following information in your LOSS Project Pre-Design Document:

1. **Applicant**
   Name/Title
   Company *(if applicable)*
   Mailing Address
   Telephone No.
   FAX No.
   E-mail Address

2. **LOSS Project Legal Owner —**
   Name/Title
   Company *(if applicable)*
   Mailing Address
   Telephone No.
   FAX No.
   E-mail Address

3. **Designer / Engineer** *(if known)* —
   Name/Title
   Firm
   Mailing Address
   Telephone No.
   FAX No.
   E-mail Address

Pre-Design Document - General Instructions

4. **Site Address / Legal Description —**
   Site Address and/or Nearest Crossroads
   Legal Description of Property
   Tax Parcel Number(s)
   County

5. **Narrative —**
   The narrative should briefly explain the proposed LOSS project. It should indicate the nature of the project (new development, repair, modification, expansion, etc.). Describe the type of facilities to be served; characterize expected waste strength and proposed design flows; explain the proposed treatment and disposal concept; identify who will own (be responsible for) the system, how it will be managed; provide any other relevant information (such as phased development, time frames, size of system, etc.).

6. **Physical Description of Site —**

   Provide the total area available for the development and proposed drainfield. Describe any relevant site conditions and neighboring land use. Characterize soils in the proposed drainfield and reserve area. Describe any known limiting features (proximity to wells or surface water, etc.).

   Soil information may be obtained from USDA, National Resource Conservation Service (previously Soil Conservation Service) reports or independent soils investigations. An estimated soil-loading rate, if known, should be assigned. A map should also be provided, noting as much of the site information as is available. This does not need to be a detailed, surveyed, topographic map, but should be adequate in scale and exactness to reveal the basic landscape and topographical characteristics of the site. The map should also include boundaries of proposed initial and replacement drainfield areas.