

~ GUIDANCE ~

CENTRAL COAST WATER BOARD CHECKLIST FOR DEVELOPING & REVIEWING ONSITE WASTEWATER MANAGEMENT PLANS

GOAL: Implementation of onsite management plan will protect and enhance ground and surface water. Each local agency is likely to have unique site limitations and potential water quality issues associated with onsite systems, and management measures to address those issues. Accordingly, the onsite management plan should be flexible and agency-specific. The plan must address each component required in the Basin Plan, however the means and degree to which each component is addressed is flexible. Following is based upon the order in which requirements appear in the Basin Plan, minus duplicative requirements (Chapter 4, Section VIII.D.)

Note: Many components of an effective onsite wastewater management plan may already be implemented by the local permitting jurisdiction or other resource agencies. To prevent duplicative efforts and maximize efficiency, such existing practices should be utilized to the maximum extent practical and summarized in the plan. For example, water quality monitoring data may be available from local health departments, water purveyors, Central Coast Water Board programs, etc. Such data can be used to support management plan activities providing the data is technically sound and adequately summarized in the plan. Adequate documentation should also be included to address any components omitted from a plan, such as those actions performed by other agencies or not applicable due to specified local conditions. The following guidance is based upon requirements adopted by the Central Coast Water Board on May 9, 2008, and not yet approved by the State Water Board.

1. Survey and evaluation of existing onsite systems.
 - a. Identify areas served by existing onsite systems throughout jurisdiction. (Section should establish a baseline, include maps or GIS layers, identify areas suitable for conventional systems, summarize basis for suitability, etc.)
 - b. Identify problematic areas (site limitations, failure rates, water quality impacts).
 - c. Management measures 2, 3, 7 & 8 are implemented in problematic areas.
2. Water quality (ground and surface water) monitoring program.
 - a. Ground and/or surface water monitoring in areas likely to detect and prevent degradation. (Include existing data sources and observations where available, document data sources, and document the basis for determining areas likely to be degraded.)
 - b. Monitoring locations/depth are representative and can characterize early effects.
 - c. Monitoring results support implementation measures and protection of water quality and beneficial uses.
3. Projections of onsite disposal system demand and determination of methods to best meet demand.
 - a. Documentation/details that demand will be met without degrading water quality. (Section will reflect each agency's existing and planned policies, include feedback loops to ensure policies are working, and periodic reevaluation.)

- b. If sewerage is proposed, a realistic schedule is provided. (Include legal authority to prohibit onsite systems within specified proximity of sewer or other tools, summarize measures to prevent water quality impacts until sewer is provided.)
- 4. Recommendations and requirements for existing onsite wastewater system inspection, monitoring, maintenance and repairs. (Consider different levels for conventional vs. alternative systems.)
 - a. Recommendations & requirements are consistent with Basin Plan.
 - b. Recommendations & requirements are implemented in an effective manner. (Include feedback loop to ensure effectiveness of policies described.)
 - c. Replacements/repairs comply with Basin Plan recommendations, requirements and prohibitions. (Management proposed if repairs can not meet Basin Plan standards, deed restrictions, etc.)
 - d. Method for informing onsite system owners is described and effective.
 - e. Tracking of system failures, pumping, or other means of identifying problems.
 - f. Implementation methods are supported by adequate resources. (Identify who implements or will implement actions.)
- 5. Recommendations and requirements for new onsite wastewater systems.
 - a. Recommendations & requirements are consistent with Basin Plan.
 - b. Recommendations & requirements are implemented in effective manner. (Include feedback loop to ensure effectiveness of policies described.)
 - c. Site suitability tests are performed and support design.
 - d. Permitting process ensures proper siting, design, construction & maintenance.
 - e. Permitting conditions reflect Basin Plan criteria and protects set-aside areas.
 - f. Property owners are notified of proper installation, operation & maintenance. (Describe when and how notification will occur in the local permitting process.)
 - g. Alternative systems are prohibited unless consistent with specified criteria. (Includes water quality protection criteria for alternative systems, if allowed.)
 - h. Alternative system criteria include means of verifying ongoing compliance (performance monitoring and reporting).
 - i. Alternative system owners are provided maintenance or replacement document by the system designer or installer, citing homeowner procedures to ensure maintenance, repair, or replacement of critical items within 48 hours.
 - j. Provisions to ensure long-term performance of alternative systems (service contract, deed restrictions, disclosures, etc.)
 - g. Implementation methods are supported by adequate resources. (Identify who implements or will implement actions.)
- 6. Alternative means of disposing of sewage in the event of disposal system failure and/or irreversible degradation from onsite disposal. (Define how local agency characterizes system failure or irreversible degradation and how it will be detected.)
 - a. List of alternate disposal options. (Availability of capacity at each optional disposal facility should be documented.)
 - b. Estimated cost of wastewater disposal alternatives.
- 7. Education and outreach program.
 - a. Sample information is fact-based, accurate, user-friendly, and lasting.
 - b. Provisions for public inquiry and assistance.

8. Enforcement options. (Including maintenance of alternative systems and commitment to follow through).
 - a. Local ordinance reflects Basin Plan criteria.
 - b. Local enforcement tools are available and commitment is clearly stated. (Describe escalation of enforcement and who will implement each action.)
9. Septage management.
 - a. Septage volume estimated.
 - b. Long-term disposal capacity (authorization if site not owned by same agency).
 - c. Septage disposal plans & schedule, if site not currently available.
 - d. Discussion of private hauling company coordination with local agencies.
10. Program administration, staffing, records keeping, installation and repairs tracking, and financing (are adequate resources provided to support all activities).
 - a. Clear delegation of tasks, who does what.
 - b. Staff/contract inspectors use detailed checklist to verify construction compliance.
 - c. Periodic summary reports, contents of report, and feedback loop.
 - d. Local ordinance reflects Basin Plan criteria and supports management plan implementation.