



ALBANY COUNTY DEPARTMENT OF HEALTH

DIVISION OF ENVIRONMENTAL HEALTH

175 Green Street

Albany, NY 12202

518-447-4649

Procedures for Individual Water Supply Systems (IWS) and Individual Onsite Wastewater Treatment Systems (OWTS)

A building permit can only be obtained once water supply and wastewater system feasibility are deemed acceptable. When the OWTS and final water sample are satisfactory, ACDOH will notify the applicable building department and applicant that the facilities are acceptable for consideration of a Certificate of Occupancy (C/O).

INDIVIDUAL WATER SUPPLY (DRILLED WELL) PROCEDURE:

- 1. Application:** Fill out an application (ACDOH EH-101) and mail your fee to Albany County Health Department. **Fees will not be collected on site.** Failure to provide a fee will delay project progress.
- 2. NYSDEC Well Completion Report:** After drilling the well, the owner shall provide the ACDOH with a copy of the Well Completion Report provided by the NYS Registered Water Well Contractor. The report shall be completed as required by NYSDEC and include the well yield.
- 3. Initial Well Disinfection and Sampling:** The owner shall hire a NYSDEC Registered Water Well Contractor to complete disinfection (recommended) or follow the disinfection procedure outlined on the ACDOH website. Upon completion of the well, the driller will collect the initial water quality sample, which includes a bacteriological sample and a routine suite of chemical and physical constituents.
- 4. Water Testing Results:** An email will be sent to the applicant with a copy of the results, and constituents above the maximum contaminate level (MCL) will be identified. Treatment and storage recommendations/requirements will be outlined in a letter sent to the applicant.
- 5. Water Treatment:** Final water quality must meet standards, and to do so may require that treatment is installed to address specific parameters. *A proposed treatment system schematic must be submitted by the applicant for our records in such cases.*
- 6. Final Water Testing:** When the well has been piped to the house and all interior plumbing has been connected (shower, toilets, and sinks), the well and plumbing must be disinfected. After disinfection has been completed and there are no traces of chlorine in the well or interior plumbing, a water sample will be collected by the ACDOH for bacteriological quality and to ensure any required water treatment system installed is working.

INDIVIDUAL ONSITE WASTEWATER TREATMENT SYSTEM (OWTS) PROCEDURE:

These procedures outline the steps taken after the owner has hired a New York State Licensed Professional Engineer (P.E.) or Registered Architect (RA) to perform the site evaluation and prepare the system design plans.

1. **Application:** Fill out an application (ACDOH EH-102) and mail your fee to the Albany County Health Department. **Fees will not be collected on site.** Failure to provide a fee will delay project progress.
2. **Site Evaluation:** The PE must provide the ACDOH the opportunity to attend the site evaluation of the property to determine if the site will support an OWTS. The site evaluation must include identifying limiting site conditions such as useable soil depth and type(s), property lines, water bodies, and neighboring wells and septic systems. This will include a soil evaluation using the excavation of a deep test pit to identify the soil profile and at least two (2) soil percolation rate holes. ***The PE must contact the ACDOH regarding project timeline including two-week advanced notice of test pit and percolation test.***
 - a. **Deep Test Pit:** The design professional shall arrange for a 6-foot deep dig with a backhoe near the proposed location of the absorption area. The bottom and sides of the hole shall be visible, and one end of the pit shall be sloped for safe entry/exit of the hole. Note that if water or bedrock is encountered, the excavation can be stopped.
 - b. **Percolation (“Perc”) Test:** The design professional shall dig at least two (2) round shallow holes in the proposed location of the absorption area. Each hole shall be 30 inches deep by 12 inches across.
3. **System Design:** The PE shall provide ACDOH with a design layout for the proposed septic system for review and approval in accordance with the ***NYS Residential Onsite Wastewater Treatment Systems Design Handbook***. All submissions must be sent to ACWA@albanycountyny.gov; paper approvals will not be provided.
4. **OWTS Design (if fill is needed):** Upon completion of the site evaluation, if fill is required for the OWTS absorption area due to a shallow depth of useable soil, the PE must provide ACDOH with the opportunity to attend the fill inspection.
5. **OWTS Component Layout:** ACDOH will inspect the installed components (septic tank, distribution box, and absorption trenches) to confirm components designed by the PE are correct and installed as designed prior to backfilling. The engineer must be present for final inspection when coordinating with ACDOH.
6. **Final Inspection:** Contact ACDOH for a final inspection after the absorption area has been completed, compacted, top-soiled, and seeded. If seeding is not possible due to season changes, the system must be top-soiled and covered with hay.
7. **PE Certification:** The design professional shall provide a certification of system installation completion as well as as-built plans if there has been any deviation in design from the originally approved plan set.

