



# Memo

To: Onsite Wastewater Treatment System (OWTS) design engineers  
From: William P. Havener Jr., M.S., P.E.  
c: Katelyn Parkhurst, Director of Environmental Health - Town Supervisors, Village  
Mayors, Code Enforcement Officers  
Date: 4/19/2024  
Re: OWTS design submissions – **REVISED - EFFECTIVE DATE 4/19/2024**

---

This memorandum has been re-issued to inform design professionals\* of the requirements the Oswego County Health Department (OCHD) has for every OWTS design submitted for review and approval. **OCHD will complete our review within 30 – 45 days if all requirements are met as outlined in this memorandum. OCHD will also notify the design professional if the submission is complete or if the OWTS design must be revised within 30 days after submission.**

**OCHD is required to review all individual residential or commercial designs considered as alternative systems (i.e., raised systems, mound systems, etc.) as defined in Appendix 75-A which is attached to this correspondence. Alternative systems must be reviewed and approved by the Department as required under Part 75.3(c) of the New York State Sanitary Code (Statutory authority: Public Health Law, Section 201(1)(l)).**

**The Department can review individual residential OWTS designs not considered as alternative systems on a case-by-case basis upon request from code enforcement officers.**

**OCHD must approve all OWTS designs for facilities permitted by the Department (i.e., restaurants, realty subdivisions, campgrounds, mobile home parks, children's camps, etc.)**

Please review the following items and feel free to contact me at (315) 349-3557 with any questions or concerns.

1. Each residential\* Onsite Wastewater Treatment System (OWTS) design must be prepared in accordance with Appendix 75-A and the 2012 *New York State Department of Health Residential Onsite Wastewater Treatment Systems Design Handbook* (2012 NYSDOH Design Handbook.) Commercial OWTS designs with maximum daily discharges below 10,000 gallons/day must be prepared in accordance with the 2014 New York State Department of Environmental Conservation (NYSDEC) *2014 New York State Design Standards for Intermediate Sized Wastewater Treatment Systems* (2014 NYSDEC Design Handbook.)

Copies of the 2012 NYSDOH Design Handbook are available at:

[www.health.ny.gov/environmental/water/drinking/wastewater treatment systems/docs/design\\_handbook.pdf](http://www.health.ny.gov/environmental/water/drinking/wastewater_treatment_systems/docs/design_handbook.pdf)

Copies of the 2014 NYSDEC Design Handbook are available at:

[www.dec.ny.gov/docs/water\\_pdf/2014designstd.pdf](http://www.dec.ny.gov/docs/water_pdf/2014designstd.pdf)

2. Each OWTS design must include the full name of the property owner, Tax ID# and/or the 911 address. The plan must also include a location sketch identifying the road the subject property is located on and nearest crossroads, streams, etc.;
3. Each OWTS design submittal must include the following:
  - a. Design review fee (\$125 residential designs, \$200 commercial designs);
  - b. The proposed daily design flow rates for the OWTS system;
  - c. A completed copy of the NYDSOH Bureau of Water Supply Protection Percolation Test Data sheet (DOH-1327 (12/10)). A copy of the DOH-1327 form has been attached to this correspondence;
  - d. Detail drawings for all OWTS components used in the design (i.e., septic tanks, distribution boxes, sewage basins, absorption trenches, etc.);
  - e. The results of the soil investigation (percolation and deep hole test results);
  - f. Locations of any NYSDEC, federal wetlands, and NYSDEC 100-ft buffer areas located on the property. **Wetlands delineations must be performed by NYSDEC Region 7 personnel or otherwise certified by NYSDEC Region 7. OCHD will not review plans before delineation has been completed;**
  - g. Any calculations used in the design for systems dosed with effluent pumps and all calculations used for the designs of mound system as presented in Appendix A of the 2012 NYSDOH Design Handbook; and
  - h. Any additional supporting documents necessary to meet NYSDOH requirements.
4. Each OWTS Design must include a scaled site plan (**1:20 or 1:30 scale**) which includes, but is not limited to, the following items:
  - a. Surveyed property lines;
  - b. Location of the existing or proposed residential structure;
  - c. 2-foot elevation contours or appropriate spot elevations;
  - d. Individual water supply wells;
  - e. Locations of all septic components (i.e., septic tanks, distribution boxes, sewage basins, absorption laterals, etc.);
  - f. Service laterals from municipal water mains;
  - g. Location of 50% expansion area (100% for commercial systems);
  - h. Locations of streams, lakes, wetlands, etc.; and
  - i. Roads, driveways, rights-of-way, etc.

5. Repair systems for residential and commercial OWTS designs must also be prepared in accordance with Appendix 75-A and the 2012 NYSDOH Design Handbook for residential repair systems; Repair systems for commercial OWTS designs must be prepared in accordance with the 2014 NYSDEC Design standards. Any deviations from NYSDOH or NYSDEC design standards must be approved by OCHD.

**Notes** –

1. \*\*Design professional means a person licensed to practice engineering or architecture in New York State by the State Education Department in accordance with Article 145 or Article 147 of Title VIII of the New York State Education Law, respectively, and who is currently registered with the New York State Education Department (NYS Public Health Law, Section 201 (1)(l)(f)).

C: Vera Dunsmoor, MSNE, RN, Director of Public Health  
Christy Carrington, Esq., Assistant County Attorney  
Charles Airebamen, Public Health Engineer