



On-site Sewage Disposal Systems Program Certificate of Installation form changes

System Completion

The Qualified Person (QP) or Professional Engineer must submit a Certificate of Installation (COI) when the on-site system is complete. The QP or Engineer will enter the date of system completion on the COI form.

The system is complete if:

- The installer has completed all work except the final cover and seed or sod.
- Clean backfill has been placed.
- Pump chambers or other mechanical components are installed, safe, and working.
- The system can begin to be used normally.

A QP or Engineer might view the system while it is still under construction and not yet complete. Establishing the completion date is between the QP/Engineer and the Installer. How that is done is up to the QP/Engineer and their relationship with their Installer. They might complete another site visit or rely on communication with the Installer, which might include photos of completed work. It is up to the QP or Engineer to be comfortable stating the system is complete when submitting the COI form.

Final Cover

A completed system still requires final cover.

From the On-site Sewage Disposal Systems Standard:

Final cover material

- 50 (1) A completed system** must be covered with a layer of soil that will promote the growth of vegetation within the first growing season.
- (2)** The layer of soil **covering a completed system** must be seeded or sodded with grass or a similar shallow root vegetation to prevent erosion.

The Installer will often complete this work right away but sometimes the Installer cannot place the seed and sod at the time of system completion. This can be when the system is completed outside the growing season. Previously QPs and Engineers would submit an interim form with a second, final form required once the Installer placed the final cover. The biggest change to the COI form is the addition of a second confirmation statement to allow for the removal of the interim option. Now, a QP or Engineer will only need to file the COI form once.

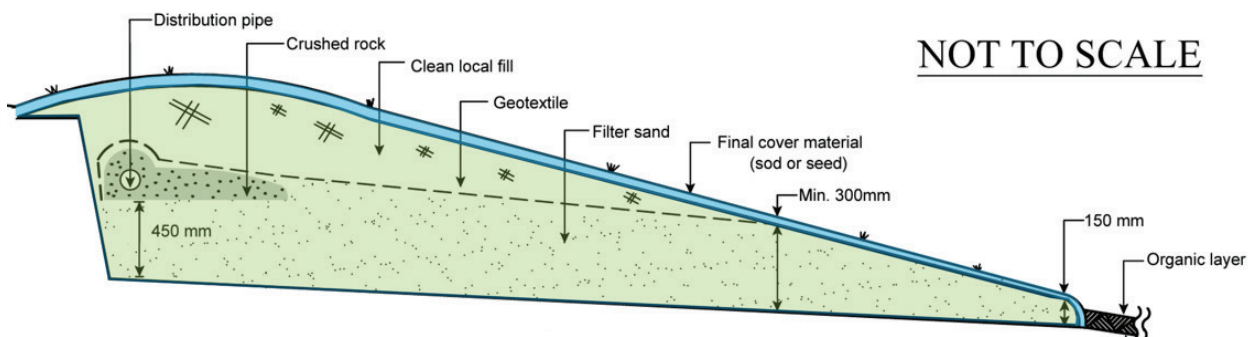
New Confirmation Statements

The QP or Engineer now has new confirmation statements to choose from:

I confirm that (select one):

- Option A** The system has been completed according to the *On-site Sewage Disposal Systems Regulations, Standard*, and the associated notification or approval, and final cover and seed has been installed prior to the submission of this Certificate of Installation.
- Option B** The system has been completed according to the *On-site Sewage Disposal Systems Regulations, Standard*, and the associated notification or approval but final cover and/or seed or sod cannot be completed prior to the submission of this Certificate of Installation. The system has been protected from erosion and the Supplementary Final Cover Section of this form has been completed.

The QP or Engineer will select Option A when the system is complete, and the final cover material required by Section 50 of the Standard is in place before they submit the COI. Using a sloping sand filter as an example, the Installer would have done the work highlighted by both green and blue.



If the system is complete but final cover is not (green is done but not blue) the QP or Engineer will select Option B. If so, they must complete the Supplementary Section.

Supplementary Section

The purpose of the Supplementary Section is to document who will complete the final cover work required by the Standard, and when. In most cases this will be the Installer, and it is recommended the Installer be the one to complete this work.

However, sometimes the lot owner may want to complete the final cover themselves. If so, it is important to inform the lot owner of regulatory requirements they need to follow. These include completing the work as required by regulation to keep the system in good working order, and that risers need to be at grade and not buried. A handout will be created to help with this.

- If the Installer is completing the work, they will sign and return the form to the QP or Engineer.
- If the lot owner is going to complete this work themselves the QP or Engineer shall let them know of the basic obligations to finish the final cover correctly and sign the form to confirm they have done so.

Only one signature is required for the Supplementary Section. The form has been created as a fillable PDF so it can be signed and emailed, but it can also be printed and signed manually.

Protecting the system

The Installer should protect the disposal field from erosion, and if necessary, freezing, regardless of who will complete the eventual final cover. A mulch, such as hay or straw, can be used over the field. A jute mat or erosion control blanket can also be used. To protect against freezing, several inches of mulch may be needed.

The QP/Engineer and Installer should remind lot owners to keep all vehicle traffic off the tank, pipes, and soil treatment area. The Installer may want to mark off the disposal area to further identify it and protect it from equipment.

Completing the final cover

Whoever is doing the final cover work must complete it **within the first available growing season**. Generally, if the system is completed between April 1st and September 30th the final cover can be completed that same year. Otherwise, it should be done early in the next growing season.

The QP or Engineer can call the Installer or have the Installer call them to confirm the final cover work was done. The Installer can email photos of the work when it is done. The QP or Engineer can also visit the site again to confirm the work was done.

The QP, Engineer or Installer is not required to submit anything else to the Department after the COI, but the final cover work is still required and the Department can respond to complaints when this work is not done.