



# On-site Sewage Notification

Regulatory changes effective **May 1, 2016**

# Outline

- Clarification
- *Activities Designation Regulation* changes
- *On-site Sewage Disposal Systems Regulation* changes
- Notification process
- Information online
- Preview of new forms
- Potential future changes to the subdivision section of the *OSSDS Regulations*
- Questions/discussion

# Clarification on changes

- Regulatory changes related to the on-site sewage program that came into effect on **May 1, 2016:**
  - Do not include any changes related to the subdivision process, or lot size requirements for lots requiring an on-site system.
  - Introduce the use of notifications for most on-site sewage system installations in the Province.
  - Implement additional changes to further improve program clarity and efficiency.

# *Activities Designation Regulations (ADR)*

Summary of changes to effective May 1, 2016

# Activities Designation Regulations (ADR)

## Summary of changes to ADR effective **May 1, 2016**

### Current

### New

*OSSDS Regulations* include requirement to obtain an approval from NSE to select, design, install, construct, repair, modify, upgrade, or replace an on-site sewage system.

The installation, replacement, and alteration of an on-site sewage system is designated as an activity in ADR.

Approval required in accordance with *OSSDS Regulations* & Technical Guidelines.

On-site system that does not meet the Standard requires an approval.

On-site system that meets the Standard is eligible for notification.

Construction of a pit privy is exempt from the requirement to provide notification or obtain approval.

# Activities Designation Regulations (ADR)

## Summary of changes to ADR effective **May 1, 2016** continued

### Current

### New

Applicant can be landowner or qualified person acting on owner's behalf.

Notification or application for approval must be submitted by a qualified person or professional engineer.

Minor alterations allowed in emergency situations and installer must submit minor alteration report to NSE within 3 days after completion.

On-site system repairs are exempt from the requirement to provide notification or obtain approval except where repair or replacement of the distribution trench is required.

# *On-site Sewage Disposal Systems (OSSDS) Regulations*

Summary of changes effective May 1, 2016

# On-site Sewage Disposal Systems (OSSDS) Regulations

Summary of changes to *OSSDS Regulations* effective **May 1, 2016**

## Current

## New

Professional engineer called qualified person level 1.	Professional engineer (P.Eng.)
Person who selects a system called a qualified person level 2.	Qualified person (QP)
3 day notice to NSE prior to <b>covering</b> system.	24 hour notice to NSE prior to system <b>construction</b> .



# On-site Sewage Disposal Systems (OSSDS) Regulations

Summary of changes to *OSSDS Regulations* effective **May 1, 2016**

## Current

## New

Certificate of Installation (COI) must be submitted “no later than as required by the department”.

COI must be provided no later than 15 days after system completion.

General provision for malfunction system replacements that don't meet Regulatory requirements.

Landowner must advise NSE if system is malfunctioning, or is releasing untreated sewage into the environment (i.e. straight pipe) no later than 15 days after they become aware of the malfunction or release.

# On-site Sewage Disposal Systems (OSSDS) Regulations

Summary of changes to *OSSDS Regulations* effective **May 1, 2016**

## Current

General provision for malfunction system replacements that don't meet regulatory requirements.

No experience requirements for QPs or installers.

## New

A malfunction being replaced under notification must be completed within 45 days after NSE receives the notification.

General malfunction provision (section 21(2)) was removed in order to rely on more specific requirements under the Standard.

Experience requirements for QPs and installers:  
1000 hours of work experience in the on-site sewage industry, including the installation of at least 6 systems

# On-site Sewage Disposal Systems (OSSDS) Regulations

## Summary of to OSSDS Regulations effective **May 1, 2016**

### Current

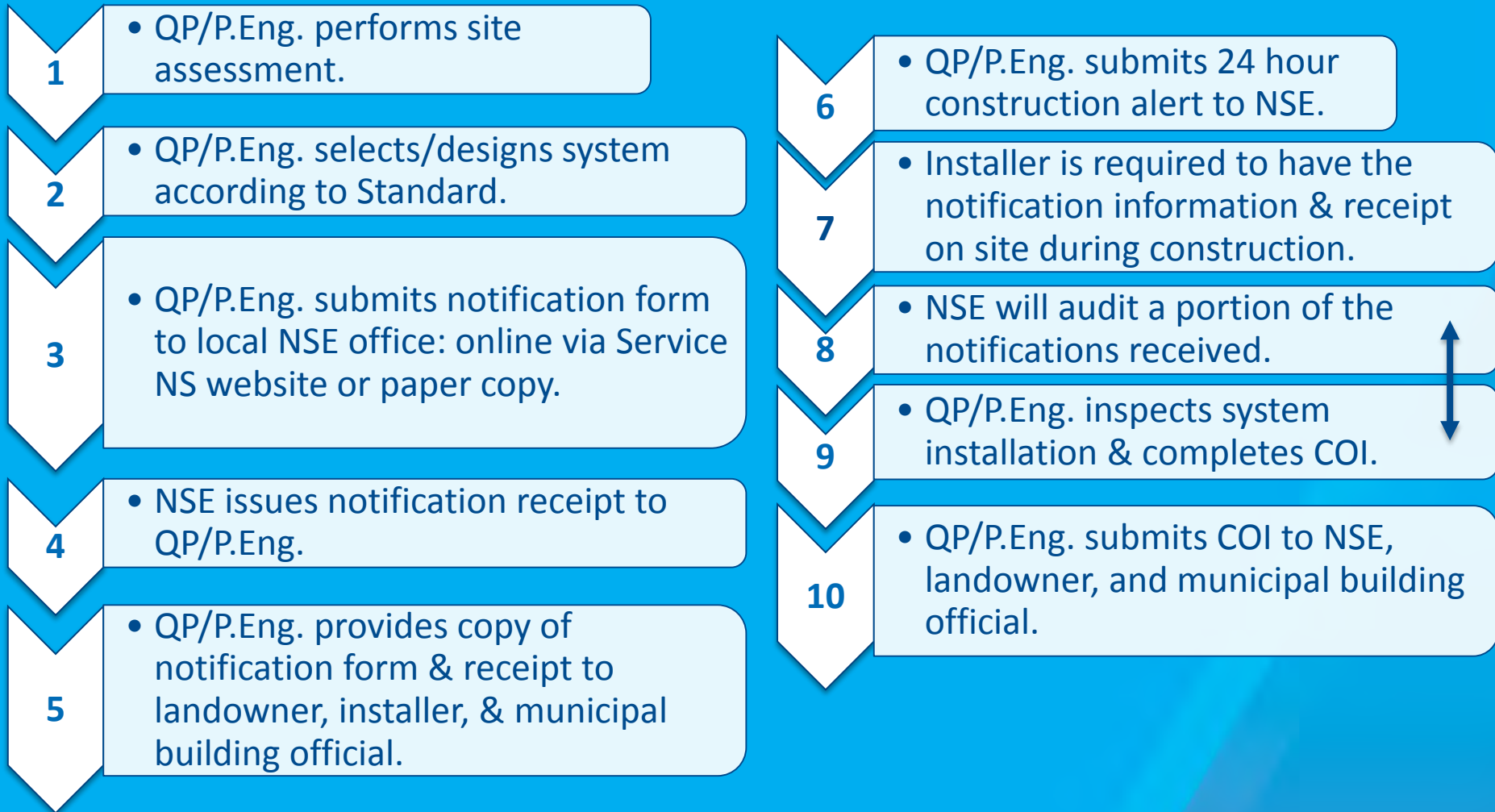
### New

Subdivision requirements in section 5.	Subdivision requirements were moved to the end of the regulation (Section 20-22).  Minor wording changes were made to be consistent with the <i>Municipal Government Act (MGA)</i> but intent was not changed.
Clearance distance requirements.	Clearance distance requirements moved to the Standard.
23 pages 40 sections	Content was re-organized, simplified, and some content moved to the Standard 12 pages 22 sections

# *Notification Process*

Summary of process effective May 1, 2016

# Notification process



# Regulations available online

- *On-site Sewage Disposal Systems Regulations:*
  - <https://www.novascotia.ca/just/regulations/regs/envsewage.htm>
- *Activities Designation Regulations:*
  - <https://www.novascotia.ca/just/regulations/regs/envactiv.htm>
- *On-site Sewage Disposal Systems Standard and Q&A:*
  - <https://www.novascotia.ca/nse/wastewater/on.site.sewage.disposal.asp>
- *Approvals and Notification Procedure Regulations:*
  - <https://www.novascotia.ca/just/regulations/regs/envapproval.htm>



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## NOTIFICATION FORM On-Site Sewage Disposal System - Notification

### Notifier contact information:

**\*effective May 1, 2016 notifier must be a professional engineer or qualified person**

_____		_____		_____	
Last Name		Middle Initial		First Name	
_____		_____		_____	
Primary Phone Number		Ext		Secondary Phone Number	
_____		_____		Ext	
_____		_____		_____	
Fax Number		Email Address		_____	
_____		_____		_____	
Professional designation (QP or P.Eng)		QP or P.Eng #		_____	
_____		_____		_____	

### Notifier mailing address:

\_\_\_\_\_

Street name and type, PO Box, RR #, Site #, etc.

_____	_____	_____	_____	_____
Country	Province	County	City/Town	Postal Code

### Property details/location of activity

_____	_____
Civic number	Street name and type
_____	_____
County	Community
_____	_____
PID	

## Property details

Water supply:  Existing  Proposed  Other, please specify: \_\_\_\_\_

Water supply type:  Drilled well  Dug well  Other, please specify: \_\_\_\_\_

Development type: Residential:  Single Family  Multiple dwelling  
# of bedrooms: \_\_\_\_\_ Other, please specify: \_\_\_\_\_

## System details

Design

Selection

Design capacity (L/day): \_\_\_\_\_ Depth of permeable soil (mm): \_\_\_\_\_

Disposal field length (m): \_\_\_\_\_ Type of permeable soil: \_\_\_\_\_

Depth to bedrock, water table, or too permeable soil (m): > or = \_\_\_\_\_

Disposal field layout:	Multiple trench:	At grade	Partially trenched	Fully trenched
	Areabed:	At grade	Partially trenched	Fully trenched
	C1	C1 raised	C2	C2 raised
	C3	Mound	Sand filter	
	Holding tank	Other, please specify: _____		

Malfunction replacement?  Yes (**malfunction inspection form required**)  No

All clearance distances required by the Standard will be maintained:  Yes  No

## Supporting documentation

All supporting documentation is to be submitted in accordance with the *Approvals and Notification Procedure Regulations*.

### Attach for ALL notifications:

Site plan **Site plan must include drawing of lot layout illustrating the location of the test pit(s), direction of and % slope, location of structures (proposed or existing), watercourse(s), well(s) and other confining features identified in the Standard including required clearance distances, in relation to the planned system location.**

Malfunction inspection form (if system is replacing a malfunction) .

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)



**Notification declarations must be completed for each submission**

Please select the option that applies to your situation

I own the site

I have a lease or other written agreement or option with the landowner or occupier that enables me to carry out the activity on the site

I have the legal right or ability to carry out the activity without the consent of the landowner or occupier

I **consent** to the use of the information I have provided on this form by Nova Scotia Environment and municipal government organizations as required for the purpose of processing my request to perform the activity indicated

I **understand** that I must provide all information about the activity, such as sketches, plans, and calculations, if requested by Nova Scotia Environment for a compliance audit

I **have read and understand** the regulations and standard that applies to the activity to which the notification relates including Nova Scotia Activities Designation Regulations, and the Nova Scotia Approval and Notification Procedures Regulations

I will carry out the activity in compliance with the *Environment Act* and the applicable regulations and standard

Signature \_\_\_\_\_

Name (Please print or type) \_\_\_\_\_

**KEYWORD NOTIFICATION RECEIPT****Province of Nova Scotia  
*Environment Act*, S.N.S. 1994-95, c.1**

**NOTIFIER:** **notifier name**

**NOTIFICATION #:** **File Number**

**SITE:** **Lot #  
Civic Number, Street Name, Street Type  
Community, county  
PID PID Number, E - Easting, N - Northing  
(if information, eg, Lot # or Easting and Northing is null  
supress on receipt)**

**EFFECTIVE DATE:** **Effective Date**

**EXPIRY DATE:** **Expiry Date (for on-site sewage it's three years from the  
effective date)**

**DETAILS:** **Disposal Field Layout (if "other" use "If Other Please  
specify" field instead)  
Design capacity (L/D)  
Development Type  
Number of Bedrooms Bedroom(s)**

**Pursuant to Part V of the *Environment Act*, S.N.S. 1994-95, c.1 as amended from time to time, notification from the Notifier is acknowledged.**

This Notification or a copy is to be kept on-site at all times as required under Section 22(3) of the Approval and Notification Procedures Regulations. All personnel involved in the project must be made fully aware of the standards associated with this notification. It is the Notifier's responsibility to ensure that they are followed. Failure to comply with the standards is an offence under the *Environment Act*.

It is the Notifier's duty to advise the Department of any new and relevant information respecting any adverse effect that results or may result from the activity, which comes to the Notifier's attention after the issuance of the Notification. This is required under Section 60 of *the Environment Act*.

If the activity is altered, extended or modified beyond the description given in this Notification, please reapply as a new Notification is required.

Despite the issuance of this Notification, the Notifier is still responsible for obtaining any other authorization which may be required to carry out the activity, including those which may be necessary under provincial, federal or municipal law.



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## APPLICATION FORM

### On-Site Sewage Disposal System - Application for Approval

#### Type of application

New Application  
  Renewal  
  Amendment  
  Transfer

Previous Approval #:

#### Applicant contact information:

**\*effective May 1, 2016 applicant must be a professional engineer or qualified person**

Last Name     
  Middle Initial     
  First Name

Primary Phone Number     
  Ext     
  Secondary Phone Number     
  Ext

Fax Number     
  Email Address

Professional designation (QP or P.Eng)     
  QP or P.Eng #

#### Applicant mailing address:

Street name and type, PO Box, RR #, Site #, etc.

Country     
  Province     
  County     
  City/Town     
  Postal Code

#### Property details/location of proposed activities

Civic number     
  Street name and type

County     
  Community

PID

## Property details

Water supply:  Existing  Proposed  Other, please specify: \_\_\_\_\_

Water supply type:  Drilled well  Dug well  Other, please specify: \_\_\_\_\_

Development type: Residential:  Single Family  Multiple dwelling  
# of bedrooms: \_\_\_\_\_ Other, please specify: \_\_\_\_\_

## System details

Design

Selection

Design capacity (L/day): \_\_\_\_\_ Depth of permeable soil (mm): \_\_\_\_\_

Disposal field length (m): \_\_\_\_\_ Type of permeable soil: \_\_\_\_\_

Depth to bedrock, water table, or too permeable soil: > or = \_\_\_\_\_

Disposal field layout:	Multiple trench:	At grade	Partially trenched	Fully trenched
	Areabed:	At grade	Partially trenched	Fully trenched
	C1	C1 raised	C2	C2 raised
	C3	Mound	Sand filter	
	Holding tank	Other, please specify: _____		

Malfunction replacement?  Yes (**malfunction inspection form required**)  No

All clearance distances required by the Standard will be maintained: Yes No

## Supporting documentation

All supporting documentation is to be submitted in accordance with the *Approvals and Notification Procedure Regulations*.

### Attach for ALL applications:

- Submission details including site plan
- Malfunction inspection form (if system is replacing a malfunction)
- If submission does not meet Standard, must provide an explanation why Standard can not be met including statement regarding relative risk to environment and human health, and design/mitigative measures.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy/mm/dd)

Approval declarations must be completed for each application

Information in this application package which the applicant considers to be confidential business information should be clearly identified. Are you making this request? Yes  No

If yes, please indicate which information in the Supporting Documentation is considered confidential.

I acknowledge it is an offense under Section 158 of the Environment Act to provide false or misleading information, and confirm to the best of my knowledge and belief the information provided in this form and supporting documentation is true and accurate and complies with the relevant provisions of the Environment Act and Regulations.

Applicant's Signature \_\_\_\_\_

Name (Please print or type) \_\_\_\_\_

**OR**

I certify that I am acting with the applicant's full consent.

Signature \_\_\_\_\_

Name (Please print or type) \_\_\_\_\_

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### SUBMISSION DETAILS

#### On-site sewage system application for approval required attachment

QP/P.Eng. NAME: \_\_\_\_\_

PID: \_\_\_\_\_

Test pit profile (m)		Soil evaluation results				
Total depth:	_____ m	soil layers	soil type	depth of soil (mm)	density	moisture
bedrock at:	_____ m	ORGANIC	organic mat			
water table at:	_____ m	first				
slope:	_____ %	second				
roots to:	_____ m	third				
mottling at:	_____ m	fourth				

System selection or design specifications			
Type of Disposal Field:		Imported sand fill required	" YES " NO
Distribution Trench Dimensions:	Length: _____ m Width: _____ m	Minimum permeability of imported sand	_____ m/sec
Cut at Toe of Trench:	_____ mm	Width of Buffer - downslope - upslope	_____ _____ m
Interceptor Trench Liner:	" YES " NO depth: _____ mm YES " NO thickness: _____	Depth of Buffer (at 5 m from trench)	_____ mm
Pump or Siphon Capacity Watertight Testing:	_____ litres " YES " NO	Septic Tank Capacity Watertight Testing:	_____ litres " YES " NO

Minimum clearance distances as illustrated on attached site plan								
From Nearest	To Field	To Tanks	From Nearest	To Field	To Tanks	From Nearest	To Field	To Tanks
Lot Boundary	m	m	Cistern	m	m	Water Distribution	m	m
Downslope Boundary	m	m	Watercourse	m	m	Foundation Drain	m	m
Drilled Well	m	m	Wetland	m	m	Other	m	m
Dug Well	m	m	Intermittent Drain	m	m	Other	m	m





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**On-site sewage system 24 hour construction alert**  
Subsection 4(1) of the *OSSDS Regulations* require a qualified person or professional engineer to inform the Department at least 24 hours before a system is installed.

**Notifier or applicant (QP/P.Eng)**

QP/P.Eng contact: Telephone:  
Email:

Installer contact: Telephone:  
Email:

**Approval holder, if different than  
notifier/applicant:**

Notification or Approval information: Notification number:  
Approval number:

Date & time construction alert  
submitted: dd/mm/yyyy & hh:mm (am or pm)

Date & time of start of system  
installation: dd/mm/yyyy & hh:mm (am or pm)

**PID:**

Information Taken By: \_\_\_\_\_  
**(internal use only)** Print name & sign initials





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Interim report      **CERTIFICATE OF INSTALLATION**      Final report

**On-site sewage system as built construction details**

Notification number:

**Notification or Approval information:**

Approval number:

PID:

**Notifier or applicant (QP/P.Eng)**

**QP/.Eng Contact:**      Telephone:

Email:

**Installer contact:**      Telephone:

Email:

**Service provider:**      Name:

**(for ATUs only)**

Email:

Telephone:

**System details**

Design flow (L/day):      Intended use:

System type:

Length of trench (m):      Width of trench (m):

Sand speed(minutes):      Hydraulic conductivity(m/s):

As built clearance distances as illustrated on attached site plan								
From Nearest	To Field	To Tanks	From Nearest	To Field	To Tanks	From Nearest	To Field	To Tanks
Lot Boundary	m	m	Cistern	m	m	Water Distribution	m	m
Downslope Boundary	m	m	Watercourse	m	m	Foundation Drain	m	m
Drilled Well	m	m	Wetland	m	m	Other	m	m
Dug Well	m	m	Intermittent Drain	m	m	Other	m	m

**I confirm that the system was installed according to the *On-site Sewage Disposal System Regulations, Standard*, and the associated notification or approval.**

Print name

Signature

Date

**CERTIFICATE OF INSTALLATION**  
**On-site sewage system as built construction details**

Site plan must include drawing of lot layout illustrating the location of the system installed, direction of and % slope, location of structures (proposed or existing), watercourse(s), well(s) and other confining features identified in the Standard including required clearance distances, in relation to the system location.

\*may include separate attachment for site plan\*

DATE: \_\_\_\_\_ Professional engineer or qualified person: \_\_\_\_\_  
(Signature)

QP or P. Eng. #: \_\_\_\_\_  
(Print name)

# Potential future changes

- Related to the subdivision of lands involving an on-site sewage system:
  - NSE plans to make further changes to the subdivision section of the *OSSDS Regulations*.
  - Overall objective is to further streamline the subdivision process involving on-site sewage systems.
  - Changes to the *Provincial Subdivision Regulations* will be required concurrently.

# Questions & discussion



Photos provided by Richmond County Wastewater Management District Project