Sue Serino
County Executive

Livia Santiago-Rosado, MD, FACEP
Commissioner

Anthony J. Ruggiero, MPA
Assistant Commissioner

Dutchess County Government
Department of Behavioral & Community Health

Dear Septic System Installer:

Before performing a repair/replacement/refurbishment work on a residential septic system, you must submit the SAN36A form to the Department of Behavioral & Community Health (DBCH). This form can be found in this document, below, and can be submitted by mail, in person, or digitally via email to: ehs@dutchessny.gov.

The SAN36A (Step 1 form) is used when an installer submits the registration and notice of intent for the proposed septic system repair/replacement/refurbishment to this department for review and acceptance.

Once this department has accepted Step 1 (SAN 36A) of the process, and the work is completed, you must submit a SANS36B (Step 2 form) which documents an "as built" of the installed septic system, including any field change deviations from the information submitted in Step 1. This form serves as the record drawing of the install, a useful tool for assisting future septic repairs as well as current and future homeowners.

To assist in the process, we have also provided a quick reference supplement which includes some useful tables, charts and details from the applicable standards and guidelines (see attached).

The Dutchess County Sanitary Code regulates septic system installations and operations. We appreciate your cooperation in complying with the code.

Dutchess County Division of Environmental Health Services
845-486-3404

DUTCHESS COUNTY
DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH
Environmental Health Services Division
85 Civic Center Plaza – Suite 106, Poughkeepsie, NY 12601
Phone:845-486-3404 | Fax: 845-486-3545
Email: ehs@dutchessny.gov

Residential Septic System Repair/Replacement/Refurbishment Registration & Notice of Intent Step 1 of Process

The purpose of this form is to document your notice of intent to address a septic system failure and/or maintenance improvement and is not meant to assert that the septic system has been formally approved to meet current standards

This form is for the Repair/Replacement/Refurbishment of Existing Single-Family Residential Home septic systems < 1000 GPD only. It is not applicable for the construction of new homes, bedroom additions or in cases where building permits are required which requires compliance with our current standards. See Article 19 of Dutchess County Sanitary Code.

Jason Coppola, P.E. of NYC Environmental Protection must be contacted at (914) 749-5360 (jcoppola@dep.nyc.gov) for properties located within the NYC drinking watershed area.

DBCH use only

Date reviewed: _____
DBCH Rep.: _____
Approved as to form: _____
NYC Watershed Area: Y/N Rec'd: _____
NYSDEC Permit Req'd: Y/N Rec'd: _____
DBCH Project #: _____

SECTION A. PROJECT LOCATION

Tax Map I.D.: | | | | | | | - | | | | | - | | | - | | | | | | | - | | | | |

visit https://gis.dutchessny.gov/parcelaccess/parcelaccess_map.htm to find tax map identification number

Project Address: _____
Name of Property Owner: _____
Owner Email Address: _____ Owner Phone #: _____
Mailing Address: _____ City/State/Zip: _____

SECTION B. CONTRACTOR

Name of Contractor: _____
Mailing Address: _____ City/State/Zip: _____
E-mail Address: _____ Phone #: _____ Fax #: _____

SECTION C. WORK SCOPE

Describe existing system and components: _____

_____

Reason for work being performed: _____

_____

Describe proposed repair/replacement & components (provide sketch on reverse side):_____

_____

Depth to rock (ft.): _____ *(where applicable)* Depth to groundwater (ft.): _____ *(where applicable)* Percolation rate: _____ *(where applicable)* (min/in).

Distance of wastewater disposal system to nearest well: _____ Number of Bedrooms: _____

SECTION D. CONSENT TO PERFORM WORK

It is hereby agreed that the wastewater disposal system repair/replacement will be installed in accordance with generally accepted standards: Appendix 75-A, New York State Sanitary Code, and NYS Department of Health Individual Residential Wastewater Treatment Systems Design Handbook and Dutchess County Construction Standards.

Verification by Subscription and Notice Under Penal Law Section 210.45: It is a crime, punishable as a Class A Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.

A Step 2 (SAN36B) form will be provided to DBCH by the undersigned upon completion of the work.

_____ (Property Owner Signature)

_____ (Contractor Signature)

* See reverse for instructions *

Sketch (e.g. house, septic tank, distribution box, absorption fields, wells, wet areas, etc.):
Attach supplemental sheets as necessary and note deviations from design standards

Noted deviations from standards: _____

_____

Reasons for deviations: _____

DBCH comments: _____

_____

INSTRUCTIONS

1. If an engineered plan was previously approved by the DCHD, the repair/replacement should be in accordance with the terms and conditions thereof.
2. The property tax map I.D. can be obtained from your tax records, local municipality or County Real Property Tax Office.
3. Section “A” is name, address, phone # of person(s) who owns the property where the repair or replacement will occur.
4. Section “B” is name, address, phone # of the contractor who will complete the repair or replacement. If the property owner is completing work, then enter “same as Section A”.
5. Section “C”. Please describe the components of the existing system. Identify any components which will be retained.
   Please describe the reason for this submittal.
   Provide soil information in cases when a new absorption field is being proposed, otherwise mark as “N/A”
6. Prior to the repair/replacement, deep and percolation tests should be conducted to determine the elevation of rock, seasonal high groundwater and absorptive capacity of the soil.
7. Describe the proposed repair/replacement components. Example, 1000 gal. septic tank, followed by a distribution box and three 50 foot laterals, six feet on center and 30 inches deep. Indicate any fill material & depth that will be used.
8. Refer to contractor supplement for sketch examples and other helpful information.

DUTCHESS COUNTY
DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH
Environmental Health Services Division
85 Civic Center Plaza – Suite 106, Poughkeepsie, NY 12601
Phone:845-486-3404 | Fax: 845-486-3545
Email: ehs@dutchessny.gov

Residential Septic System Repair/Replacement/Refurbishment Registration & Notice of Intent As-Built Certification Step 2 of Process

This form documents the work performed to address a system failure and/or maintenance improvement and is not meant to assert that the septic system, as constructed, meets all current standards. This form supplements the Step 1 form with as-built information and may only be used after the Step 1 form has been reviewed, and accepted by this Department prior to commencing work.

This form is for the Repair/Replacement/Refurbishment of Existing Single-Family Residential Home septic systems < 1000 GPD only. It is not applicable for the construction of new homes, bedroom additions or in cases where building permits are required which requires compliance with our current standards. See Article 19 of Dutchess County Sanitary Code.

DBCH use only

Date reviewed: _____
DBCH Rep.: _____
Approved as to form: _____
Date Step 1 accepted: _____
DBCH Project #: _____

SECTION A. PROJECT LOCATION

Tax Map I.D.: | | | | | | | - | | | | | - | | | - | | | | | | | - | | | | |

visit https://gis.dutchessny.gov/parcelaccess/parcelaccess_map.htm to find tax map identification number

Project Address: _____

Name of Property Owner: _____

Owner Email Address: _____ Owner Phone #: _____

Mailing Address: _____ City/State/Zip: _____

SECTION B. CONTRACTOR

Name of Contractor that performed the work: _____

Mailing Address: _____ City/State/Zip: _____

E-mail Address: _____ Phone #: _____ Fax #: _____

SECTION C. WORK PERFORMED

Describe field deviations from Part 1 form and provide as-built sketch on reverse side: _____

_____

_____

_____

Date repair/replacement work placed into operation: _____

Distance of installed wastewater disposal system to nearest well: _____

SECTION D. CERTIFICATION OF WORK

I represent that I am wholly and completely responsible for the workmanship and material construction of the repair/replacement work, and that such work has been performed as shown on the approved Step 1 (SAN36A) form and as supplemented by the as-built sketch on the reverse of this sheet, and in accordance with the rules and regulations of Dutchess County & New York State.

The owner shall become fully responsible for the system upon startup and shall operate and maintain the system in a continual safe and efficient manner. Failure to do so could disrupt the normal function of the system and lead to additional failures.

The as-built sketch provided on the reverse side of this document accurately depicts what was installed in their exact location. It is recommended that this document be transferred with the deed of sale for this property.

_____ (Property Owner Signature)

_____ (Contractor Signature)

* See reverse for instructions *

As-Built Sketch (e.g. house, septic tank, distribution box, absorption fields, wells, wet areas, etc.):
Attach supplemental sheets as necessary and provide tie-in dimensions to all constructed components

DBCH comments: _____

_____

INSTRUCTIONS

1. The property tax map I.D. can be obtained from your tax records, local municipality or County Real Property Tax Office.
2. Section “A” is name, address, phone # of person(s) who owns the property where the repair or replacement will occur.
3. Section “B” is name, address, phone # of the contractor who will complete the repair or replacement. If the property owner is completing work, then enter “same as Section A”.
4. Section “C”. Please describe the work performed in detail. Identify any components which were retained.
5. Attach any supplemental permits or approvals from any other agency required for this work.
6. Refer to contractor supplement for sketch examples and other helpful information

Dutchess County
Contractor Reference Guide
Supplement for Notices of Intent
(SAN36A & SAN36B forms)

Effective: November 2022

Foreword

The Dutchess County Sanitary Code gives the Dutchess County Department of Behavioral & Community Health (DBCH) jurisdiction over onsite wastewater systems. The New York State Department of Health also has jurisdiction over onsite wastewater systems. This Contractor Reference Guide has been prepared to assist you in navigating through the SAN36 program which applies to on-site wastewater treatment systems (septic systems) handling residential wastewater less than 1,000 gallons per day (gpd).

The objective of the SAN36 program is to notify the DBCH of a homeowner's intent to repair or replace all or portions of septic system to address a septic system failure or required maintenance. The purpose of the SAN36A (Step 1) form is to document a proposal to address a system failure and/or maintenance improvement in order to obtain approval for addressing the failure and/or maintenance issue. The purpose of the SAN36B (Step 2) form is to document what was constructed and note deviations from what was presented on the SAN36A (Step 1) form.

DBCH acceptance of any documents submitted as part of the SAN36 process is not meant to assert that the septic system has been formally approved to meet current standards. In order to obtain an approval which documents standards have been met, a submittal from a NYS licensed design professional is required which clearly demonstrates compliance with standards.

As a contractor assisting with a septic system failure or maintenance issue in Dutchess County, it is your responsibility to ensure that proper protocols are followed and that certain standards are adhered to in order to protect public health.

In an effort to assist you, we have included the following sections in this document for your reference which are adapted from applicable standards. These references are not a substitute for knowing and understanding the full standards:

Section I: Evaluating and Correcting System Failures

Section II: Sketch Examples

Section III: Reference Tables (Design Standards)

Section IV: Typical Installation Requirements (Graphic Details).

In addition to the useful references above, the Steps to navigating the SAN36 process are outlined below:

1. Evaluate the project site and confirm if there is an active sewage failure. If there is an active sewage failure, immediately stabilize the failure by removing any sewage from the surface of the ground and treating the contaminated soil with lime. Continue to pump the septic tank as necessary to keep the area dry until the issue is resolved.
2. Evaluate the project and determine if it constitutes a maintenance repair/replacement/refurbishment or if there is a failure of the septic system that dictates a repair/replacement/refurbishment is necessary.
    a. If it is determined that the project is associated with a maintenance item, proceed to step 3 below.
    b. If it is determined that the project is associated with a septic system failure, additional measures may be necessary. Please refer to the table in Section I of this document which provides additional guidance for evaluating and correcting septic system failures.
        i. Perform soil testing (i.e. percolation and deep tests) if necessary.
        ii. Please refer to the tables in section III of this document for applicable requirements.
3. Determine if there is an approved plan on file for the replacement of the septic system and follow the approved plan requirements. If no plan exists, proceed to step 4 below.
4. Completely fill out the SAN36A (Step 1) form and be sure to include a sketch of what is being proposed on the reverse side of the form. The form can be submitted via hand delivery, email or fax.
    a. Feel free to call the main DBCH office at (845) 486-3404 to speak with the public health engineer of jurisdiction and discuss the project by phone or to request a meeting at the site if warranted.
    b. Wait to receive an endorsed SAN36A from the DBCH.
    c. Obtain any other necessary permits (i.e. NYCDEP, NYSDEC)

    d. Contact local utilities for underground locations
    e. Start the work.
5. Consider taking tie-in measurements of the completed work (and pictures if desired).
6. Consider completely filling out the SAN36B (Step 2) form and be sure to include an as-built sketch with tie-in dimensions on the reverse side of the form. If issues were encountered during construction which warranted a field change, those deviations from the SAN36A (Step 1) form should also be noted with proper justification. The form can be submitted via hand delivery, email or fax.

The information provided in this supplement was supplied and adapted from generally accepted standards. In addition to the tables and graphics provided in this supplement, it is expected that the contractor be familiar with the generally accepted standards that govern septic system design, construction, and installation in Dutchess County, New York. The tables and graphics provided are not a substitute for the accepted standards.

The design, construction, and installation shall be in accordance with the approved SAN36a proposal and generally accepted standards in effect at the time of construction which include:

- The Dutchess County Sanitary Code
  https://www.dutchessny.gov/Departments/DBCH/Docs/Sanitary-Code.pdf

- The Dutchess County Environmental Health Services Division Standard Entitled:
  "Design and Construction Standards Plan Submission Guide for Residential and Commercial Onsite Wastewater Treatment Systems and Sewer Mains for Less than 1,000 Gallons per day" (DBH Standards)
  http://www.dutchessny.gov/Departments/DBCH/Docs/HDdesignst.pdf

- Title 10, Subchapter I, Part 75, Appendix 75A of the Codes, Rules and Regulations of the State of New York Entitled:
  "Wastewater Treatment Standards – Residential Onsite Systems"
  https://www.health.ny.gov/environmental/water/drinking/docs/appendix_75a.pdf

- New York State Department of Environmental Conservation (NYSDEC) Standards Entitled:
  "Design Standards for Intermediate Sized Wastewater Treatment Systems"
  https://www.dec.ny.gov/docs/water_pdf/2014designstd.pdf

Additional guidance referenced in this supplement can also be found here:

- The New York State Department of Health Bureau of Water Supply Protection Guidance Publication Entitled:
  "Residential Onsite Wastewater Treatment Systems Design Handbook" (NYSDOH Handbook)
  https://www.health.ny.gov/environmental/water/drinking/wastewater_treatment_systems/docs/design_handbook.pdf

It is the goal of these documents to promote effective design, construction, and maintenance of onsite wastewater treatment systems by builders, Dutchess County Department of Behavioral & Community Health officials and homeowners.

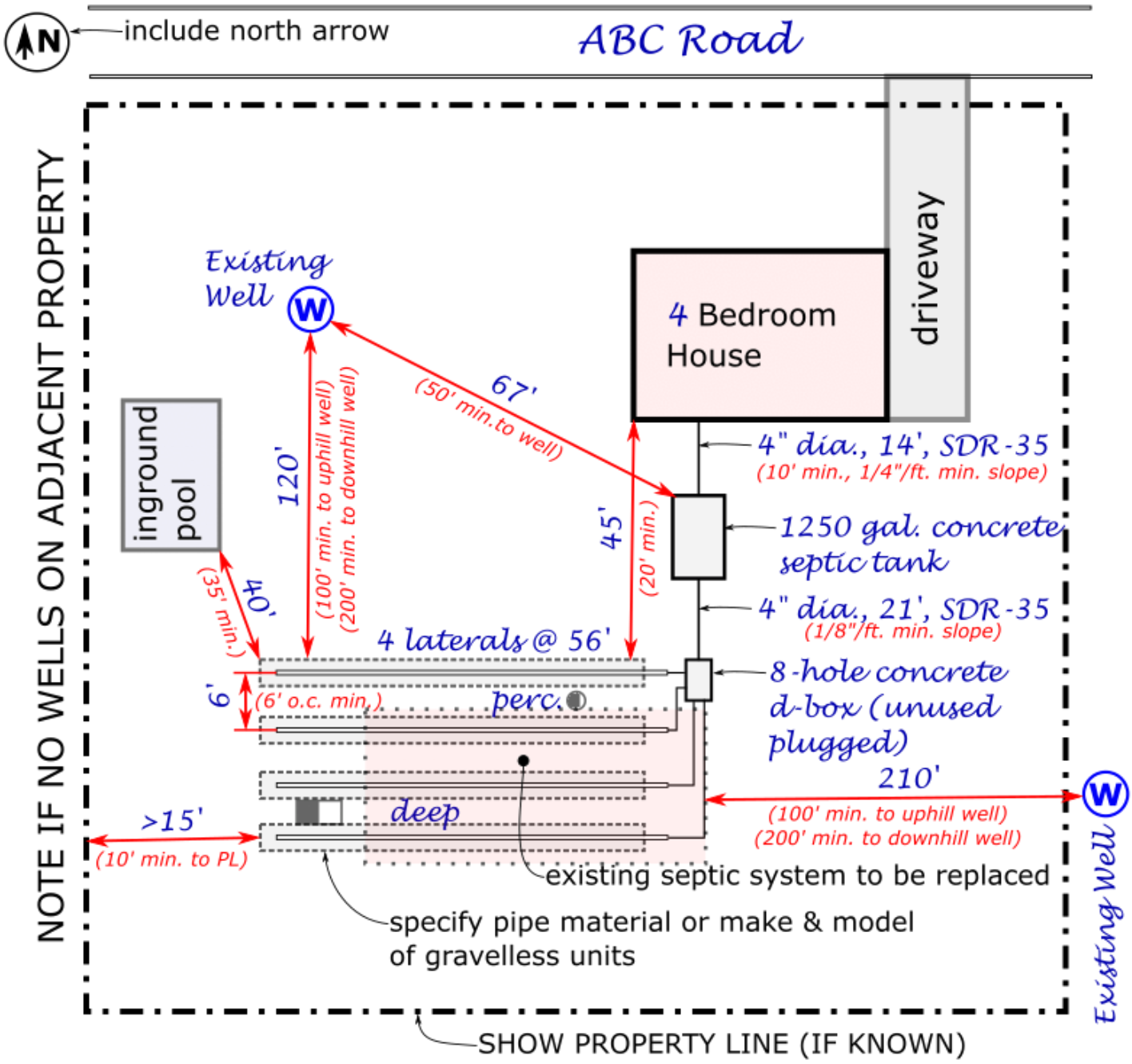
Foreword

Section I – Evaluating and Correcting System Failures

Evaluating and Correcting System Failure			
Cause	**Poor Siting, Design and/or Construction**	**System Overloading**	**Maintenance**
Evaluate	• Soil Percolation (re-test) • Unsaturated Soil Depth (re-test) • Surface Grading (away from system) • Depth to High Ground Water • Wastewater Flow (gpd) • Septic Tank Baffles • Septic Tank Size • Absorption Field Size • Distribution Box or Drop Box construction and levelness • Infiltration (ground or surface water) • Trenches Parallel to Contours • Trench Depth • Trenches Level • Trench Length • Conditions of Neighboring Systems	• Plumbing (fixtures/toilets type) • Plumbing (leaks) • Plumbing (water treatment system discharge) • Plumbing (sump pump discharge) • Wastewater Characteristics (grease, garbage grinder) • Excess Inhabitants • Home Business Discharges • Home Hobby Discharges	• Maintenance Records (septic tank pumping or ETU) • Conditions of Septic Tank • Condition of Distribution Box or Drop Box • Condition of Field (ruts, structures, vegetation/trees) • System Age • System repairs or upgrades • House sewer drains and vents
Correction	• Surface Water Diversion (regarding, filling, ditching) • Ground Water control/diversion (Curtain Drains, etc.) • Eliminate System Deficiencies • Increase Septic Tank Capacity • Increase Absorption System Size • Provide Dosing • Redesign & Replace System • Use ETU or other technology.	• Repair or replace plumbing (install water saving fixtures/toilets). • Eliminate clear water discharges (sump pump) • Eliminate infiltration (watertight components) • Eliminate improper waste discharges (oil, grease, garbage grinder, etc.) • Reduce high rate discharges (spa/hot tub draining) • Improve septic performance (effluent filter, gas baffle, multi-compartment tank) • Redesign & Replace System • Use ETU or other technology	• Pump septic tank. • Eliminate system deficiencies (level tanks and distribution boxes, speed levelers) • Surface water diversion (regrading/filling) • Ground water diversion (curtain drains, etc.) • Increase system size • Periodically rest absorption trenches (adjust distribution levelers) • Check dosing float settings. • Replace aged system in kind

Source: NYSDOH Handbook – Table 11

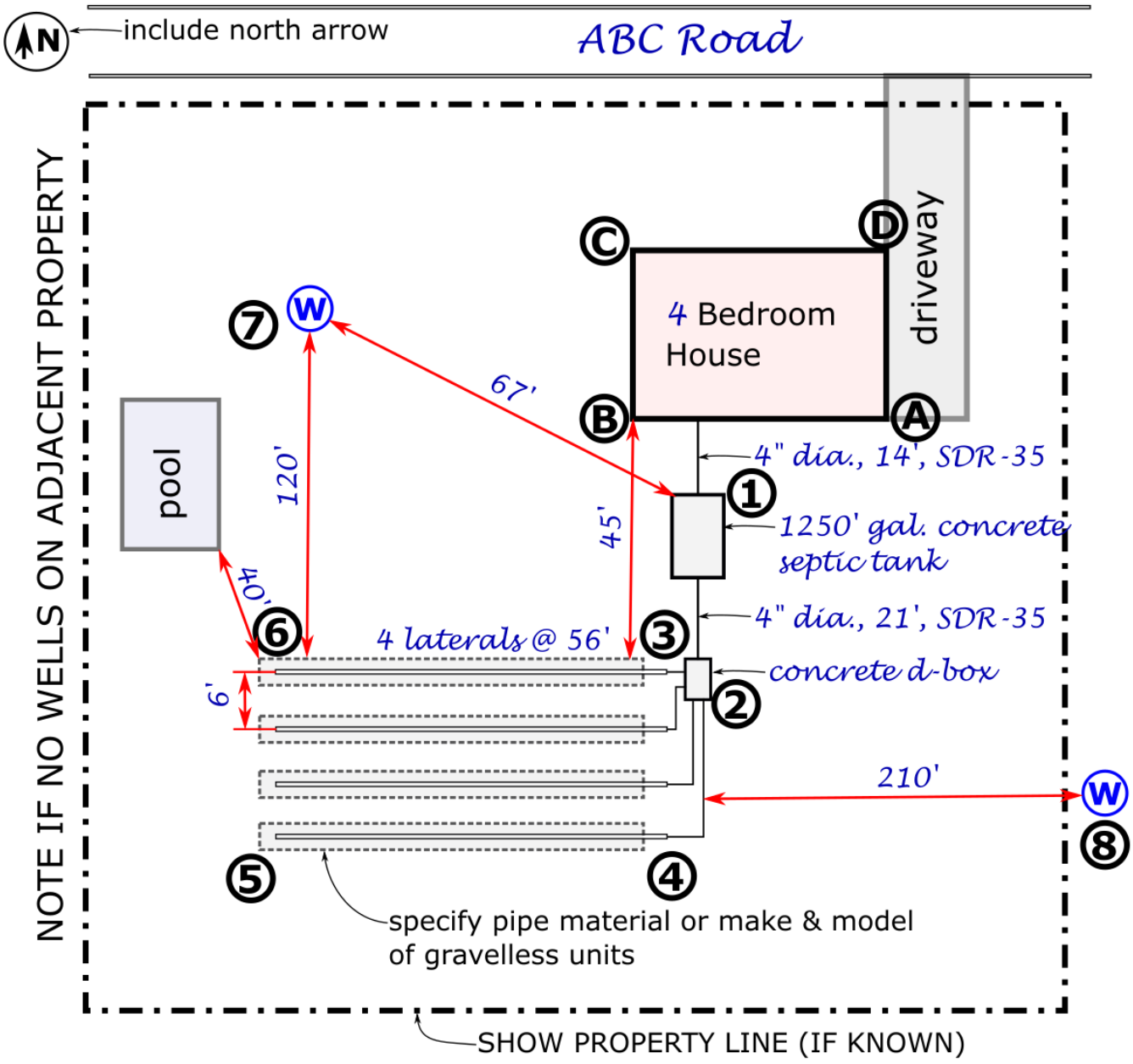
Section II – Step 1 (Proposed) Sketch Example



Step II – Step 2 (As-Built) Sketch Example

- *Include owner name, site address and tax id# on sketch.*
- *Show ponds, streams & wet areas.*
- *Show tie-in dimensions to constructed components from two permanent reference points (i.e. house corners)*
- *Show dimensions to all wells within 300' of constructed components*

TIE-IN DIMENSIONS				
ITEM	A	B	C	D
1	36'	22'		
2	50'	45'		
3	52'	45'		
4	75'	70'		
5	110'	80'		
6	100'	68'		
7		60'	58'	
8	200'			180'



Section III – Reference Tables (Design Standards)

Table 1 Daily Design Flows	
Plumbing Fixtures (based on manufactured date)	Minimum Design Flow (gallons per day per bedroom)
Post-1994 Fixtures 1.6 gallons/flush toilets 2.5 gallons/minute faucets & showerheads	110
Pre-1994 Fixtures 3.5 gallons/flush toilets 3.0 gallons/minute faucets & showerheads	130
Pre-1980 Fixtures 3.5+ gallons/flush toilets 3.0+ gallons/minute faucets & showerheads	150

Source: DBCH Standards – Table 1

See Reverse for Table 2

Source: DBCH Standards – Table 2

Table 3 Minimum Septic Tank Capacities		
Number of Bedrooms	Minimum Tank Capacity (Gallons)	Minimum Liquid Surface Area (SQ. FT.)
1, 2, 3	1,000	27
4	1,250	34
5	1,500	40
6	1,750	47

Source: DBCH Standards – Table 3

Table 4A
Required Length of Absorption Trench (in feet)
(based upon 2 ft. wide trench)

Percolation Rate min/inch	Daily Flow Rate (gallons per day)														
	2 bedrooms			3 bedrooms			4 bedrooms			5 bedrooms			6 bedrooms		
	220	260	300	330	390	450	440	520	600	550	650	750	660	780	900
1 – 5	92	108	125	138	162	187	184	216	250	230	270	312	275	325	374
6 - 7	110	130	150	165	195	225	220	260	300	275	325	375	330	390	450
8 – 10	123	145	167	184	217	250	245	290	333	306	360	417	367	433	500
11 – 15	138	162	188	207	244	281	275	325	375	344	406	469	413	488	563
16 – 20	158	186	214	236	279	321	315	372	429	393	464	536	472	557	643
21 – 30	184	217	250	275	325	375	367	433	500	459	542	625	550	650	750
31 – 45	220	260	300	330	390	450	440	520	600	550	650	750	660	780	900
46 – 60	245	290	333	367	433	500	489	578	667	612	722	833	734	867	1000
Dosing required if there is 500-feet or more of total trench length															
* Alternate Dosing required if there is 1000-feet or more of total trench length															

Source: DBCH Standards – Table 4A

Table 2
Separation Distances from Wastewater System Components (in feet)

System Components	Well or Suction Line (e)(g)	To Stream, Lake, Watercourse (b), or Wetland	Dwelling	Property Line	**Culvert (Tight Pipe), Drainage Ditch, Stormwater Pipe, Rain Garden**	**Interceptor Drain/Open Drainage Diversion to Groundwater, Stormwater Infiltration Management Practice, Culvert Openings and Catch Basins**	**Stormwater Management Practice Discharging to Surface Water**	**Swimming Pool In-ground**	**Top of Embankment/ retaining wall or Very Steep Slope**
House sewer (watertight joints)	**50 (h)**	25	3	10	**10**	**25**	**25**	**10**	**25**
Septic tank or watertight ETU	50	50	10	10	**25**	**25**	**50**	**20**	**25**
Effluent line to distribution box	50	50	10	10	**10**	**25**	**25**	**10**	**25**
Distribution box	100	100	20	10	**35**	**50**	**100**	**35**	**25**
Absorption field(c)(d)	100 (a)	100	20	10	**35**	**50**	**100**	**35**	**25**
Seepage pit(d)	150 (a)	100	20	10	**35**	**50**	**100**	**50**	**25**
Raised or Mound system (c)(d)	100 (a)	100	20	10	**35**	**50**	**100**	**50**	**25**
Intermittent Sand Filter (d)	100 (a)(f)	100 (f)	20	10	**35**	**50**	**100**	**50**	**50**
Non-Waterborne Systems with offsite residual disposal	50	50	20	10	**35**	**25**	**50**	**20**	**25**
Non-Waterborne Systems with on-site discharge	100	50	20	10	**35**	**50**	**100**	**35**	**50**

Notes:

a. When wastewater treatment systems are located upgrade and in the direct path **of water** drainage to a well, the closest part of the treatment system shall be at least 200 feet away from the well.

b. Mean high water mark**. This category shall include intermittent streams, vernal ponds and areas where surface water ponding occurs.**

c. For all systems involving the placement of fill material, separation distances are measured from the toe of the slope of the fill.

d. Separation distances shall also be measured from the edge of the designated additional usable area as described in Section 75-A.4 (a)(5).

e. The closest part of the wastewater treatment system shall be located at least 10 feet from any water service line (e.g. public water supply main, public water service line or residential well water service line).

f. When sand filters are designed to be watertight and collect all effluent, the separation distance can be reduced to 50 feet.

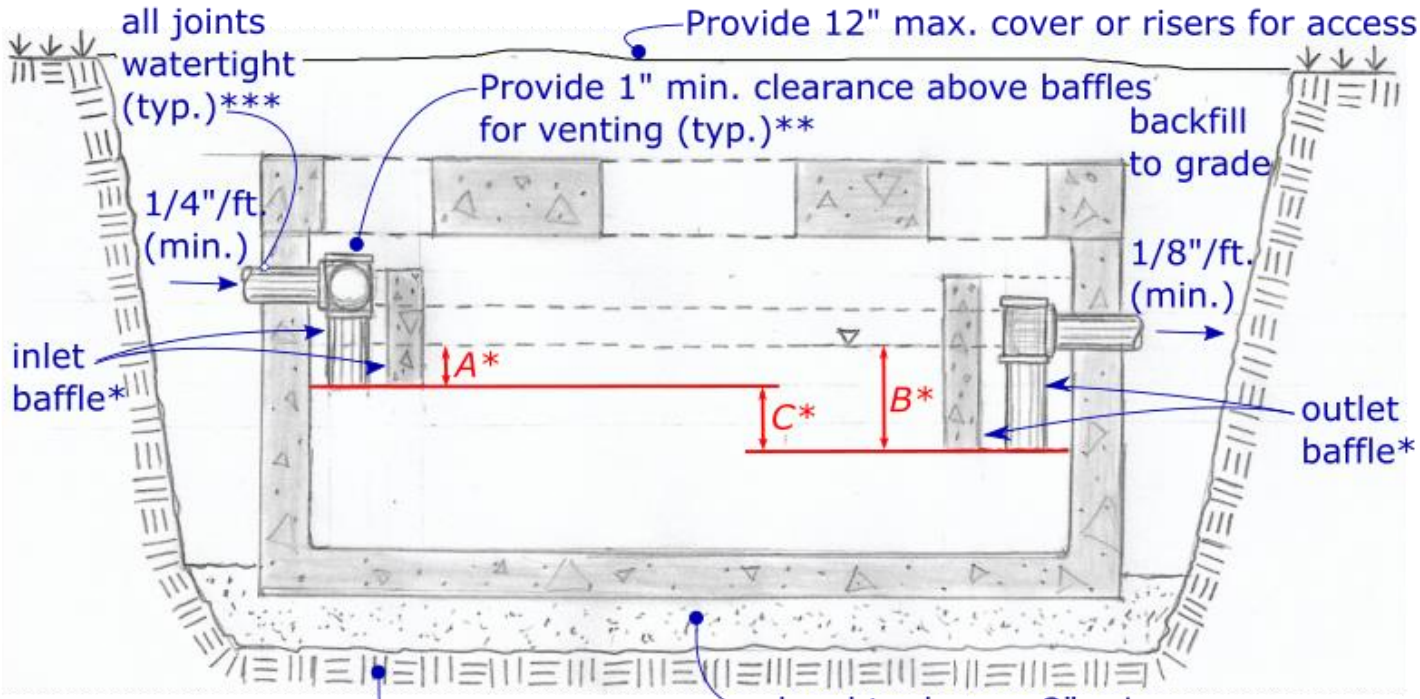
g. The listed water well separation distances from contaminant sources shall be increased by 50% whenever aquifer water enters the water well at less than 50-feet below grade. If a 50% increase cannot be achieved, then the greatest possible increase in separation distance shall be provided with such additional measures as needed to prevent contamination.

h. **Cast iron is no longer acceptable.**

Source: DBCH Standards – Table 2

Section III: Reference Tables (Design Standards)

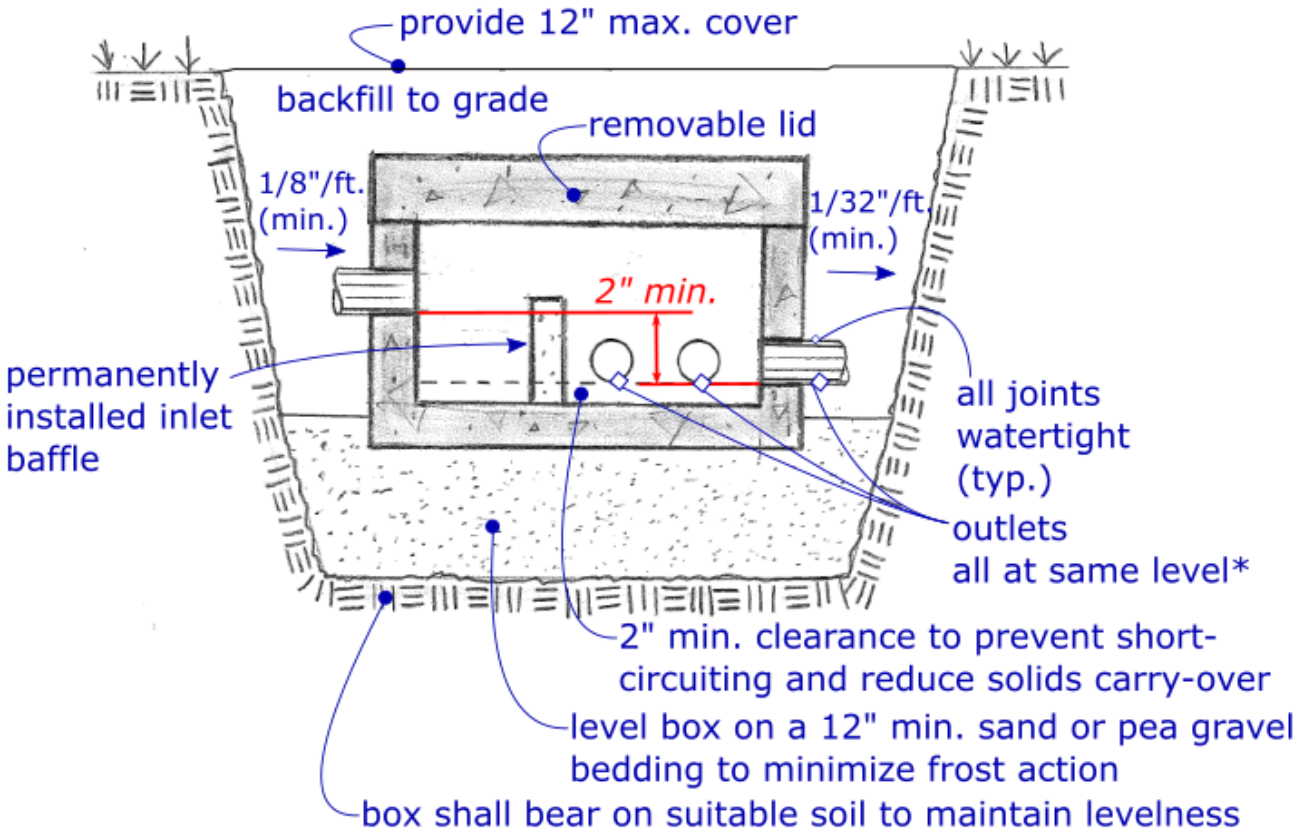
Section IV – Typical Installation Requirements (Graphic Details)



*baffles may be constructed of pre-cast concrete or piped sanitary tees
**tanks shall be provided with appropriate venting
***for tanks delivered in sections, perform leakage test prior to backfilling

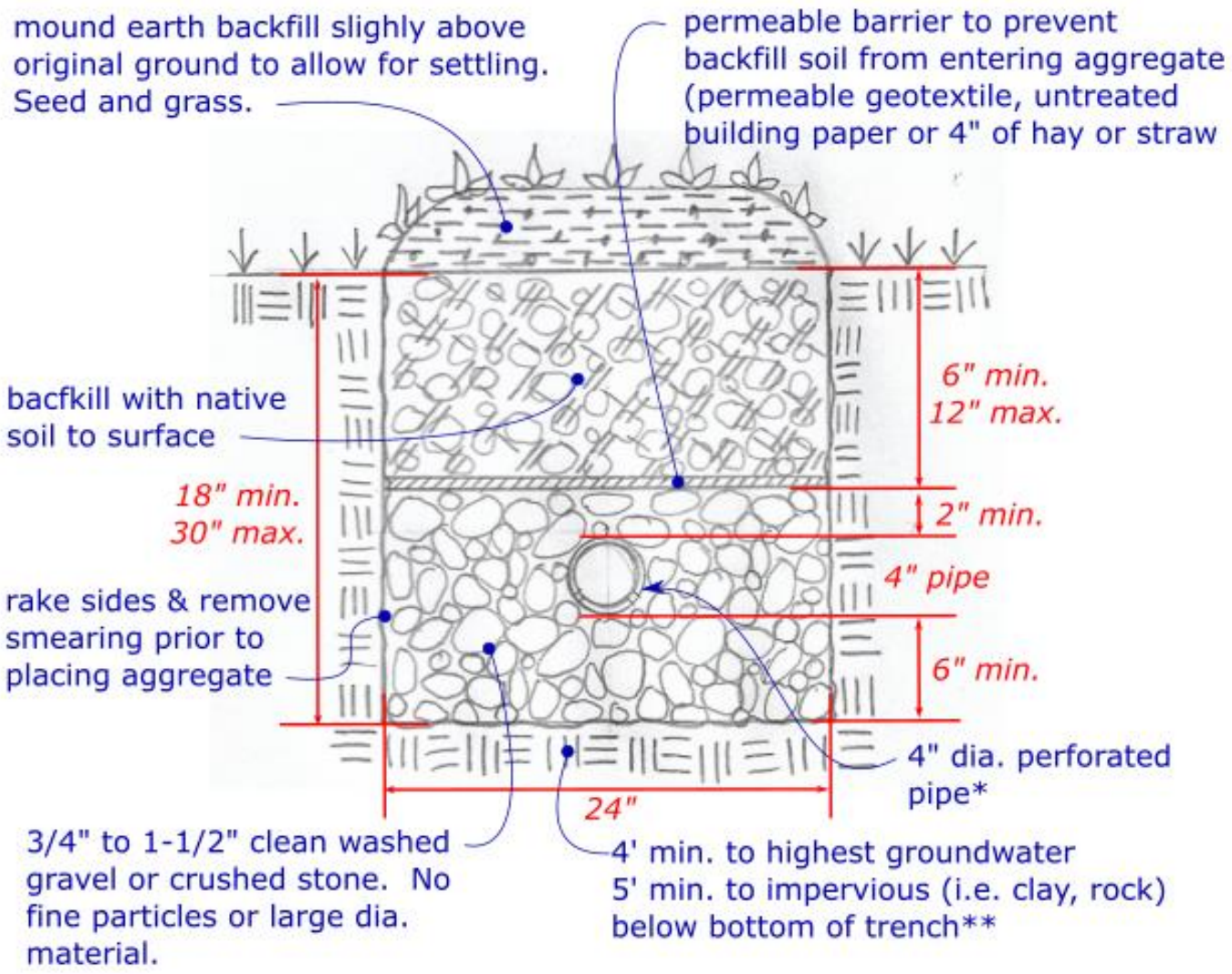
REQUIRED DIMENSIONS TABLE	
A	*12” min. for liquid depth less than 40”, otherwise 16” min.*
B	*14” min. for liquid depth less than 40”, otherwise 18” min.*
C	*6” maximum in all cases*

STANDARD SEPTIC TANK REQUIREMENTS



*Install speed levelers to ensure equal distribution of flow. All unused outlets must be plugged and parged.

STANDARD DISTRIBUTION BOX REQUIREMENTS



*Pipe to meet ASTM standards for septic systems and to be installed with perforations facing bottom of trench. Piping shall be installed with a slope of 1/16"/ft. to 1/32"/ft. with capped ends. Pipe lengths determined from Table 4A in Section III and/or accepted SAN36a proposal.
**Trench bottom to be level. Rake immediately and cover with aggregate once proper depth is reached.

STANDARD ABSORPTION TRENCH REQUIREMENTS