OWMP (Onsite Wastewater Management Programme)

PROGRAMME ELEMENT	RESPONSIBLE OWM PARTNER	RESPONSIBILITIES
PUBLIC EDUCATION & PARTICIPATION	Water Authority (WA)	Inform all management partners of their roles and responsibilities.
		Manage and make available information on system installation, service and performance history.
		Inform Developers regarding requirements, options and selection criteria.
		Inform Supplier/Installers regarding approval, installation and inspection requirements.
		Inform Developers & System Owners regarding purpose, use and care of treatment system.
		Inform Service Providers & System Owners regarding requirements for Registration of Service Providers.
		Facilitate training and certification for Service Providers.
	Developer / Supplier - Installer / Owner	Stay informed, request additional information when needed.
		Utilise references and resources provided by OWMP.
		Provide feedback on OWMP.
	Service Provider	Stay informed, request further information when needed.
		Utilise references and resources provided by OWMP.
		Pursue continuing education through OWMP references, and correspondence courses.
PLANNING / DESIGN	Water Authority (WA)	Establish requirements for installations and upgrades: technology type, capacity, siting and access.
		Coordinate with Developer/Agents & Planning/Building Departments throughout process.
		Review wastewater treatment system proposals for conformance to requirements.
		Evaluate existing requirements, draft and propose improvements.
	Developer / Supplier - Installer	Consider site elevation, layout and installation options to ensure design is well suited and efficient.
		Submit a proposal for a treatment system per requirements set out in WA Memo to Planning.
INSTALLATION	Water Authority (WA)	Coordinate with Developer/Supplier-Installer and Planning/Building Control Unit throughout process.
		Inspect installation works at critical stages identified as 1-5 below.
	Developer / Supplier - Installer	Ensure installation is carried out per manufacturer's and WA requirements.
		Provide WA with one day's notice, to allow for inspection, at the following stages of installation:
		1) Commencement of the installation works (beginning with excavation).
		2) Before the system being placed in the completed excavation.
		3) Before piping to and from the system is covered.
		4) For systems installed in site-built or precast concrete tanks: Before tank cover slab is placed.
		5) Before the effluent disposal well is drilled and cased.
		Submit as-built site plan/sketch indicating layout of all wwts components installed.
		Request Final Inspection for Approval of Occupancy.
	Developer / Supplier - Installer / Service Provider	Ensure that all treatment system access covers are:
		✓ Maintained at or above grade and not built, paved or planted over.
		✓ Designed to be opened by one person with standard tools.
		✓ Designed to achieve a water tight seal with recessed covers in a frame or covers fitted with a gasket and tightened with screws or clamps. Do not seal with cement, silicone, caulk, etc.
		✓ Provide a duplicate key to WA if covers are to be locked for safety or security.
	System Owner	Maintain accessibility to all system access covers (do not seal, plant, pave, or build over).

OPERATION & MAINTENANCE (O&M)	Water Authority (WA)	Establish requirements for Registration of Service Providers; maintain Register of Service Providers.
		Provide Onsite Management Partners with information regarding proper O&M; including manuals, Standard Service Reports and Technical Guides.
		Monitor O&M through effluent sampling and review of Standard Service Reports.
	System Owner	Know your system's purpose, use and care requirements; if additional information is needed, request from OWMP.
		Advise all residents / tenants of the "do's and don'ts" of proper use of the system.
		Advise all residents / tenants to keep the system clear for inspection and maintenance.
		Obtain the services of a Registered Service Provider to carry out required maintenance services per manufacturer's and Water Authority guidelines.
		Notify Service Provider of unusual conditions observed; e.g., alarm, excessive noise or odour. In event of system overflow, notify WA as well as Service Provider.
	Service Provider	Register with the WA as Onsite Wastewater Treatment System Service Provider by:
		✓Completing Registration Application.
		✓Passing WA administered proficiency tests,
		✓Certifying that all works will be in accordance with manufacturer and WA standards, and
		✓Certifying that all works will be recorded on Standard Service Reports to be copied to System Owner & WA.
		Familiarise yourself with the following, for all systems serviced:
		✓Manufacturer's literature and maintenance guidelines.
		✓Standard Service Report and all tasks described.
		✓Location and layout of the entire system from building to disposal well.
		✓Design and purpose of each component of the system.
		✓Normal conditions observed at a properly operating system.
		✓Abnormal conditions observed and their likely cause(s).
		✓Adjustments and/or repairs necessary to address abnormal conditions and return the system to proper operation.
RECORD KEEPING, INVENTORY & REPORTING	Water Authority	Maintain OWMP online database of all Aerobic Treatment Units (ATUs).
		Make information regarding function, installation, service and monitoring of systems available to Onsite Management Partners.
	System Owner	Access OWMP information needed to know purpose, use and care of your system.
		Advise WA regarding Service Contract / Provider issues.
		Advise WA in event of system overflow.
	Service Provider	Advise System Owner regarding terms of service and / or service contract.
		Access OWMP information needed to know each system you service.
		Use Standard Service Report as guide and record of all service events and follow-up actions needed.
		Submit Standard Service Reports to WA and System Owners through OWMP online database.