

**GUIDELINES FOR SUBMITTING AN APPLICATION FOR AN ORDER OF APPROVAL FOR
A MARINE SEWAGE PUMPOUT FACILITY
DISCHARGING TO AN EXISTING SEWER SYSTEM**

INTRODUCTION

These guidelines for the submittal of a proposed marine sewage pumpout facility are drafted to aid the applicant in the procurement of an Order of Approval. This will insure that the initial submittal will meet the minimum requirements of the Rhode Island Department of Environmental Management, Office of Water Resources - WWTF Planning & Design Section. Please be advised that there may be other programmatic requirements if the applicant is seeking federal or state funding assistance. After initial review of the submittal, RIDEM may issue review comments, which need to be addressed by the design engineer prior to RIDEM issuing an Order of Approval. **PLEASE STOP HERE if the proposed marine sewage pumpout facility will discharge to an on-site holding tank. If this is the case, an approval from the Rhode Island Department of Environmental Management, Office of Water Resources – Onsite Wastewater Treatment System (OWTS) Section is required, in accordance with OWTS Rule 28: Holding Tank Policy.**

GENERAL SUBMITTAL REQUIREMENTS

- Submittal of a completed "Application for Order of Approval - Marine Sewage Pumpout Facility and Sewer System Expansion/Modification" form.
- Submittal of the Application Fee Form and check in the amount of \$300.00 made payable to the General Treasurer of the State of Rhode Island.
- Two complete sets of design plans and specifications (requirements listed on pages 2 and 3).
- Note that plans and specifications submitted for an Order of Approval require a Rhode Island Professional Engineer's stamp and signature on each page (cover page only for specifications).
- All appropriate design computations (requirements listed on page 3).

The original forms and check shall be submitted directly to:

Department of Environmental Management
Permit Application Center
235 Promenade Street
Providence, R.I. 02908

APPLICATION

- The Application must be signed, under the Regulatory/Administrative Section (page 2), by the appropriate municipal or sewer commission official(s) responsible for reviewing and approving sewer system expansions and/or modifications. These signatures certify that the flows are accepted for conveyance to and treatment at the receiving Wastewater Treatment Facility (WWTF).

DESIGN PLANS

- The level of effort in the presentation of design plans shall be commensurate with the level of complexity of the project.
- Locus map of the area in concern, highlighting the area of the facility.
- General site plan detailing all components of the proposed system. This should include the direction of the flow.
- Detailed Plans as described below;

Plan Views:

- a) Geographical features including topographical contour elevations (minimum of 4 ft. contour intervals), streams or water bodies, north arrow, scale, etc.
- b) The 100 year flood plain boundary and elevation where appropriate.
- c) Existing or proposed streets and names.
- d) Existing utilities.
- e) Proposed facilities, pipes, direction of flows.
- f) Designated/committed docking space for pumpout accessibility
- g) Depth survey of area surrounding designated docking space

Profile Views:

- a) Elevation of existing ground level, proposed grading, appropriate water elevations and depths.
- b) Elevations of existing utilities, proposed piping, and appurtenances.
- c) Appropriate stationing.
- d) Labeled slopes, pipe sizes and materials.
- e) Elevations of test borings and ground water elevations if deemed necessary by the designer.

Typical Construction Details:

Include "typical" and "special" construction details and supplementary views. (i.e., paving cross-sections, trench cross-sections, manholes, pipe jointing, etc.). **A detail of the connection of the proposed system to the existing sewer system must also be provided.**

- When the marine sewage pumpout unit is proposed to be located adjacent to gas pumps or other fuel supplies, a reasonable separation (15-20 ft.) between the pumpout unit and any fuel pump should be maintained, if practicable. If site constraints make a reasonable separation impossible, then the pumpout unit must be supplied and installed with explosion proof electrical components.

SPECIFICATIONS

- Construction techniques and requirements.
- Testing requirements and conditions of acceptance.

- Material and appurtenance specifications.
- The above-mentioned may be included as part of the design plans as general notes and typical details, if appropriate.
- May include product information and "cut-sheets" if the proposed manufacturer or supplier has already been selected.

DESIGN COMPUTATIONS

- An estimation of flows expected from the proposed pumpout facility. This should take into account the capacity of the proposed pumping unit (gallons per minute), the volume of the average boat's holding tank, the maximum pumpout requirement during the peak of the boating season. This is actually a conservative estimation of the expected flow so as not to limit the capacity of the facility for future expansion but meanwhile providing an estimation of the expected flows to the WWTF. The Order of Approval will be issued with a value of the Seasonal Maximum Daily Flow. Typically this value can be estimated as follows: 8 hours of daily pumpout operation X 4 boats/hour X 25 gallons/boat holding tank = 800 gallons per day maximum rate to be pumped during the peak boating season. 4 boats/hour is derived from approximating 15 minutes per boat to dock, hook up to pumpout unit, pump out boat holding tank, and leave the area. Therefore, a maximum of 4 boats per hour can conceivably utilize a pumpout unit.
- Calculations demonstrating the capability of the pumps to overcome the associated suction and discharge heads.
- Calculations demonstrating the hydraulic capacity of the proposed conveyance piping from the pumpout facility to the municipal wastewater collection system. Calculations should also be provided which demonstrate that the associated downstream piping, pumping stations and WWTF are adequately sized to handle the proposed flows.
- Calculations showing sufficient cleansing velocities in proposed force mains (>3 fps) and gravity piping (>2 fps).



R.I. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
Office of Water Resources (OWR)
Wastewater Treatment Facilities Program



ORDER OF APPROVAL

APPLICATION FEE FORM

Please complete the information below and **SUBMIT THIS COMPLETED FORM AND YOUR CHECK PAYABLE TO "R.I. GENERAL TREASURER" FOR THE APPROPRIATE FEE, ALONG WITH THE COMPLETED ORDER OF APPROVAL APPLICATION, DIRECTLY TO:**

R.I. Department of Environmental Management
Permit Application Center
235 Promenade Street
Providence, R.I. 02908

NOTE: Please also indicate on the check the following: **Account # 3765104.03(1754-806)**

**** APPLICATION FEES ARE NOT REFUNDABLE ****

PROJECT NAME: _____

APPLICANT'S NAME: _____

SITE LOCATION: _____

APPLICATION TYPE: Order of Approval (OWR/Wastewater Treatment Facilities Program)

NOTE: The Order of Approval Application and all accompanying documents should be submitted to Art Zeman, P.E., Principal Engineer, DEM Office of Water Resources, Wastewater Treatment Facilities Program, 235 Promenade Street, Providence, RI 02908. Application review will be initiated only upon receipt of the appropriate fee. The appropriate fee may be obtained from DEM's *Rules and Regulations Governing the Establishment of Various Fees – July 2007*. The Fee Schedule may be obtained by contacting the Office of Water Resources at (401) 222-4700 or at <http://www.dem.ri.gov/pubs/regs/regs/water/feereg07.pdf>

FOR OFFICE USE ONLY

OMS Receipt Date:

Fee Amount Received:

Processor Initials:



R.I. DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
Office of Water Resources



APPLICATION FOR ORDER OF APPROVAL

MARINE SEWAGE PUMPOUT FACILITY AND SEWER SYSTEM EXPANSION/MODIFICATION

Where applicable, the application must be signed by the appropriate official(s) representing the Town, City, Authority, Commission, or Applicant in which a system or means to prevent pollution, as defined in Title 46, Chapter 12 of the General Laws of 1956, as amended, is to be adopted. The signature of the design engineer or other agent will be accepted only if accompanied by a letter of authorization from the official(s) mentioned above. **Please refer to the form "Guidelines for Submitting an Application for an Order of Approval for a Marine Sewage Pumpout Facility Discharging to an Existing Sewer System" for general submittal requirements.**

GENERAL CONDITIONS ON ORDERS OF APPROVAL

1. After notice and opportunity for a hearing, an Order of Approval may be modified or revoked for cause including but not limited to the following:
 - a) The discharge of any wastewater at a level in excess of that identified and authorized by this Order of Approval.
 - b) Obtaining an Order of Approval by misrepresenting or failing to fully disclose all relevant facts.
 - c) Failure to operate and maintain the approved system in a condition satisfactory to the Department of Environmental Management.
 - d) Construction of additional work that was not contemplated or proposed at the time of issuance of this Order of Approval.
2. The provisions of an Order of Approval shall apply to and be binding upon the owner, their agents, servants, employees, successors, heirs and assignors and all persons, firms and corporations acting under, through, and on behalf of them.
3. In the event of any change in control or ownership of facilities from which authorized discharges originate, the owner shall notify the Department of Environmental Management with advanced written notice of such transfer. Succeeding owners shall be bound by all the conditions of the original Order of Approval for the system, unless a new or modified Order is obtained.
4. All projects will be reviewed utilizing the following technical guidances: "Guides for the Design of Wastewater Treatment Works (TR-16)", by the New England Interstate Water Pollution Control Commission and "Guidelines for Submitting an Application for an Order of Approval for a Marine Sewage Pumpout Facility Discharging to an Existing Sewer System", by the Office of Water Resources. In addition, all projects must be designed to conform with current Office of Water Resources policies, where applicable.



APPLICATION FOR ORDER OF APPROVAL

**MARINE SEWAGE PUMPOUT FACILITY AND SEWER SYSTEM
EXPANSION/MODIFICATION**

If additional space is required to properly answer any questions, please attach additional sheets and refer to the attachments in the appropriate space provided:

GENERAL PROJECT INFORMATION

1. Date of Application: _____
2. Project Name: _____
3. Project Location: _____
4. Project Type (Check one): Public _____ Private _____
5. Applicant name: _____
6. Applicant address: _____

7. Applicant phone #: _____
8. Owner name (if different from # 5) _____
9. Owner address: _____

10. Owner phone #: _____
11. Design Engineer: _____
12. Design Engineer address: _____

13. Design Engineer phone #: _____

REGULATORY/ADMINISTRATIVE

1. COLLECTION AND TREATMENT SYSTEM:

As the designated wastewater collection/treatment system official, I have reviewed the proposed project and have determined that all downstream lines, pump stations, and treatment facilities under our jurisdiction can presently handle and/or treat the flows generated by the proposed project.

SIGNATURE AND TITLE: _____

NOTE: If the flows to be generated by the proposed project are not conveyed and/or treated entirely within one jurisdiction, then the additional certification below is required.

As the designated official for _____,
I have also reviewed the proposed project and have determined that the downstream lines, pump stations, and treatment facilities which will ultimately receive the flows generated by the proposed project have adequate capacity to convey and/or treat the proposed flows.

SIGNATURE AND TITLE: _____

2. FUNDING:

a. Will the owner file for State or Federal funding assistance? YES ___ NO ___

b. If yes, please indicate which funding program(s): _____

PROJECT DATA

1. Number of approved slips, moorings, transient boats, etc. to be served:
of slips: _____ # of moorings: _____ # of transients: _____ others: _____

2. Other establishments to be served (e.g. residential, industrial, commercial, governmental), if applicable:

a. _____
Name Type of establishment Design Flow (gpd)

b. _____
Name Type of establishment Design Flow (gpd)

c. _____
Name Type of establishment Design Flow (gpd)

3. Flow Data

•Flows shall be estimated in accordance with the attached "Guidelines for Submitting an Application for an Order of Approval for a Marine Sewage Pumpout Facility". As part of this application package, include all design computations that substantiate the flows listed below.

<u>Type</u>	<u>Seasonal Max. Daily Flow (gpd)</u>
Slips:	_____
Moorings:	_____
Transients:	_____
Other:	_____
TOTAL:	_____

4. Receiving wastewater treatment facility name: _____

a. Avg. daily flow: _____ b. Design flow: _____

5. General description of sewers and pump stations within the existing sewer system that will transport the flow from the proposed marine sewage pumpout facility to the receiving wastewater treatment facility:

6. Location and capacity of marine sewage pumpout(s):

a. _____
Pumpout Location Pumpout Capacity (gpm)

b. _____
Pumpout Location Pumpout Capacity (gpm)

c. _____
Pumpout Location Pumpout Capacity (gpm)

8. Any additional appropriate information: _____

FOR OWR USE ONLY

APPLICATION RECEIPT DATE: _____

FILE NUMBER: _____ REVIEW START DATE: _____

REVIEWER: _____ REVIEW COMPLETION DATE: _____

ACTION(S) TAKEN: _____

