



ACT 537 Municipal/Local Agency Program Evaluation Form

Local Agency (municipality) _____

County _____

Date Completed _____

GENERAL INFORMATION

1. Name of Primary SEO(s): _____

2. Name of Alternate SEO(s): _____

3. Name of Percolation Test Technician(s): _____

4. Attach copy of current fee schedule: _____

5. Permit Fee Ordinance No.: _____

6. Does the Local Agency set the SEO's fees? Yes No

Does the SEO set his/her fees? Yes No

7. Name of Building Permit Officer: _____

8. Act 537 or SEO training courses attended (which courses/who attended and dates):

9. List all member municipalities if this is a multi-municipal local agency (all references to local agency include all municipalities which administer the onlot sewage permitting program).

10. Name and title of person completing this questionnaire:

PERMITTING

1. Who (what person) supervises the SEO's activities? _____
2. How/when does applicant obtain application? _____
3. Are informational brochures given to applicant with application? Yes No
4. How are fees handled? Are they paid directly to the SEO, or are they paid to the local agency?

5. Does the local agency maintain a file of complete applications? Yes No
6. How many on-lot sewage permits were issued in the past calendar year? _____
7. How many on-lot systems were installed in the past calendar year? _____
8. Are building permits issued before sewage permits? Yes No
In the case of subdivisions, are building permits issued before planning approval is given by the approving authority? Yes No
Who is the approving authority? _____
9. How are lots of 10 acres or more handled by your local agency? _____

10. What options does applicant have if dissatisfied with SEO decision? _____

11. How does the local agency keep track of sewage system installation? _____

12. What were the local agency's total expenses to administer Act 537 permits for last calendar year? _____
13. What was the total Act 537 Program revenue for past calendar year? _____
14. Does SEO submit time/attendance records? Yes No

15. Is SEO on-site for all percolation testing? Yes No

If not, describe the procedure, list individuals involved, method of compensation, training provided, as well as supervision. _____

16. Is the local agency satisfied with availability of the SEO? Yes No

17. Is the local agency satisfied with the professionalism of the SEO? Yes No

PLANNING (Delete number 3 for multi-municipal local agencies.)

1. What is the definition of a subdivision? Describe when a planning module is needed under Act 537

2. How does a subdivider obtain the planning modules for "new land development" in the municipalities served by your local agency? _____

3. In your opinion, does the local agency have an adequate Official Sewage Plan? Yes No

4. Is/are there local planning commission(s)? Yes No

5. Do the municipalities served by your local agency withhold planning module adoption until local and county planning comments are received? Yes No

6. Do the municipalities served by your local agency maintain a file of planning modules? Yes No

7. Does the local agency monitor the DEP approval status of planning modules? Yes No

8. Does the local agency maintain a file of approved planning modules? Yes No
If not, how are applications checked for planning status?

9. Does the Act 247 land use ordinance in the local agency's member municipalities require Act 537 planning approval prior to final 247 subdivision approval? Yes No

ORDINANCES

1. Do all of the municipalities served by the local agency have a holding tank/privy ordinance? Yes No
2. What elements of municipal onlot sewage management are currently in place in municipalities served by your local agency? _____
- _____
- _____

(Circle all that apply)

- a. Permits for new or repair of existing onlot systems
- b. Final inspection of onlot systems
- c. Investigation/enforcement of onlot sewage nuisances, and permit violations
- d. Ordinances for one or more of the following:
- (1) Financial assurance of long-term operation of small flow treatment facilities
- (2) Mandatory septic tank cleaning
- (3) Mandatory septic tank cleaning on scheduled basis with reporting to municipality
- (4) Operational inspection of onlot systems by local agency or municipal personnel

COMPLAINT INVESTIGATION

1. Is the local agency required to investigate and follow up on sewage complaints? Yes No
2. What local agency official is primarily involved in investigating sewage complaints? _____
- _____
3. Does the local agency maintain a file on complaints? Yes No
4. Does the local agency have a written policy for complaint filing and investigation? Yes No
5. Must complaints be in writing and signed? Yes No
6. Does the local agency provide informational brochures to citizens with malfunctioning onlot sewage systems? Yes No
7. Is the local agency satisfied with the availability and professionalism of the SEO in malfunction investigation situations? Yes No

ADMINISTRATION

1. Does your local agency maintain an office? Yes No
2. Does your local agency have a staff person available to answer the phone, issue permit applications and process requests for information regarding onlot systems? Yes No
3. Does your local agency have a formal filing system? Yes No

4. How does your local agency handle incoming permit fees for onlot systems?

5. Does the SEO attend meetings of the local agency?

Yes No

6. Does the local agency regularly file a program reimbursement application?

Yes No

SUMMARY AND RECOMMENDATION
Evaluation

CONCLUSIONS

Planning

Permitting

Complaint Investigation/Enforcement

Administration

RECOMMENDED FOLLOW-UP

Sewage Planning Specialist

Date

Sewage Planning Specialist Supervisor

Date

**DEP FILE REVIEW
Evaluation**

PLANNING

1. PMC 1

- a. Number processed in last calendar year: _____
- b. Number returned due to completeness problems: _____
- c. Comments: _____

2. PMC 2

- a. Number processed in last calendar year: _____
- b. Number returned incomplete in last calendar year: _____
- c. Testing coordination with DEP: Satisfactory / Unsatisfactory: _____
- d. List of completed projects:

Name	Date Local Planning Commission	Date County Planning Commission	Date Adoption	Date Submitted to DEP

3. PMC 3 (non multi-municipal agencies only)

- a. Number processed past calendar year: _____
- b. Number returned incomplete past calendar year: _____
- c. List completed projects.

Name	Date Local Planning Commission	Date County Planning Commission	Date Adoption	Date Submitted to DEP

4. PMC 3s SFTF's (non multi-municipal agencies only)

- a. Total Number with planning approval: _____
- b. Is municipal management program adequate? _____
- c. Describe management program. _____
 - (1) Maintenance agreement: _____
 - (2) Mandatory septage management: _____
 - (3) Disinfection inspection: _____
 - (4) Number program: _____

5. Planning Exemptions

- a. Number processed for onlot past calendar year: _____
- b. Number processed for sewer systems past calendar year: _____
- c. List approved exemptions:

Name	Date Onlot Municipal Signature	Date SEO Signature	Date Public Sewer Signature	Date Submitted to DEP

PERMITTING

1. History (past three years)

YEAR	CONV.	ESM	DENIALS	REPAIRS	SEO

2. Complaints:

- a. Describe each briefly: _____

- b. Give comments on enforcement: _____

Dear _____:

The Pennsylvania Sewage Facilities Act (Act 537, as amended) requires the Department of Environmental Protection (DEP) to ensure that local agencies and municipalities properly administer the appropriate permitting or planning provisions of Act 537. DEP routinely monitors the performances of all local agencies and municipalities on an informal basis. From time to time DEP requests a local program to undergo a more formal evaluation to determine its strengths and possible shortcomings, and in the process, better protect the public health and safety.

This letter is to inform you that your agency has been selected for a formal evaluation by DEP's _____ Regional Office. As the first step in this evaluation process, please complete and return a copy of the enclosed questionnaire. The questionnaire will help you and the Department identify areas where improvements might be needed in your program. If improvements are necessary, the questionnaire will help DEP to focus its assistance where your agency most needs it.

The enclosed questionnaire should be completed by the agency secretary or chairman rather than the Sewage Enforcement Officer. Please return a copy of the completed questionnaire to this office within 30 days of the date of this letter. Upon receipt of your completed questionnaire, (which is part of our local agency evaluation), DEP will schedule a follow-up interview.

Thank you for your cooperation in completing and returning a copy of the questionnaire. We look forward to discussing your program during the follow-up interview. Should you have any questions in the meantime, please do not hesitate to contact me.

Sincerely,

Enclosures