

- B. Operation permit. An operation permit is required for private sewage disposal systems that incorporate the discharge of treated effluent in their design. The non-transferable permit shall be issued to the owner upon installation of the private sewage disposal system, and shall be renewed annually on April 1st. The administrative authority may conduct a periodic inspection of the system to determine that the system is meeting the effluent discharge standards of these rules (Section VII).

4.10 Fees. All fees shall be set forth by resolution by the Board of Supervisors.

- A. Construction permit fee. Applications to install private sewage disposal systems must be accompanied by application fees.
- B. Alteration permit fee. A fee may be assessed when submitting an application to alter a private sewage disposal system.
- C. Commercial/Industrial use permit fee. Private sewage disposal systems that require a commercial/industrial use permit may be assessed a fee for the issuance and renewal of the permit.
- D. Operation permit fee. Private sewage disposal systems that require an operation permit may be assessed a fee for the issuance and renewal of the permit.
- E. Permit extension fee. A fee may be assessed for an extension of a permit issued to construct or alter a private sewage disposal system.
- F. Installation without permit fee. In addition to the permit fee, a fee in the amount of 100 percent of the current permit fee may be assessed when installation or alteration is begun before a permit has been issued.
- G. Platting and rezoning review fee. A fee may be assessed for the review of each platting or rezoning application submitted to the Planning and Zoning Commission. Fees shall be collected prior to the commission hearing date.
- H. Time of transfer review fee. A fee may be assessed for the review of each time of transfer inspection report.

SECTION V

TIME OF TRANSFER INSPECTIONS

- 5.01 Inspections required. Beginning July 1, 2009, prior to any transfer of ownership of a building where a person resides, congregates, or is employed that is served by a private sewage disposal system, the sewage disposal system serving the building shall be inspected. A building that will be demolished without being occupied does not require an inspection. A legally binding document verifying that the building will be demolished shall be provided to the county and to the department for record. In the event that weather or other temporary physical conditions prevent the certified inspection from being conducted, the buyer shall execute and submit a binding acknowledgment with the county board of health to conduct a certified inspection of the private sewage disposal system at the earliest practicable time and to be responsible for any required modifications to the private sewage disposal

system as identified by the certified inspection. Title abstracts to property with private sewage disposal systems shall include documentation of compliance with the requirements in this rule.

- A. Inspection criteria. If a private sewage disposal system is failing to ensure effective wastewater treatment or is otherwise improperly functioning, the private sewage disposal system shall be renovated to meet current construction standards, as adopted by the department, either by the seller or, by agreement, within a reasonable time period as determined by the county or the department, by the buyer. If the private sewage disposal system is properly treating the wastewater and not creating an unsanitary condition in the environment at the time of inspection, the system is not required to meet current construction standards.
- B. Inspection validity. An inspection is valid for a period of 2 years for any ownership transfers during that period.

5.02 Exempt transfers. A transfer of ownership does not include the following:

- A. A transfer made pursuant to a court order, including but not limited to a transfer under Iowa Code chapter 633 or 633A, the execution of a judgment, the foreclosure of a real estate mortgage pursuant to Iowa Code chapter 654, the forfeiture of a real estate contract under Iowa Code chapter 656, a transfer by a trustee in bankruptcy, a transfer by eminent domain, or a transfer resulting from a decree for specific performance.
- B. A transfer to a mortgagee by a mortgagor or successor in interest who is in default, or a transfer by a mortgagee who has acquired real property at a sale conducted pursuant to Iowa Code chapter 654, a transfer back to a mortgagor exercising a right of first refusal pursuant to Iowa Code section 654.16A, a non-judicial voluntary foreclosure procedure under Iowa Code section 654.18 or chapter 655A, or a deed in lieu of foreclosure under Iowa Code section 654.19.
- C. A transfer by a fiduciary in the course of the administration of a decedent's estate, guardianship, conservatorship, or trust.
- D. A transfer between joint tenants or tenants in common.
- E. A transfer made to a spouse, or to a person in the lineal line of consanguinity of a person making the transfer.
- F. A transfer between spouses resulting from a decree of dissolution of marriage, a decree of legal separation, or a property settlement agreement which is incidental to the decree, including a decree pursuant to Iowa Code chapter 598.

5.03 Certified time of transfer inspectors. Inspections shall be conducted by an inspector certified by the department. In order to be a certified time of transfer inspector, an individual shall have met the experience requirements, have successfully completed the inspection course and examination, and have been issued a current certificate by the department in accordance with this rule.

- A. Experience requirements. In order to be certified by taking the inspection course and examination only, an individual must have at least 2 years experience in the operation, installation, inspection, design or maintenance of private sewage disposal systems. Individuals lacking this experience must complete additional coursework before attending the inspection course with testing. The additional courses shall include, but not be limited to, "Onsite Basics 101" and "Alternative Systems" offered by the Onsite Wastewater Training Center of Iowa or courses determined by the department to be equivalent.

- B. Examination application. A person wishing to take the examination necessary to become a certified inspector shall complete the Certified Time of Transfer Inspector Application, Form 542-0192. A listing of dates and locations of examinations is available from the department upon request. The application form requires the applicant to indicate pertinent educational background, training and past experience in providing private sewage disposal services. The completed application and the application fee shall be sent to Time of Transfer Inspector Certification, Iowa Department of Natural Resources, 502 E. 9th Street, Des Moines, Iowa 50319-0034. An application for examination must be received by the department at least 60 days prior to the date of the examination.
- C. Application evaluation. The director may designate department personnel or an experience review committee to evaluate all applications for examination. A notification of the application review decision will be sent to the applicant prior to the examination date. The applicant shall have the right to dispute the application evaluation.
- D. Certification. Applicants who successfully meet the department's requirements will receive a written certification from the department. The department shall maintain a current listing of certified time of transfer inspectors. The list shall be available on the department's Web site and shall be provided to county boards of health and other interested parties.
- E. Fees. The following nonrefundable fees apply:
 - 1. Examination fee. The fee for each examination shall be \$50.
 - 2. Certification fee. The fee for inspector certification shall be \$75 for each ½ year of a 2-year period from the date of issuance of the certification to June 30 of the next even-numbered year.
 - 3. Certification renewal fee. The fee for certification renewal shall be \$300 for the 2-year period.
 - 4. Penalty fee. The penalty fee shall be \$100 for each 30 days in delinquency. The penalty fee is for late payment of the initial certification fee or renewal fee or for incomplete application forms.
- F. Renewal period. All certificates shall expire on June 30 of even-numbered years and must be renewed every 2 years in order to maintain certification.

5.04 Continuing education.

- A. CEU requirements. Continuing education units (CEUs) must be earned during each 2-year period from April 1 of the even-numbered year until March 30 of the next even-numbered year. A certified inspector must earn 1.2 CEUs or 12 contact hours during each 2-year period. Newly certified time of transfer inspectors (previously uncertified) who become certified after April 1 of a 2-year period will not be required to earn CEU's until the next two-year period.
- B. CEU approval. All activities for which CEU credit will be granted must be approved by an accredited college or university, an issuing agency, or the department and shall be related to private sewage disposal systems.
- C. CEU reporting. It is the personal responsibility of the certified inspector to maintain a written record of and to notify the department of the CEUs earned during the period. The CEUs earned during the period shall be shown on the application for renewal.

5.05 Certificate renewal.

- A. Certification period. All certificates shall expire on June 30 of even-numbered years and must be renewed every 2 years in order to stay effective.
- B. Application for renewal. Renewal applications shall be submitted on DNR Form 542-0192 60 days before the expiration date of the current certificate. Late applications or incomplete applications may lead to revocation of the certificate. Renewal of certificates will only be granted to inspectors in good standing.
- C. CEUs. Only those certified inspectors fulfilling the continuing education requirements before the end of each 2-year period (June 30) will be allowed to renew their certificates. The certificates of inspectors not fulfilling the continuing education requirements shall expire on June 30 of the even-numbered year.
- D. Renewal fee. A renewal fee in the amount of \$300 must accompany the renewal application in order for the certificate to be renewed. Failure to submit the renewal fee on time may lead to revocation of the certificate in addition to a penalty fee.

5.06 Obligations of certified inspectors.

- A. Certified inspectors shall conduct time of transfer inspections according to this rule.
- B. Following an inspection, the inspection form and any related reports shall be provided to the county environmental health department for enforcement of any follow-up mandatory improvements to the system, to the department for record, and to the county recorder's office.

5.07 Disciplinary actions.

- A. Reasons for disciplinary action. Disciplinary action may be taken against a certified time of transfer inspector on any of the grounds specified in Iowa Code section 455B.219 and the following more specific grounds.
 - 1. Failure to use reasonable care or judgment or to apply knowledge or ability in performing the duties of a certified inspector.
 - 2. Failure to submit required records of inspection or other reports required under applicable permits or rules of the department, including failure to submit complete records or reports.
 - 3. Knowingly making any false statement, representation, or certification on any application, record, report or document required to be maintained or submitted under any applicable permit or rule of the department.
 - 4. Fraud in procuring a license.
 - 5. Professional incompetence.
 - 6. Knowingly making misleading, deceptive, untrue or fraudulent representations in the practice of the certified inspector's profession or engaging in unethical conduct or practice harmful or detrimental to the public. Proof of actual injury need not be established.
 - 7. Habitual intoxication or addiction to the use of drugs.
 - 8. Conviction of a felony related to the profession or occupation of the certified inspector. A copy of the record of conviction or plea of guilty shall be conclusive evidence.

9. Fraud in representations as to skill or ability.
10. Use of untruthful or improbable statements in advertisements.
11. Willful or repeated violations of the provisions of Iowa Code chapter 455B, division III.

B. Disciplinary sanctions. Disciplinary sanctions may include the following:

1. Revocation of a certificate. Revocation may be permanent without chance of recertification or for a specified period of time.
2. Partial revocation or suspension. Revocation or suspension of the practice of a particular aspect of the inspection of private sewage disposal systems may be imposed.
3. Probation. Probation under specified conditions relevant to the specific grounds for disciplinary action may be imposed.
4. Additional education, training, and examination requirements. Additional education, training, and reexamination may be required as a condition of reinstatement.
5. Penalties. Civil penalties not to exceed \$1,000 may be assessed for causes identified in IAC 567—69.2(6)“a” through the issuance of an administrative order.

C. Procedure.

1. Initiation of disciplinary action. The department staff shall initiate a disciplinary action by conducting such lawful investigation as is necessary to establish a legal and factual basis for action. Written notice shall be given to a certified inspector against whom disciplinary action is being considered. The notice shall provide the certified inspector with 20 days to present any relevant facts and to indicate the certified inspector’s position in the matter.
2. A certified inspector’s failure to communicate facts and positions relevant to the disciplinary investigation by the required date may be considered by the department when determining appropriate disciplinary action.
3. If an agreement as to appropriate disciplinary action, if any, can be reached between the department and the certified inspector, a written stipulation and settlement shall be entered into. The stipulation and settlement shall recite the basic facts and violations alleged, any facts established by the certified inspector, and the reasons for the particular sanction imposed.
4. If an agreement as to appropriate disciplinary action cannot be reached, the department may initiate formal disciplinary procedures through the issuance of a letter imposing such disciplinary sanction as the department has deemed appropriate. Service shall be provided by certified mail.
5. A certified inspector may appeal any disciplinary sanction imposed by the department by filing a notice of appeal with the director within 30 days of receipt of the letter imposing disciplinary sanction. If an appeal is filed by the certified inspector, contested case proceedings shall be initiated by the department in accordance with IAC 567—Chapter 7 and Iowa Code chapter 17A.

6. Reinstatement of revoked certificates. Upon revocation of a certificate, application for certification may be allowed after two years from the date of revocation unless otherwise specified in accordance with IAC 567—69.2(6)"b". Any such applicant must meet all eligibility requirements pursuant to IAC 567—69.2(2) and successfully complete an examination and be certified in the same manner as a new applicant.
- 5.08 Procedures for noncompliance with child support order. Upon receipt of a certification of noncompliance with a child support obligation as provided in Iowa Code section 252J.7, the department will initiate procedures to deny an application for certification or renewal or to suspend a certification in accordance with Iowa Code section 252J.8(4). The department shall issue to the person by restricted, certified mail a notice of its intent to deny or suspend inspector certification based on receipt of a certificate of noncompliance. The suspension or denial shall be effective 30 days after receipt of the notice unless the person provides the department with a withdrawal of the certificate of noncompliance from the child support recovery unit as provided in Iowa Code section 252J.8(4)"c." Pursuant to Iowa Code section 252J.8(4), the person does not have a right to a hearing before the department to contest the denial or suspension action under this subrule but may seek a hearing in district court in accordance with Iowa Code section 252J.9.
 - 5.09 Inspection procedures. Inspections shall be conducted as follows:
 - A. Inspection form. The inspection shall be conducted using DNR Form 542-0191, Time of Transfer Inspection Report.
 - B. Record search. Prior to an inspection, the certified inspector shall contact the administrative authority to obtain any permits, as-built drawings or other information that may be available concerning the system being inspected. Information may also be obtained from service providers or the homeowner. If an as-built drawing is available, the system inspection shall verify that drawing. If no as-built drawing is available, the inspector shall develop an as-built drawing as part of the inspection.
 - C. Septic tank. At the time of inspection, any septic tank(s) existing as part of the sewage disposal system shall be opened and have the contents pumped out and disposed of according to IAC 567—Chapter 68. In the alternative, the owner may provide evidence of the septic tank's being properly pumped out within 3 years prior to the inspection by a commercial septic tank cleaner licensed by the department which shall include documentation of the size and condition of the tank and its components at the time of such occurrence. If the septic tank(s) is opened, the condition of the tank and its components shall be documented and included in the final report.
 - D. Pumps and pump chambers. Pump chambers or vaults shall be opened for inspection, and the pump shall be tested to ensure proper operation.
 - E. Secondary treatment. Proof that a secondary treatment system is in place must be provided. This proof may include, but is not limited to:
 1. Opening a distribution box or uncovering a header pipe for a soil absorption system. Existing distribution boxes shall be opened for inspection.
 2. Verification of the existence of a sand filter by locating the vents and discharge pipe.
 3. Locating and opening the lid(s) of an advanced treatment unit.
 4. Absorption fields shall be probed to determine their condition. The condition of the fields shall be noted on the inspection report. The condition of the absorption field may also be determined with a hydraulic loading test.

- F. Discharging systems. An effluent test shall be performed on any legally discharging private sewage disposal system. The effluent shall be tested to determine if it meets the requirements of the NPDES General Permit No. 4, and the test results shall be included in the inspection report.
 - 1. The certified inspector shall ensure that a legally discharging private sewage disposal system has an NPDES General Permit No. 4, if applicable.
 - 2. The certified inspector shall ensure that a Notice of Intent to discharge is submitted to the department for coverage under the NPDES General Permit No. 4.
- G. Package treatment units. An advanced treatment unit, such as an aerobic treatment unit, textile filter, peat filter or fixed activated sludge treatment system, shall be inspected according to the manufacturer's recommendations.
- H. Other systems and system components. Private sewage disposal systems not mentioned above shall be inspected for code compliance, and an effluent sample shall be taken if applicable. Any components of the private sewage disposal system not mentioned above shall be inspected for proper function. Examples of other components include, but are not limited to, effluent screens, tertiary treatment systems, disinfection devices, alarms, control boxes and timers.
- I. Inspection reports. Following an inspection, the inspection form and a narrative report describing the condition of the private sewage disposal system at the time of the inspection shall be provided to the county environmental health department, to the department for record, and to the county recorder in the county where the inspection occurred.

SECTION VI

SITE ANALYSIS

- 6.01 Site Evaluation. A site evaluation shall be conducted prior to issuance of a construction permit. Consideration shall be given to, but not be limited to, the impact of the following: topography; drainage ways; terraces; floodplain; percent of land slope; location of property lines; location of easements; buried utilities; existing and proposed tile lines; existing, proposed and abandoned water wells; amount of available area for the installation of the system; evidence of unstable ground; alteration (cutting, filling, compacting) of existing soil profile; and soil characteristics determined from a soil analysis, percolation tests, and soil survey maps if available.
 - A. Soil survey reports. During a site analysis and investigation, maximum use should be made of soil survey reports, which are available from USDA Natural Resources Conservation Service. A general identification of the percolation potential can be made from soil map units in Iowa. Verification of the soil permeability of the specific site must be performed.
 - B. Supervision. The site evaluation shall be supervised by a licensed professional engineer or a person qualified to perform soil analyses.
 - C. Non-soil dependent technology. The results of the site evaluation may determine the proper wastewater treatment and disposal technology for the site. If the evaluation determines that a non-soil dependent technology is required, the soil evaluation as described in Section 10.01(C) does not apply.