

## TCHD CONSULTANT GUIDELINES FOR PREPARATION OF SOIL/SITE EVALUATION (S) DURING THE 2016 WET SEASON TESTING PERIOD

Please be advised that all applications for wet season soil testing must be submitted to this office prior to 5:00 p.m. on January 15, 2016. The completed application package shall include the submission of the following:

1. A completed soil/site evaluation application form,
2. A detailed soil evaluation report,
3. A copy of the deed of the property *indicating* when the parcel was created, (Note: This requirement is not applicable to applications associated with the subdivision of land.)
4. The required soil/site evaluation fees.

Please note that if your client submits a soil/site evaluation application package after the January 16<sup>th</sup> deadline, there will be no guarantee that the application will be evaluated during the wet season testing period. **Incomplete submittal packages will not be accepted.** Notification must be provided to the Talbot County Health Department in writing if owner/applicant proposes any changes/revisions to proposed SDA locations, # of proposed lots, or lot configurations after receipt of the original application package. If proposed changes to the original application package are submitted after the site evaluation process has begun by Talbot County Health Department, an additional evaluation fee and application will be required. Talbot County Health Department will review the proposed changes to determine if the evaluation can be completed during the current wet season testing period.

The following information has been provided to assist you when preparing a site for wet season evaluation in Talbot County. This data **must** be submitted to this office, along with a completed soil evaluation application with the appropriate fee as follows: **soil evaluation** for conventional trench system: **\$400.00/test up to 10,000 sq. ft., each additional 1,000 sq. ft. \$40 will be charged;** Sand Mound **\$500.00/test** and Bermed Infiltration Pond (BIP) **\$500.00/test up to 40,000 sq. ft., each additional 10,000 sq. ft. \$125 will be charged.**

1. A minimum of at least **3 representative** soil borings with detailed soil descriptions using USDA textures and Munsel colors within the proposed Sewage Disposal Area (SDA) is required per each 10,000 square foot SDA. If the applicant proposes an SDA > 10,000 sq. feet, additional soil borings and piezometers will be required. The department may require additional fieldwork and/or testing when marginal soils or high ground water tables are present.
2. **A capped 4" slotted, un-grouted water table monitoring well must be installed within the lowest elevation of the proposed SDA. Terminal height must be a minimum of 12", preferable 18" above grade.** Irregular topography or significant slope differential may require additional water table monitoring wells. Construction specifications detailing the water table monitoring well depth and stick up pipe shall be included. **Note: Groundwater monitoring wells in Management Area "A", in particular, need to be deep. Several feet below estimated low wet-season levels is advisable. Do not set monitoring well just based on your profile. This department may want to test deeper than your profile. If in doubt, go deeper with your monitoring wells. This could well be the difference between getting an answer or waiting another year to the following wet season.**
3. **A 2" screened and grouted piezometer must be installed in management Area B to conduct hydraulic conductivity tests. Terminal height must be a minimum of**

**18" above grade.** Construction specifications detailing the parameters used for piezometer installation must be submitted. Specifications shall include the following: piezometer depth, casing length, casing diameter, screen length, screen size, quantity of sand used, amount of grout used and casing stick-up. **Please note that all piezometers must be capped with the piezometer number labeled on the underside of the cap and on the terminal in permanent marker. Please be advised that #1 well driller sand will be required to be used in piezometer construction.**

4. The corners of the SDA must be staked in the field.
5. A 5-gallon container of water with lid **must** be provided at each proposed test site.
6. Site conditions:
  - (a) If the site is wooded, a path leading to the proposed test site must be clearly marked.
  - (b) If the site is overgrown, the proposed SDA and a 50' perimeter around the SDA must be cleared and kept clear until all testing has been completed.
  - (c) If the site is cropped, fieldwork may be delayed until the crop is harvested, or the site is cleared.
7. A copy of **all** fieldwork completed by the consultant must be provided as part of the proposal. This includes copies of all soil profile descriptions, both inside and outside of the proposed SDA, **name of the evaluator**, and all ground water table monitoring data. Copies of any preliminary testing made on the site should include the name of the evaluator, specifics regarding the type of test completed, as well as procedures used. A copy of all field test data should be incorporated in the report. The report must also include the proper Groundwater Protection Report Management Area Designation.
8. **Accurate tax map and parcel numbers** along with the property owner's name must be provided on all consultant reports submitted to this office.
9. An **accurate field diagram** must be submitted with the proposal showing the locations of all soil profiles, piezometers/monitoring wells, significant land marks, as well as all applicable topographic and or physical/environmental features, such as: drainage swales, ravines, streams, ditches, tidal water, tidal marsh and wetland areas, steep slopes, highly erodible soils, as well as the critical area boundary. Approximate setback distances from significant landmarks and topographic features must be provided. Proposed SDA corners, wells within 100 feet of the proposed SDA, and any existing easements or right of ways that may affect the proposed SDA must also be accurately shown on the diagram.
10. The consultant must contact Miss Utility prior to going to each and every site to determine if underground utility lines are present within the proposed SDA and within 100 feet of the area surrounding the proposed SDA. The consultant's report must indicate that Miss Utility was contacted. If no utilities are present within the area described above, the consultant's report must so indicate. If utilities are present, they must be accurately described and shown on the field diagram that is included with the report.
11. If the consultant is working on a development proposing **3 lots or more**, the consultant must submit **2 copies of a conceptual plan, drawn to scale, and prepared by a licensed professional surveyor**, noting the locations of **all** field work including all information outlined in item 9. **If at time of application submittal the**

**conceptual plan is not provided, the application will not be considered complete and will be returned to the applicant.**

12. A minimum of 3 water table readings, along with appropriate documentation, must be collected throughout the entire course of the wet season testing period or until advised by Talbot County Health Department to suspend water table monitoring. Wells should not be read more than twice per week. Additional water table monitoring may be required on a case-by-case basis. Results of water table readings may be faxed to this office at (410) 770-6888. Please be sure to include owner's name, tax map, block and parcel information when submitting your data.
13. If a sand mound is proposed for a specific property the consultant should attempt to screen the site by running a minimum of two infiltrometer tests. This testing data will assist in determining whether or not the site is actually conducive to sand mound approval. A copy of all field data including the **evaluator's name**, test depths and actual test measurements must be incorporated in the report. Please advise your client that the soil test application fee for sand mound evaluation is \$500.00 per SDA. Consultants should be familiar with the recommended sand mound site evaluation testing procedures of MDE. Please note that all sand mound testing conducted by this office must be completed during the wet season testing period.
14. If a Bermed Infiltration Pond (BIP) is proposed for a particular lot, the consultant should advise his client that the evaluation process will also require that ground water table monitoring information be obtained during the dry time of the year (typically July through November). This will therefore require additional time to process the application. Sufficient numbers of piezometers must be installed so as to justify the proposed SDA; (this will include a minimum of 3 piezometers within the proposed SDA.) Soil profiles must include at least 2 deep profiles within the SDA. **Please see Talbot County BIP Protocol for complete description of requirements for BIP evaluations.** The soil test fee for BIP evaluation is \$500.00 per SDA.
15. If a shared facility is proposed, the **consultant must schedule a joint meeting with Dave Russ, Program Supervisor of the On-site Sewage Disposal System Program, and Nony Howell, Regional Consultant, with MDE's Groundwater Permits Program** to discuss the project on a preliminary basis prior to the submission of the site evaluation report. **The soil test fee for a shared facility will be based on the proposed number of lots/dwelling units to be served by this facility.**
16. A detailed summary of what the purpose of the soil/site evaluation must be incorporated in the consultant's report. (e.g., house expansion, accessory structure, etc.)

Once all of the above referenced information has been received and reviewed, this office will schedule a field visit to the property. Please advise your clients that failure to provide this office with all of the above referenced information may result in the postponement of their soil/site evaluation. Completed application packages for wet season site evaluation should be submitted as soon as possible in order to assure completion of the evaluation process throughout the 2015 wet season evaluation testing period. All applicants seeking completion of a soil evaluation by this department will be advised that a delay in submitting the required site information will result in the delay of their soil test.

The wet season testing period in Talbot County is determined by the height of the seasonal groundwater table, which is affected by rain or snow events. Lack of rainfall

(drought conditions) may shorten or eliminate the wet season testing period. **Since we have no way of predicting the extent of the wet season testing period, we cannot guarantee that all test requests will be processed.** Questions regarding a specific site or any concerns you may have regarding any of the above information should be directed to this office at (410) 770-6880.

I/perk/forms/2016 Wet Season Packet/2016 WS Guidelines  
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