



ANGELINA & NECHES RIVER AUTHORITY

LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA ***OSSF INFORMATION PACKET OVERVIEW***

This information packet is a supplement to the OSSF application packet and contains:

- An introduction to On-Site Sewage Facilities (OSSF)
- An overview of the permitting and licensing process
- A fee schedule
- An aerobic information sheet
- A list of frequently asked questions and answers
- A list of site designers
- A list of licensed installers
- Addresses and maps of county clerks offices for filing affidavits

The OSSF application packet contains:

- An application for a permit to construct an on-site sewage facility
- An affidavit to the public for filing with the county clerk*
- An affidavit to the public for filing with ANRA*

** Two copies of the affidavit must be filled out, notarized, and file marked by the County Clerk because both the County Clerks and ANRA require originals*



LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

INTRODUCTION AND INSTRUCTIONS

INTRODUCTION

On-Site Sewage Facilities (OSSF) are wastewater systems designed to treat and dispose of effluent on the same property that produces the wastewater. They are typically used in rural locations where public sewers are not available. Most on-site wastewater treatment systems are of the conventional type, consisting of a septic tank and a subsurface wastewater infiltration system (drain field); however, some soil types such as clay are inadequate for the proper absorption and treatment of wastewater. There are also other factors such as small lot size that can preclude installing a conventional system. For situations where a conventional system is unsuitable, there are aerobic systems. While a conventional system relies on soil absorption and natural processes in the environment to treat wastewater, an aerobic system treats the wastewater *before* it is released into the environment. An aerobic system is usually attached to a sprinkler system to dispose of the treated wastewater.

THE PERMITTING AND LICENSING PROCESS

The permitting and licensing process has several steps:

- A site evaluation must be performed to determine if the property is suitable for a conventional system or if an aerobic system will be required. (A list of qualified site evaluators and designers is included in this application packet.)
- A site design must then be drafted by a registered sanitarian or professional engineer, and submitted to ANRA for approval.
- If an aerobic system is required, two copies of the affidavit to the public must be completed & notarized. One should be filed with the County Clerk of the county in which the property is located and the other should be filed with ANRA. They must have volume and page printed on the front.
- If an aerobic system is required, we recommend that you read the aerobic treatment systems information sheet.
- An application must be submitted to ANRA along with applicable fees and **originals** of all forms such as the site evaluation, site design, affidavit to the public, aerobic treatment systems information sheet, etc.
- If public sewer service is available, a letter from the public utility authorizing a private install will be required.

When these steps have been completed, a permit to construct will be issued by ANRA. The homeowner will then be ready to either get bids from licensed installers and/or begin construction. ANRA will require the installer to contact our office for a closing inspection.

Once the system is installed and ANRA has performed an inspection, a license to operate an On-Site Sewage Facility will be issued, and will be kept on file at ANRA.

If you need further assistance, please contact the ANRA On-Site Wastewater Program office at (936) 632-7795.

Fee Schedule	
On-site Treatment System - Single Family Residence*	\$420.00
Commercial On-site Treatment System - Light	\$560.00
Commercial On-site Treatment System - Heavy	\$730.00
Sewer System License Transfer Fee	\$25.00
Re-Design Fee	\$150.00
Re-Inspection and Extra Trip Fees	\$150.00
<u>NO REFUNDS AFTER 5 DAY GRACE PERIOD</u>	

* Single Family Residence includes single structure duplexes.



ANGELINA & NECHES RIVER AUTHORITY

LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA AEROBIC TREATMENT SYSTEMS INFORMATION SHEET

To operate an on-site aerobic system, with above ground sprinkler system, a special license is required. This license is issued by the Angelina & Neches River Authority (ANRA) under the authority of the Texas Commission on Environmental Quality (TCEQ).

Licensing requirements are as follows:

1. On new installations a completed application, affidavit to the public, and an approved site design must be received and fees paid before a permit to construct can be issued.
2. A permit to construct must be issued by ANRA before any construction can begin.
3. Only aerobic treatment plants approved by the TCEQ may be installed. These systems will include an initial service policy for the first two years. After the initial two year service policy expires, renewal will be optional on a year to year basis.
4. A service policy must be issued by a certified installer and contain these minimum features:
 - a. An inspection/service call, every four months, which includes inspection, adjustment and servicing of the mechanical and electrical component parts to ensure proper function.
 - b. An effluent quality inspection consisting of visual check for color, turbidity, scum overflow, and an examination for odors.
 - c. If any improper operation is observed, which cannot be corrected at the time of the inspection, the owner shall be notified immediately in writing of the conditions and the estimated date of correction. A minimum service policy covers only minor adjustments and repairs due to the normal operations of the system. Specific warranty, replacement cost of major components, and service beyond the minimum features should be discussed with the dealer prior to installation. Damage to the system is the sole responsibility of the owner/operator.
 - d. The warranty usually does not cover labor cost.
5. Individuals issuing service policies must meet standards adopted by ANRA under the authority of TCEQ.
6. To maintain your license each year, the owner/operator must have on file with ANRA the following:
 1. Proof of an acceptable service policy by the qualified individual
 2. A copy of the results of each on-site inspection performed by the individual issuing the service policy.
7. A license to operate may be revoked if the system is not being operated or maintained according to state standards, or because of failure to submit proof of an acceptable service policy with a qualified individual, or because of failure to submit proof of the required inspections. Operating an aerobic home treatment system without a valid license is illegal and appropriate legal action will be taken to enforce compliance.
8. ANRA may invoke stricter rules governing these systems. The responsibility to meet all requirements for licensing and operation lies solely with the owner/operator of the system.



LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

FREQUENTLY ASKED QUESTIONS

Q. What are the proper steps to obtaining a permit to construct a wastewater system in ANRA's OSSF jurisdiction?

A. The first step is to complete an ANRA septic application and pay the proper permitting fee. An application can be obtained by mail, in person or downloaded from www.anra.org. The second step is to have a wastewater system design completed by a Texas Registered Sanitarian. The design needs to be submitted to ANRA to be reviewed for the proper wastewater system permit. A permit to construct is usually issued within 48 hours after all paperwork has been submitted.

Q. What number should I call if I have a question about my septic system or the ANRA permitting process?

A. Any questions regarding on-site wastewater septic system permitting, inspections, license transferring or nuisance complaints will be forwarded to the ANRA OSSF Coordinator at 936-632-7795 or via email at ossf@anra.org.

Q. Will my new wastewater system be inspected by an ANRA staff member?

A. Yes. All new wastewater systems will be inspected by the ANRA. The septic system installer must be present at the inspection.

Q. Is a Maintenance Contract required with all new Aerobic Wastewater Systems?

A. Yes. Texas State law requires all new aerobic systems to have a two year maintenance contract upon completion of the installation. The installer is required to complete an inspection of the system every 4 months. After the two year maintenance contract has expired, a homeowner residing in the ANRA's area of OSSF jurisdiction can perform their own inspections and send inspection reports to the ANRA OSSF Coordinator.

Q. Is a homeowner required to transfer ownership of a wastewater license when property is sold?

A. Yes. Texas State law requires a homeowner to transfer ownership of a wastewater system at the time of sale. The license can be voided by law if the transfer is not completed. A License transfer application can be obtained from the ANRA office or from www.anra.org.

Q. Can a licensed wastewater system be modified?

A. No. Texas State Law prohibits modifications to any wastewater system. A new permit will be required.

Q. Is there a minimum lot size to install a wastewater system?

A. Yes, Texas State Law requires a ½-acre lot with a public water supply connection as a minimum. ANRA can issue a variance to this rule if all setbacks on the septic system design have been met. Requirements may vary by county.

Q. Is there a minimum distance required from a water well to a wastewater system?

A. Yes. A fifty foot separation distance is required if the water well has a concrete lined casing; otherwise, a hundred foot setback distance is required.

Q. Does ANRA investigate wastewater nuisance complaints?

A. Yes, Wastewater nuisance complaints will be investigated in a timely matter if a proper complaint form is completed with specific directions. The nuisance complaint form can be requested at ANRA's office, or downloaded from www.anra.org.

Q. What is a Licensed Installer?

A. A person that has been licensed by the Texas Commission on Environmental Quality (TCEQ) to install an OSSF. There are two license levels. Installer Class I (OSI) is authorized to install conventional OSSF systems (septic tanks, absorptive drainfields, unlined ET drainfields, leaching chambers, gravel-less pipe, and pumped effluent drainfields). Installer Class II (OSII) is authorized to install ALL types of OSSF systems (including aerobic systems).

Q. What is a Site Designer?

A. In order to legally provide a site design, a person must be recognized as a registered sanitarian by the Texas Department of State Health Services or as a professional engineer by the Texas Board of Professional Engineers.



LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

SITE EVALUATORS & DESIGNERS

Site evaluation must be performed by TCEQ licensed Site Evaluator and system design must be conducted by a Registered Sanitarian or Professional Engineer.

Site Evaluators

License #	NAME	ADDRESS	CITY, STATE, ZIP	PHONE #
OS0006696	Harbuck, Bob	2239 FM 842	Lufkin, TX 75901	936-465-3929
OS0007596	Smith, Kerwin	4801 Pahal Road	Lufkin, TX 75901	936-676-5606
OS0010201	Socia, Keith	2915 Atkinson Drive, Suite 109	Lufkin, TX 75901	936-699-2614
OS0010753	Dillon, Kevin	7225 North St	Nacogdoches, TX 75965	936-564-6252
OS0012222	Hester, James	915 Bergstrom Place	Marshall, TX 75672	903-930-0974
OS0019171	Cobb, Ronald	212 Lakeshore S	Onalaska, TX 77360	936-646-5115
OS0022762	Marsh, Thomas	7474 FM 777	Jasper, TX 75951	409-333-9894
OS0027501	Vestal, BJ	PO Box 941	Gilmer, TX 75644	903-845-8222
OS0027998	Ross, Andrew	PO Box 1167	Pinehurst, TX 77362	281-384-3976
OS0028593	Sheffield, John	PO Box 575	Spurger, TX 77660	409-656-1974
OS0029720	Free, Daphne	240 Shelley Ave	Pollok, TX 75969	936-366-9067
OS0029868	Arnold, David	4283 Southwood Drive	Lufkin, TX 75904	936-632-0585
OS0032452	Havard, Jason	18614 FM 1818	Huntington, TX 75949	936-897-2055
OS0033908	Reum, Donnie	12490 HWY 59 South	Shepherd, TX 77371	281-223-0034
OS0034398	Ragsdale, Ryan	405 County Road 2041	Nacogdoches, TX 75965	936-234-0646

Site Designers (Registered Sanitarians and/or Professional Engineers)

License #	NAME	ADDRESS	CITY, STATE, ZIP	PHONE #
PE 111365	Dennis, Grady	710 Wade Street	Beaumont, TX 77706	409-651-2793
PE 32372	Saucier Jr, Lester	3122 Texas Avenue	Bridge City, TX 77611	409-735-7155
PE 82604	Capps, Brian	13044 CR 192	Tyler, TX 75703	903-531-9670
RS 2419	Harbuck, Bob	2239 FM 842	Lufkin, TX 75901	936-465-3929
RS 2759	Marsh, Thomas	7474 FM 777	Jasper, TX 75951	409-333-9894
RS 3261	Smith, Kerwin	4801 Pahal Road	Lufkin, TX 75901	936-676-5606
RS 3382	Arnold, David	4283 Southwood Drive	Lufkin, TX 75904	936-632-0585
RS 3405	Dillon, Kevin	7225 North St	Nacogdoches, TX 75965	936-564-6252
RS 3720	Hester, James	915 Bergstrom Place	Marshall, TX 75672	903-930-0974
RS 4255	Free, Daphne	240 Shelley Ave	Pollok, TX 75969	936-366-9067
RS 4283	Ross, Andrew	PO Box 1167	Pinehurst, TX 77362	281-384-3976
RS 4750	Havard, Jason	18614 FM 1818	Huntington, TX 75949	936-897-2055

ANRA offers this list as a convenience to the public. Inclusion should not be construed as an endorsement of an individual, business or its service. If you are a Site Evaluator, Registered sanitarian or Professional Engineer, and you would like to have your information added to this list, please contact the ANRA On-Site Wastewater division at 936-633-7553.



LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

LICENSED INSTALLERS

Installers must have an Installer Class II (OSII) license from the TCEQ in order to install aerobic systems.

Installers for conventional systems only (Installer Class I)

License #	NAME	ADDRESS	CITY, STATE, ZIP	PHONE #
OS0021999	Cobb, Ronald	212 Lakeshore S	Onalaska, TX 77360	936-646-5115
OS0033278	Reesor, Shawn	4182 Highway 103 E	Lufkin, TX 75901	936-634-9222

Installers for aerobic or conventional systems (Installer Class II)

License #	NAME	ADDRESS	CITY, STATE, ZIP	PHONE #
OS0000131	Dillon, Kevin	7225 North St	Nacogdoches, TX 75965	936-564-6252
OS0000180	Ray, Richard	989 Box Car Road	Lufkin, TX 75904	936-219-4752
OS0000200	Vann, Eugene (Bubba)	14942 US Hwy 96 S	Kirbyville, TX 75951	409-382-3864
OS0002630	Peters, Danny	PO Box 517	Kirbyville, TX 75956	409-423-5773
OS0004197	Lemoine, Marvin "Bosco"	411 Old Hwy 96	Brookeland, TX 75931	409-626-4892
OS0004601	Hudspeth, Jeff	5791 Boulware-Hudspeth Rd	Zavalla, TX 75980	936-635-0215
OS0005563	Socia, Keith	2915 Atkinson Drive, Suite 109	Lufkin, TX 75901	936-699-2614
OS0005647	Arnold, David	4283 Southwood Drive	Lufkin, TX 75904	936-632-0585
OS0005745	Tippins, Alma	18475 US Highway 259	Nacogdoches, TX 75965	936-559-3242
OS0005947	Truss, Rory	PO Box 151640	Lufkin, TX 75915	936-639-3960
OS0007368	Oliver, Joseph	818 N Raguet	Lufkin, TX 75904	936-632-7765
OS0008146	Bowling, Tracy	2355 Lakeside Loop	Many, LA 71449	318-452-6610
OS0020713	Capps, Brian	13044 CR 192	Tyler, TX 75703	903-531-9670
OS0021341	Chambers, Cliff	2764 Rea Rd	Kountze, TX 77625	409-246-4739
OS0022664	Havard, Kelly	6067 FM 58	Lufkin, TX 75901	936-676-0116
OS0022903	Reum, Donnie	12490 HWY 59 South	Shepherd, TX 77371	281-223-0034
OS0025725	Vestal, BJ	PO Box 941	Gilmer, TX 75644	903-845-8222
OS0027631	Zavala, Mario	308 Stubblefield	Lufkin, TX 75904	936-219-9577
OS0028420	Sheffield, John	PO Box 575	Spurger, TX 77660	409-656-1974
OS0029394	Pumphrey, Trey	472 Bradshaw Drive W	Brookeland, TX 75931	409-594-4180
OS0031393	Ainsworth, Clay	PO Box 151640	Lufkin, TX 75915	936-639-3960
OS0031445	Broaddus, Craig (Tony)	930 Shawnee Shores Drive	Hemphill, TX 75948	409-344-0433
OS0031912	Bryant, James	640 Randolph Drive	Bronson, TX 75930	936-275-0038
OS0032652	Goss, Jade	4599 FM 698	Nacogdoches, TX 75964	936-522-1093
OS0032811	Sifuentes, Edilberto	254 CR 265	Nacogdoches, TX 75965	936-229-7991
OS0033085	Silva, Noel	2219 CC Road	Diboll, TX 75941	936-238-9739
OS0033198	Strickland, Kevin	4182 Highway 103 E	Lufkin, TX 75901	936-634-9222
OS0033858	Michalec, Whit	1684 Rosevine Road	San Augustine, TX 75972	936-275-6449
OS0034035	Brashear, Brandon	453 Andrews Ln	Diboll, TX 75941	936-637-1488
OS0034264	Havard, Jason	18614 FM 1818	Huntington, TX 75949	936-897-2055
OS0034588	Angel, Edgar	PO Box 423	Goodrich, TX 77335	936-239-6497
OS0034763	Lamas, Jonathan	166 Campbell Acres Road	Cleveland, TX 77328	832-480-5320
OS0035377	Martin, Scott	308 Miles Loop	Colmesneil, TX 75938	409-283-4507

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LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

MAINTENANCE PROVIDERS

Maintenance providers must be licensed by the TCEQ.

License #	NAME	ADDRESS	CITY, STATE, ZIP	PHONE #
MP0000253	Tippins, Alma	18475 US Highway 259	Nacogdoches, TX 75965	936-559-3242
MP0000281	Hudspeth, Jeff	5791 Boulware-Hudspeth Rd	Zavalla, TX 75980	936-635-0215
MP0000303	Socia, Keith	2915 Atkinson Drive, Suite 109	Lufkin, TX 75901	936-699-2614
MP0000352	Peters, Danny	PO Box 517	Kirbyville, TX 75956	409-423-5773
MP0000440	Dillon, Kevin	7225 North St	Nacogdoches, TX 75965	936-564-6252
MP0000490	Bowling, Tracy	2355 Lakeside Loop	Many, LA 71449	318-452-6610
MP0000645	Vestal, BJ	PO Box 941	Gilmer, TX 75644	903-845-8222
MP0000691	Truss, Rory	PO Box 151640	Lufkin, TX 75915	936-639-3960
MP0000943	Pitts, Timothy	PO Box 999	Gatesville, TX 756528	254-760-2506
MP0000944	Pitts, Marcy	PO Box 999	Gatesville, TX 756528	254-760-2506
MP0000951	Vann, Eugene (Bubba)	14942 US Hwy 96 S	Kirbyville, TX 75951	409-382-3864
MP0001038	Chambers, Cliff	2764 Rea Rd	Kountze, TX 77625	409-246-4739
MP0001118	Oliver, Joseph	818 N Raguet	Lufkin, TX 75904	936-632-7765
MP0001297	Reum, Donnie	12490 HWY 59 South	Shepherd, TX 77371	281-223-0034
MP0001349	Pumphrey, Trey	472 Bradshaw Drive W	Brookeland, TX 75931	409-594-4180
MP0001497	Ray, Richard	989 Box Car Road	Lufkin, TX 75904	936-219-4752
MP0001613	Sheffield, John	PO Box 575	Spurger, TX 77660	409-656-1974
MP0001730	Stephenson, Mike	1316 N Raguet	Lufkin, TX 75904	936-632-7164
MP0001851	Havard, Kelly	6067 FM 58	Lufkin, TX 75901	936-676-0116
MP0001973	Broaddus, Craig (Tony)	930 Shawnee Shores Drive	Hemphill, TX 75948	409-344-0433
MP0002067	Zavala, Mario	308 Stubblefield	Lufkin, TX 75904	936-219-9577
MP0002117	Silva, Noel	2219 CC Road	Diboll, TX 75941	936-238-9739
MP0002120	Bryant, James	640 Randolph Drive	Bronson, TX 75930	936-275-0038
MP0002129	Strickland, Kevin	4182 Highway 103 E	Lufkin, TX 75901	936-634-9222
MP0002134	Sifuentes, Edilberto	254 CR 265	Nacogdoches, TX 75965	936-229-7991
MP0002193	Brashear, Brandon	453 Andrews Ln	Diboll, TX 75941	936-637-1488
MP0002208	Havard, Jason	18614 FM 1818	Huntington, TX 75949	936-897-2055
MP0002248	Michalec, Whit	1684 Rosevine Road	San Augustine, TX 75972	936-275-6449
MP0002268	Lamas, Jonathan	166 Campbell Acres Road	Cleveland, TX 77328	832-480-5320
MT0001349	Breland, Gary	PO Box 151640	Lufkin, TX 75915	936-639-3960
MT0001468	Reesor, Shawn	4182 Highway 103 E	Lufkin, TX 75901	936-634-9222

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LOCATIONS OF COUNTY CLERK OFFICES

If an aerobic system is required, you will need to file an affidavit to the public with the County Clerk's office of the county in which the property is located.

The locations of the offices of the County Clerks of the counties that ANRA's OSSF program serves follow:

<p>ANGELINA COUNTY CLERK</p> <p>215 East Lufkin Avenue Lufkin, Texas 75902</p> <p>936-634-8339</p>	
<p>NACOGDOCHES COUNTY CLERK</p> <p>101 West Main Street Nacogdoches, TX 75961</p> <p>936-560-7733</p>	
<p>JASPER COUNTY CLERK</p> <p>121 N. Austin Jasper, TX 75951</p> <p>409-384-2632</p>	
<p>SABINE COUNTY CLERK</p> <p>201 Main Street Hemphill, Texas 75948</p> <p>409-787-3543</p>	
<p>SAN AUGUSTINE COUNTY CLERK</p> <p>223 N. Harrison St San Augustine, TX 75972</p> <p>936-275-2452</p>	