



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 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 clerk offices for filing affidavits

The OSSF Application Packet contains:

- An application for a permit to construct an OSSF
- 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 Clerk and ANRA require originals.*



LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

INTRODUCTION AND INSTRUCTIONS

INTRODUCTION

OSSF, sometimes referred to as “septic systems,” 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 sewer systems are not available. There are two primary types of on-site wastewater treatment systems that are approved for use by the TCEQ; a conventional type and an aerobic type.

Conventional type systems consist of a septic tank and a subsurface wastewater infiltration system (drain field) and rely on soil absorption and natural processes in the environment to treat wastewater. 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.

Aerobic type systems utilize mechanical processes to treat the wastewater in a controlled setting before it is released into the environment. Aerobic systems typically utilize chlorination for disinfection before it is discharged to an above ground irrigation field via a sprinkler system to dispose of the treated wastewater. There are other types of subsurface (below ground) disposal of treated wastewater authorized for use in specialized circumstance.

GENERAL REQUIREMENT FOR AN OSSF

A property owner shall hold a permit and an approved plan to construct, alter, repair, extend, or operate an OSSF unless the OSSF meets one of the following exceptions:

1. The OSSF was installed before the effective date of the order, ordinance, or resolution in areas where the local governmental entity had an approved order, ordinance, or resolution dated before September 1, 1989; or
2. The property owner received authorization to construct from a permitting authority before the effective date of Chapter 285 of the Texas Administrative Code; and
 - o The OSSF is not creating a nuisance; and
 - o The OSSF has not been altered, and is not in need of repair;

APPLICATION, PERMIT, AND LICENSING PROCESSING TIMELINE FOR OSSF

A Permit to Construct is valid for one calendar year from the date of its issuance. If the installer does not request a construction inspection by the permitting authority within one year of the issuance of the Permit to Construct, the authorization for construction of the OSSF expires, and the property owner will be required to submit a new application and application fee before an OSSF can be installed. A new application and application fee are not required if the owner decides not to install an OSSF.

The installer shall notify the permitting authority at least five working days (Monday through Friday, excluding holidays) before the date the OSSF will be ready for inspection.*

**§285.3. On-Site Sewage Facility Rules Compilation, TCEQ*



LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

INTRODUCTION AND INSTRUCTIONS

THE PERMITTING AND LICENSING PROCESS

The permitting and licensing process has several steps:

- A site evaluation must be performed by a TCEQ licensed site evaluator to determine if the property is suitable for a conventional system or if an aerobic system will be required.
- A site design must then be drafted by a registered sanitarian or professional engineer, and submitted to ANRA for approval. (A list of qualified site evaluators and designers is included in this application packet).
- 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;
 - 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, the property owner must connect to the public sewer.

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 OSSF will be issued to the property owner, and a copy will be kept on file at ANRA.

If you need further assistance, please contact the ANRA OSSF Department at (936) 632-7795.

THINGS YOU SHOULD KNOW IF AN AEROBIC SYSTEM IS REQUIRED

1. The state requires an active service contract with a licensed professional for the life of the system, as well as annual testing of the system, unless you are eligible for the "Single Family Residential" exemption.
2. If you are eligible for the exemption, you are still required to have a service contract for the first two years.
3. Aerobic systems are mechanical devices that require maintenance and upkeep. In order to prevent health hazards to your household and the environment, you should either maintain a service contract or educate yourself in the proper operation and maintenance of the system you choose.
4. If the system is not maintained in proper working condition and becomes a health hazard, your license may be revoked.

Fee Schedule	
Single Family Residential OSSF*	\$435.00
Non-Single Family Residential OSSF - Light ¹	\$585.00
Non-Single Family Residential OSSF - Heavy ²	\$760.00
Transfer	\$30.00
Re-Inspection	\$200.00
Re-Design	\$150.00
<u>NO REFUNDS AFTER 5 DAY GRACE PERIOD</u>	

* Single Family Residential OSSF includes systems serving a single home and housing a single family, and single structure duplexes.

¹ Any Non-Single Family Residential OSSF with 3 or fewer structures or buildings connected to the system, and does not engage in any type of food preparation or operations with higher than normal BOD/TSS concentrations or daily average flow.

² Any Non-Single Family Residential OSSF with 4 or more structures connected to the system, or engages in any type of food preparation, or operations with higher than normal BOD/TSS concentrations or daily average flow.



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 OSSF application and pay the proper application 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 or Professional Engineer. The design needs to be submitted to ANRA to be reviewed for the proper wastewater system permit.

Q. How long does it take to obtain a Permit to Construct?

- A. In most cases, ANRA can complete review of the application documents and issue the Permit to Construct in a matter of days. However, Texas State Law allows the Authorized Agent up to 30 days to review the application, design and to issue the Permit to Construct the OSSF.

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 sewage facilities permitting, inspections, license-transferring, or nuisance complaints will be forwarded to the ANRA OSSF department 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 OSSF installer must be present at the inspection. To schedule an inspection, contact ANRA's OSSF department at 936-632-7795 or via email at ossf@anra.org.

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 four 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 ANRA.

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

- A. Texas State Law provides that the OSSF is real property and becomes part of the property. Therefore, when the deed to the property transfers to a new owner, the license transfers to the new owner as well. A formal license transfer can be obtained from the ANRA office or from www.anra.org.

Q. Can a licensed OSSF be modified?

- A. Yes. Texas State Law provides for modifications to an OSSF, however, a new application, design and permit to construct is required before modifications can be made.

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 OSSF 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. Is a homeowner required to connect to public sewer if it is available?

- A. Yes. As approved by the TCEQ, ANRA's OSSF Rules requires a homeowner to connect to public sewer if it is available. Limited exceptions apply and are detailed in the Rules which can be found at www.anra.org.

Q. Does ANRA investigate wastewater nuisance complaints?

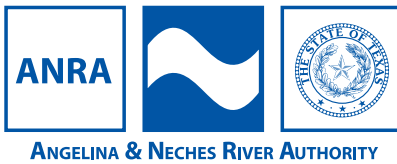
- A. Yes, wastewater nuisance complaints will be investigated within 30 days, as required by TCEQ. Nuisance complaints can be made anonymously. Nuisance complaint forms can be requested at ANRA's office or downloaded from www.anra.org.

Q. What is a Licensed Installer?

- A. A person that has been licensed by the 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
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
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 OSSF Department at 936-633-7553. All service providers must be registered with ANRA to provide services within ANRA's jurisdiction.



ANGELINA & NECHES RIVER AUTHORITY

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
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	Broadus, 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
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	Broadus, 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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ANGELINA & NECHES RIVER AUTHORITY

LICENSING AN ON-SITE SEWAGE FACILITY WITH ANRA

LOCATIONS OF COUNTY CLERK OFFICES

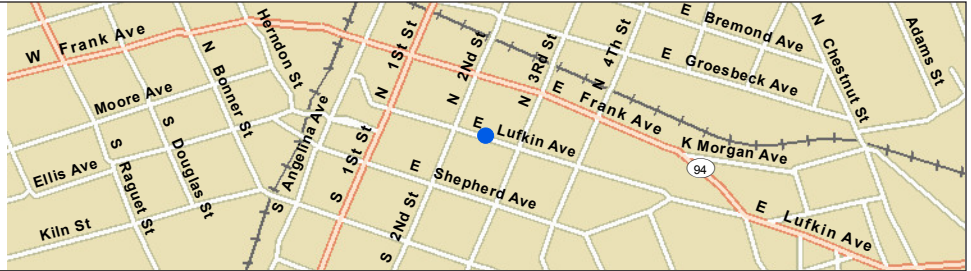
If an aerobic system is required, you will need to file an affidavit to the public with the County Clerk's office of the county in which the property is located.

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

ANGELINA COUNTY CLERK

215 East Lufkin Avenue
Lufkin, Texas 75902

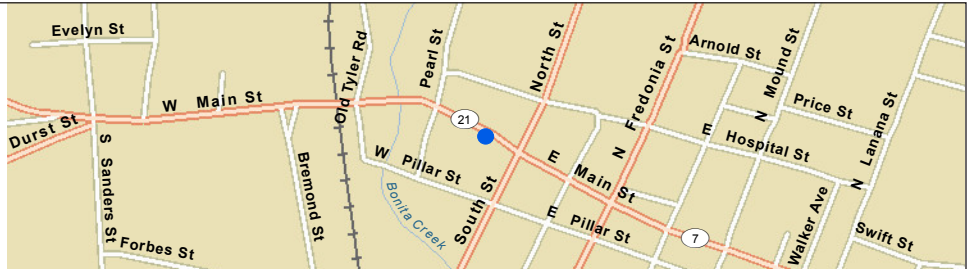
936-634-8339



NACOGDOCHES COUNTY CLERK

101 West Main Street
Nacogdoches, TX 75961

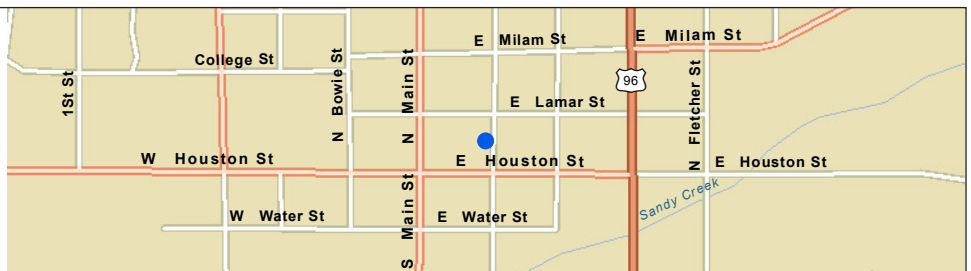
936-560-7733



JASPER COUNTY CLERK

121 N. Austin
Jasper, TX 75951

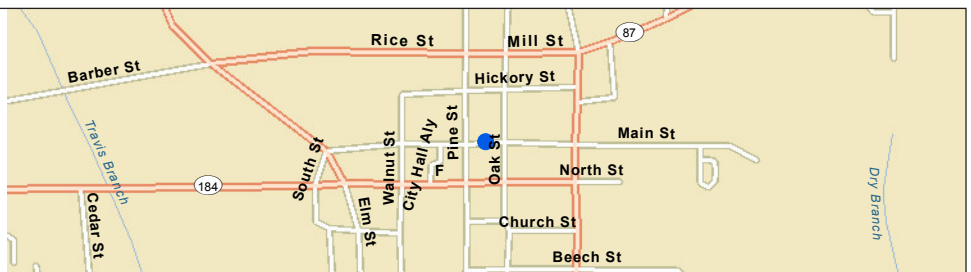
409-384-2632



SABINE COUNTY CLERK

201 Main Street
Hemphill, Texas 75948

409-787-3543



SAN AUGUSTINE COUNTY CLERK

223 N. Harrison St
San Augustine, TX 75972

936-275-2452

