



## Creating System Filing Documents for Review

WOWMA-BC is hosting a two-hour webinar for current and previous students of the Onsite Wastewater Practitioner Training Program Installer/Planner on Wednesday, September 18, 2024. This practical workshop will provide those applying for their stamps with ASTTBC an opportunity to get help putting together their filing package for review. Those who have recently completed the Onsite Wastewater Practitioner Training Program are able to participate in this webinar free of charge, as can association members. Non-members and those who have completed their training with other agencies will be assessed a small fee to attend. This instructor-led webinar is available for those requiring continuing professional development credits.

The expected outcomes for this training are listed below, and a registration form is attached. You may register for this training by email to [training@wcowma-bc.com](mailto:training@wcowma-bc.com) or fax **1-855-420-6330**.

### Training Outcomes

#### Outcomes:

Understand the different requirements for a filing that is being submitted to ASTTBC compared to a filing submitted to the health authority.

Knowledge of the information collected, its use in the planning process, and its inclusion in the filing documents.

1. Completing the Record of Sewerage System Form
2. Design Rationale – what should be included in a good design rationale.
3. Client Expected Usage – Why is this document important?
4. Land Title – where do you access this information?
5. Copy of Easements/Covenants/Rights-of-Way/Health Orders,
6. Site Survey Information – what does a good lot plan look like?
7. Building Plan – what will this tell us?
8. Site Assessment Documentation – including location of utilities
9. Soils Logs, Soils Characteristics, (Lab Reports), Sewage Flows
10. Permeability Testing Logs (perc or permeameter)
11. Design Calculations – as a list or in worksheets
12. Site Plan/System Drawings – must be easily understood
13. Cutaway Drawings – cross-section – must be easily understood
14. System Specifications, Sized Initial Components, Dose Tank Sizing – Do these meet the SPM – cross-referencing
15. Component Specifications (list of all components to be used in the installation)
16. Tool List (list of all tools used for planning and installation process)
17. System Commissioning Notes – what should be included?
18. Letter of Certification by Planner
19. Operation and Maintenance Plan
20. A selection of site photos – photos of what? How many?

Please contact the **WOWMA-BC** office with any questions you may have at **604-424-4462** or toll free at **1-855-872-2645** or email [training@wcowma-bc.com](mailto:training@wcowma-bc.com).

# Creating System Filing Documents for Review

Learn how to develop plans and filing documents for review and filing.

**Where:** Virtual  
**When:** Wednesday, September 18, 2024  
**Time:** 6:30 p.m. to 8:30 p.m.

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WCOWMA-BC Member Registration: \$0.00	<input type="checkbox"/> Rate:	Non-Member: Registration GST: Total:	<input type="checkbox"/> \$50.00 \$ 2.50 \$52.50	Certification Student: <input type="checkbox"/> Class Reference (Date and province): Prepaid	_____
Member # _____					

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<b>Card Number:</b>	<b>Expiry:</b>	<b>3 digit CVV: (on back of card)</b>
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Spaces are reserved when fees are received. Cancellations will be accepted up to 7 days prior to start date, with a 25% administration fee deducted from refund. No refunds will be made for cancellations with less than 7 days' notice, however, a substitute person may be sent under your paid registration.

Email to [training@wcowma-bc.com](mailto:training@wcowma-bc.com) or Fax form to: 1-855-420-6330