

Onsite Wastewater Advisory Committee (OWAC)



Revised February 16, 2021

Amended May 4, 2021

OPERATING PROCEDURES

ADEQ established the Onsite Wastewater Advisory Committee (OWAC) to provide advice on the Onsite Wastewater Treatment program defined in Arizona Administrative Code (A.A.C.) Title 18, Chapter 9 and primarily delegated to Arizona Counties pursuant to Arizona Revised Statutes (A.R.S.) 49-107. In addition to providing input to the Agency, OWAC members will serve as a liaison between the agency and the stakeholder groups they represent.

- 1) **Scope.** ADEQ may seek input and/or feedback from OWAC members on the following items.
 - a) Technical standards for the design, installation, operation and maintenance of systems.
 - b) New or innovative technologies, materials and designs related to onsite wastewater treatment and disposal systems that maintain and advance protection of public health and water quality.
 - c) Technical and regulatory issues to improve the efficiency of the regulatory program.
 - d) Educational and training programs to improve the overall knowledge of owners and operators.
 - e) Installation, operation and maintenance of onsite wastewater treatments systems, including greywater systems.
 - f) Potential changes to program rules including reuse of onsite wastewater.
- 2) **5-Year Plan.** The committee will assist ADEQ staff in implementation of the plan by completing the following tasks.
 - a) Review technical work group deliverables and provide additional feedback to ADEQ.
 - b) Assist staff in establishing performance measures to track implementation of the plan.
 - c) Review performance metrics quarterly and assist ADEQ in preparing progress updates to the broader stakeholder community.
 - d) Assist in the annual evaluation of the plan and make recommendations to ADEQ as needed.
 - e) In 2025, assist ADEQ in development of a new plan to complete program improvements and identify new initiatives as appropriate.
- 3) **Membership.**
 - a) The committee shall consist of at least ten (10) and no more than thirteen (13) members appointed by the Director of the Water Quality Division.

- b) Members will be selected based on statewide representation, balance between private and public sector, and technical expertise.
 - c) At a minimum, OWAC shall have:
 - i) Two (2) Arizona Registered Civil or Sanitary Engineers with expertise in onsite wastewater treatment systems
 - ii) One (1) soil scientist/geologist from an Arizona university or college with expertise in evaluation of soils for onsite wastewater treatment systems.
 - iii) Three (3) Arizona Registered Engineers or Arizona Registered Sanitarians representing agencies delegated wastewater responsibilities by ADEQ.
 - iv) One (1) licensed contractor with expertise in the installation of onsite wastewater treatment systems.
 - v) Two (2) product manufactures who furnish systems that provide onsite wastewater treatment.
 - vi) One (1) licensed septic tank pumper or Class II wastewater operator active in maintaining onsite wastewater systems.
 - d) Members shall serve at the pleasure of the Director for three (3) year staggered terms
 - e) Members may be appointed to consecutive terms at the discretion of the Director if there is no other volunteer available to fulfill the viewpoint the member is representing
 - f) All members will be required to sign they have read and agreed to these operating procedures prior to being formally accepted as a member.
 - g) A member may withdraw at any time by providing a written resignation to the committee chair.
 - h) The ADEQ Division Director may remove a member at any time for violation of these operating procedures.
 - i) Members will be asked to report local issues which may impact the onsite wastewater treatment program and to share information with their networks.
- 4) **2021 Transition.**
- a) Current OWAC members and members of the former Wastewater Disposal Advisory Group will be offered membership in OWAC, which will temporarily increase the size of the committee.
 - b) As members resign or complete their terms, the size and compensation of the committee will be managed to meet the membership requirements.
- 5) **Attendance.**
- a) ADEQ expects members will participate in good faith.
 - b) Members should make every effort to attend all meetings in person or electronically.
 - c) If a member misses more than three (3) consecutive meetings without notification, they will forfeit their membership.

6) Member Conduct.

- a) At the beginning of each year, OWAC members will review and update meeting ground rules as needed.
- b) During meetings, the Chair will stop discussions which are in violation of the ground rules.
- c) Members may also notify the Chair and/or ADEQ project manager if they feel a person is in violation of the ground rules.
- d) For the first violation, the chair will provide a verbal warning. The second violation will result in a written warning from ADEQ and the third violation will result in the member being removed from the committee.
- e) Egregious violations will result in immediate removal from the committee.

7) Leadership.

- a) A Chair shall be elected for a term of two (2) years at a scheduled meeting of OWAC, where the election of officers has been noticed and a quorum of members are present in person or virtually.
- b) Any member in good standing, as determined by ADEQ, may nominate and vote for a candidate for election to Chair.
- c) A simple majority of OWAC members present and voting in favor of a candidate constitutes election of that candidate.
- d) The chair's responsibilities include the following.
 - i) Provide input to the ADEQ project manager in selecting meeting dates and preparing agendas and meeting summaries.
 - ii) Provide input to ADEQ regarding any issues that may arise.
 - iii) Speak on behalf of the committee if asked by ADEQ.
 - iv) Provide updates to the Division Director as requested.
 - v) Participate in stakeholder meetings to provide an overview of committee activities.

8) Decision Making.

- a) OWAC is an advisory committee, which provides input/feedback to ADEQ from all perspectives.
- b) Other than election of a chair, the committee will not be required to vote on recommendations.

9) Administration.

- a) OWAC shall meet as needed, but no less than four (4) times per year.

- b) The chair and members in collaboration with ADEQ will determine the meeting number and frequency required to complete tasks within the assigned timeframes. A standing meeting date and time will be identified.
- c) ADEQ will provide technical and clerical resources as listed below to support the committee.
 - i) ADEQ project manager will:
 - (1) Prepare meeting agendas and summaries in collaboration with the chair
 - (2) Post final meeting agendas, summaries and reference materials on the ADEQ website
 - (3) Facilitate the meetings
 - (4) Schedule meetings rooms and virtual meeting links
 - (5) Coordinate with Unit Manager to provide any subject matter expert support