

## Table 1. Proposed RME Activities

This table describes the array of activities that can be provided by the RME. In the interest of providing a flexible management approach tailored to municipalities' needs, program elements and activities can be incorporated, excluded, or modified to create a customized management program. MASSTC will be implementing Level 4, Level 5, and hybridized RME programs- this simply refers to a management model where the RME is more directly involved in life-cycle management of on-site Innovative/Alternative septic systems. In a Level 4 management model, the homeowner maintains system ownership and the RME provides operation and maintenance. In a Level 5 management model, the RME maintains system ownership and conducts all associated operation and maintenance.

Program Element	Activity ID	RME Activity	Level 4	Level 5	How Provided	Provided to Whom
Public Education and Participation	EDU-01	Educate/Inform Owner/User of purpose, care, and use of system.	RME	RME	MASSTC has recently developed a series of video trainings for onsite system regulators, designers, and installers, and will look to expand these offerings to system owners. Emphasis will be placed on developing materials that are easily accessible and understandable.	Users
	EDU-02	Inform Owner/User of RME requirements and prohibited uses of system.	RME	RME	MASSTC has recently developed a series of video trainings for onsite system regulators, designers, and installers, and will look to expand these offerings to system owners. Emphasis will be placed on developing materials that are easily accessible and understandable.	Users
Planning	PLN-01	Develop criteria (e.g., site evaluation, design, construction) to be required of systems for acceptance into O&M program and inform Owners.	RME	-	If town elects to keep site evaluation, design, and/or construction under the responsibility of the homeowner, then develop documentation (policies, design standards, etc.) outlining requirements.	Regulatory Authority
	PLN-02	Continuously evaluate existing wastewater treatment needs and forecast future needs.	RME	RME	Coordinate with town boards and Cape Cod Commission. Could be a part of the function of the Technical Advisory Committee.	Regulatory Authority
	PLN-02	Require developers to submit proposed subdivision plans to RME for review and comment to ensure compatibility with RME requirements.	-	RME	Coordinate with developers and town boards to review plans and ensure they meet certain criteria determined in cooperation with the Technical Advisory Committee	Regulatory Authority
	PLN-03	Plan most cost-effective approach to meeting treatment needs through appropriate mix of central sewerage, clusters, and individual onsite systems.	-	RME	Coordinate with town boards and Cape Cod Commission. Could be a part of the function of the Technical Advisory Committee.	Regulatory Authority
Performance	PRF-01	Operate systems to comply with performance criteria stipulated in the operating permits.	RME	RME	The RME would contract with a set of licensed operation and maintenance (O&M) operators through a request for proposals (RFP) process.	Regulatory Authority
	PRF-02	Maintain and repair systems to comply with performance criteria stipulated in the operating permits.	Owner	RME	<u>If owner responsibility:</u> See PRF-03. <u>If RME Responsibility:</u> Utilize contracted O&M professionals to effect repairs as needed.	Users
	PRF-03	Ensure owner compliance with performance criteria stipulated in the operating permits.	RME	-	Utilize Barnstable County I/A Septic System Tracking Program.	Regulatory Authority

Training and Certification/Licensing	LIC-01	When using-third party services, contract with only certified/licensed Service Providers.	RME	RME	Coordinate with manufactures and training entities, such as NEIWPC, to provide trainings and certifications for installers, designers, and operators.	Industry Professionals
	LIC-02	RME staff who site, design, construct, operate, and/or maintain systems must obtain appropriate certification(s)/license(s) to practice.	RME	RME	Coordinate with manufactures and training entities, such as NEIWPC, to provide trainings and certifications for RME staff.	RME
	LIC-03	Arrange for supplemental training as needed for Service Providers and/or staff to manage, operate, and/or maintain systems.	RME	RME	Coordinate with manufactures and training entities, such as NEIWPC, to provide trainings and certifications.	Industry Professionals and RME
Site Evaluation	SEV-01	Hire a certified/licensed site evaluator to perform site evaluation.	Owner	RME	The RME would contract with a set of licensed site evaluators through an RFP process. Any site evaluation criteria and requirements above and beyond those required by Title 5 would be included in the contract.	Users or RME
Design	DES-01	Hire a certified/licensed designer to prepare system design.	Owner	RME	<u>If owner responsibility:</u> see DES-02 and DES-03. <u>If RME responsibility:</u> The RME would contract with a set of licensed designers through an RFP process. Plan reviews would be completed by RME staff prior to submittal to the regulatory authority.	Users or RME
	DES-02	Assist town Health Department staff with plan reviews.	RME	-	The RME would review plans for criteria determined by the RME and TAC.	Regulatory Authority
	DES-03	Assist with permitting process.	RME	-	The RME would leverage existing experience in the permitting process to expedite permit process when appropriate.	Regulatory Authority
Construction	CON-01	Hire a certified/licensed installer.	Owner	RME	<u>If owner responsibility:</u> see CON-04. <u>If RME responsibility:</u> The RME would contract with a set of licensed installers through an open RFP process. Periodic site inspections would be conducted by RME staff to ensure compliance with both regulatory standards (Title 5 and local requirements) and RME requirements.	Users
	CON-02	Submit final record drawings of constructed system to Regulatory Authority.	Owner	RME	<u>If owner responsibility:</u> see CON-05. <u>If RME responsibility:</u> Save copy of final record drawings with permit record in system tracking database.	Regulatory Authority
	CON-03	Submit a copy of system O&M manual to the Regulatory Authority to record required maintenance.	Owner	RME	<u>If owner responsibility:</u> see CON-06. <u>If RME responsibility:</u> Save copy of O&M manual with permit record in system tracking database.	Regulatory Authority
	CON-04	Assist town health departments with periodic site inspections.	RME	-	Properly trained RME staff would conduct periodic site inspections to ensure compliance with both regulatory standards (Title 5 and local requirements) and RME requirements.	Regulatory Authority
	CON-05	Save copy of final record drawings with permit record in system tracking database.	RME	-	Barnstable County I/A Septic System Tracking Program has assisted towns with tracking O&M and monitoring activities for over 15 years and will serve as the backbone for maintaining system records (and more) for this project.	Regulatory Authority

	CON-06	Save copy of O&M manual with permit record in system tracking database.	RME	-	Barnstable County I/A Septic System Tracking Program has assisted towns with tracking O&M and monitoring activities for over 15 years and will serve as the backbone for maintaining system records (and more) for this project.	Regulatory Authority
Operation & Maintenance	OMM-01	Operate and maintain systems in accordance with the stipulated operating permit requirements.	RME	RME	The RME would contract with a set of licensed operation and maintenance (O&M) operators through an RFP process or licensed MASSTC staff would undertake this task.	User
	OMM-03	Hire a certified/licensed operator to maintain system.	RME	RME	The RME would contract with a set of licensed operation and maintenance (O&M) operators through an RFP process or licensed MASSTC staff would undertake this task.	RME
Residuals Management	RES-01	Hire a certified/licensed pumper/hauler to remove, treat, and dispose of residuals.	RME	RME	The RME would contract with a set of licensed pumpers through an RFP process.	User
	RES-02	Comply with applicable federal, state, tribal, and local requirements in the pumping, hauling, treatment, and disposal of treatment system residuals.	RME	RME	The RME would use the Barnstable County I/A Septic System Tracking Program to keep records pertaining to solid disposal	Regulatory Authority
	RES-03	Inventory available residuals handling/treatment capacities and develop contingency plans when insufficient capacities are available.	RME	RME	The RME would leverage relationships with treatment facility contacts to monitor facility capacities; work with town boards, state officials, and the TAC to develop contingency plans.	RME
Compliance Inspections/Monitoring	COM-01	Submit compliance monitoring reports to Regulatory Authority as stipulated in operating permit.	RME	RME	The RME staff will produce standard reports using features of the Barnstable County I/A Septic System Tracking Program.	Regulatory Authority
	COM-02	Submit a compliance inspection report signed/sealed by a certified/licensed inspector prior to applying for renewal of operating permit.	RME	RME	The RME and TAC will develop a quality control process for renewal of operating permits.	Regulatory Authority
	COM-03	Conduct regular reviews of management program with Owner/User and Regulatory Authority to optimize system operation program.	RME	RME	The RME staff will periodically review operation and monitoring data for the systems managed under the RME and develop a system optimization plan if appropriate.	Regulatory Authority
	COM-04	Hire a certified/licensed inspector to inspect system compliance status.	RME	RME	The RME will perform as the inspector or will contract inspectors from a list of certified EIA inspectors developed by the RME and TAC.	Regulatory Authority
Corrective Actions	COR-01	Comply with terms and conditions of the negotiated compliance schedule for component replacement/repairs.	Owner	RME	<u>If owner responsibility:</u> see REC-01 <u>If RME responsibility:</u> Save record of component replacement/repairs in system tracking database.	Users
	COR-02	Comply with terms and conditions of the negotiated compliance schedule for system performance.	RME	RME	RME staff will save record of compliance monitoring in system tracking database.	Regulatory Authority
	COR-03	Submit required documents for corrective actions to the Regulatory Authority.	Owner	RME	<u>If owner responsibility:</u> Submit documents and see REC-01 <u>If RME responsibility:</u> Submit documents and save record of corrective actions in system	Regulatory Authority
	COR-04	Hire appropriate certified/licensed Service Providers to perform required corrective actions.	Owner	RME	The RME will perform as the Provider performing the corrective action or will contract a Provider from a list of certified EIA professionals developed by the RME and TAC.	Regulatory Authority

Record Keeping, Inventory & Reporting	REC-01	Maintain system monitoring and service records.	RME	RME	Barnstable County I/A Septic System Tracking Program has assisted towns with tracking O&M and monitoring activities for over 15 years and will serve as the backbone for maintaining system records (and more) for this project.	Regulatory Authority
	REC-02	Inventory, collect, and provide permit information to Regulatory Authority.	RME	RME	Barnstable County I/A Septic System Tracking Program has assisted towns with maintaining permit information for I/A systems for over 15 years and will serve as the backbone for maintaining system records (and more) for this project.	Regulatory Authority
	REC-03	Maintain a residuals treatment and disposal tracking system.	Reg	RME+	The RME would use the Barnstable County I/A Septic System Tracking Program to keep records pertaining to solid disposal	Users
Financial Assistance & Funding	FIN-01	Conduct regular reviews of management program with Regulatory Authority to optimize operations.	RME	RME	The RME will work continuously with Regulatory Authorities to provide adaptive management that best serves each community participating in the RME	Regulatory Authority
	FIN-02	Consider implementing a state or local financing program to assist Owners in upgrading their systems.	Reg	RME+	AquiFund, formerly Barnstable County's Community Septic Management Loan Program, is a State Revolving Fund-supported betterment loan program that can be sufficiently capitalized to support system costs.	Users