

## Registered Onsite Wastewater Practitioner Category Information Sheet – **Planner**

### I Want To Plan Onsite Systems...

#### ***What does a ROWP Planner do?***

A Planner is responsible for assessing the site and soils, determining the needs of the property owner/user and comparing this information with the requirements of the [BC Sewerage System Regulation \(SSR\)](#) and the [BC Standard Practice Manual \(SPM\)](#). This allows the Planner to determine the type of system that is needed, whether it is within their training and registration to plan for, and to calculate the size and features of the system. Planners are responsible for creating the Filing documentation per the requirements of the SSR and SPM and registering it with the local Health Authority. Planners, like all ROWPs, must also follow all ASTTBC policies: [ROWP Practice Guidelines](#), [Code of Ethics & Practice Guidelines](#)

#### ***What do I have to do to become a ROWP Planner?***

##### **1. Complete the online application**

Make sure to fill out the application form carefully. Select the competencies you are experienced in and which may be supported by sufficient evidence as per [OWCB policy](#) .

##### **2. Required experience:**

Currently, the experience required to become a ROWP Planner is as follows:

3 Complete project files that demonstrate the range of system types the applicant has experience with. (Actual Sites of which one must be a pressure distribution system ) like for example Gravity Dispersal Trench System, Seepage Bed, At-Grade System, Sand Mound, 2 Cell Lagoon. The work submitted must be in full compliance with the SSR, the SPM and the OWCP Policy. If the plans are to be filed with the Health Authority they must be verified, stamped and filed by an Authorized Person. As per current policy the Board may accept two mock-ups , based on real data.

##### **3. How to provide supporting evidence:**

Each project file submitted should contain below documents. The documents should be combined for one project and uploaded to the attachment section of your online account-labeled accordingly. If you entered information under the work experience section you may refer to your documents, like: see attachment under ‘Other 1’.

Examples should state ‘written by’ and ‘reviewed by’.

Examples of relevant documents shall include but are not limited to

1. Record of Sewerage System Form
2. Design Rationale
3. Client Contact Information
4. Client Expected Usage

5. Land Title
6. Copy of Easement / Covenant / Right-of-Way / Health Order if applicable
7. Site Survey Information, Lot Plan
8. Building Plan (if system is for new building)
9. Site Assessment Documentation (including location of utilities)
10. Soils Log, Soils Characteristics, Sewage Flows
11. Permeability Testing Log
12. Design Calculations
13. Site Plan / System Drawings
14. Cutaway Drawings
15. System Specifications, Sized Initial Components, Dose Tank Sizing
16. Component Specifications
17. System Commissioning Notes
18. Letter of Certification by Planner
19. As-Built Drawing
20. Operation & Maintenance Plan
21. Photographic & Related Documentation

**4. Provide a list of all of the tools and equipment you have and use during the planning of an onsite system** (such as measuring devices, drawing software, inclinometer, etc.)

**5. Provide either work log or resume or detailed job description**