New Mexico Environment Department

2020, Liquid Program Process Flow Charts
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Objectives

- The flow charts provide a planning guideline for Liquid Waste Program customers
- The flow charts are not intended to set policy or requirements
- The flow charts help the reader understand the process and become familiar with steps and terminology
Permit Application The Process
Conventional System
up to 1000 gpd
Permitted Existing System

Review

Approved

Permit to Construct
$225

Construction Inspection
by NMED
or Photo Inspection

Construction Not
approved

Notice of Non-approval, issued

Denied

Submit with corrections

Accepted

Permit to Operate
Granted

Approve Construction

Re-Inspection
$150

Submit with corrections

- Code provides 5 days to review application and up to 10 days to approve or deny.
- Office processing time varies with staffing.
- Customers are encouraged to provide their planning schedule if the times will cause undue difficulties. Customers should explain any request to expedite permit applications.
Unpermitted Conventional System
up to 1000 gpd
Existing System

Date of Installation

Prior to 2/1/02

Installer Specialist Unpermitted System Inspection
(Call for Bid)

2/1/02 on or After

NMED Unpermitted System Inspection
$250

All Unpermitted System Inspections

• Office processing time varies with staffing.

Pass

Permit to Construct, Modify or Register
$225

Fail

Permit to Construct, Modify or Register
$225

Construction Inspection

Pass

Notice of Non-approval, issued

Re-Inspection
$150

Fail

Permit to Operate Granted

Office processing time varies with staffing.
• Customers are encouraged to provide their planning schedule if processing times will cause undue difficulties. Customers should explain any request to expedite permit applications.
Property Transfers 902H The Process
(The department does not stop property transfers)

Permitted System

- Property Transfer Evaluation
  - Valid for 180 days
  - Submitted to NMED within 15 days of the evaluation date
- Meets all property transfer requirements of 902

Un-permitted System

- Un-permitted system Inspection Report.
  - Meets Requirements 401J or K
  - Registration Permit Submitted within 15 days of evaluation
- Unpermitted system Inspection Report.
  - Does NOT meet Requirements 401J or K
  - Modification Permit Submitted within 15 days of evaluation.
    - May be submitted in seller or buyers name

Submit LW Request for Extension of Property Transfer Evaluation or Inspection Report Validity Form LW 902I to department.
By department policy only, not within NMAC
If no one is living in the home, no wastewater flow since inspection with approved extension, valid for an additional 180 days, maximum of 1 year.

NMED Internal Processing
See appropriate flow chart
Property Transfer Evaluation Report Filing
In Person Submittals

Report Submitted to NMED → Transfer Evaluation Appended in GL → NMED Generates GL Filing Fee Invoice $50

Invoice Payment Entered into GL → Invoice Paid

Invoice Provided to Customer

NMED Stamps Report and makes a copy for data entry and filing

Department provides applications (or web link to documents)
(1) to amend ownership (should be w/in 15 days)
(2) operating permit renewal due on the last day of the anniversary month 1 year after evaluation filing paid for.

Copy of Report Audit Review by field staff.
See Audit Process

Report Filed in GL and Hard copy files

Filing the report provides the owners of ATS, ADS, and holding tanks with one year operating permit approval. One year later on the anniversary month last day the owner will be required to renew their operating permit by application. ATS /ADS $50, Holding tanks $30

Property Transfer Evaluation Report
Ownership Amendment / Operating Permit for Permit # 111111 Provided to Customer
In Person, E-mail, fax, mail
Property Transfers Evaluation Report Filing
(3 day process for COVID-19 Protocol Period)

Email Eval to field office

Staff Stamps Eval Received
Digital

Admin Staff Enters Transfer into GL

Admin Staff generates Invoice and emails to evaluator

Evaluator Mails or puts payment in drop box

Admin Staff receives Payment

Place copies in Envelope
Leave in secured location for client pick-up

Admin Staff Enters Payment In GL
Payment Required before Eval is Returned with stamp

Admin Staff generates Invoice

Copy Stamped Eval Report
Paid Invoice Copy

Transmit Stamped Eval report and Paid Invoice

Send copies via email or fax

Send copies via mail

Place Eval in Drop Box or mail into field office
With $50 check or MO

Payment Required before stamped copy is provided

Office processing time varies with staffing.
Customers are encouraged to provide their planning schedule if the times will cause undue difficulties. Customers should explain any request to expedite permit applications.
**Property Transfer Report Audit Review**

**NMED Internal Process**

1. Received within 15 days
2. Not Received within 15 days

**Field Staff review**
- File Audit
- Optional Process

1. Send copy to LWP, district specialist
2. LWP will log and notify evaluator
3. NMED may revoke approval
4. Staff review

**ATS**
- MSP Contract Attached
- MSP Approved
- Test results attached
- Meets Requirements
- Mfr Inspection Report Attached
- Review Permit File
- Ownership Amendment Filed
- Operating Permit Approved

**ADS**
- MSP Contract Attached
- MSP Approved
- Mfr Inspection Report Attached
- Review Permit File
- Ownership Amendment Filed
- Operating Permit Approved

**Holding Tank**
- Review File,
- Pumping Records Provided
- Pumping at appropriate frequency
- Ownership Amendment Filed
- Operating Permit Approved

**Conventional**
- Review File,
- Pumped within past 3 years, if not send reminder to homeowner
Liquid Waste Program website for updates and contact information: https://www.env.nm.gov/liquid_waste/

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