

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health & Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 19 - Transfer Process

Section 2: - Transfer of Scattered Projects
Guideline 19.2 (07-34)
September 2007

Supersedes: G 19.2 (06-33)

Distribution: Standard List

INTRODUCTION

The Division of Sanitation Facilities Construction (DSFC) has provided, and continues to provide, facilities to many scattered homes on the Navajo Reservation. "Scattered homes", in this case, are defined as single housing units located anywhere on the reservation that are not included in any group of homes associated with an IHS utility mainline extension project. There is a wide range of facilities provided. Individual homes may receive a cistern or water service line for water supply and a sewer service line or septic tank-drainfield system for waste disposal. Other individual water or wastewater facilities may be provided too. Extensions or improvements may be made to existing community systems in conjunction with scattered services.

The purpose of this guideline is to set forth the procedure for transferring scattered projects to the Navajo Nation and to the Navajo Tribal Utility Authority (NTUA) and it should be followed in conjunction with Guideline 19.4. Guideline 19.4 discusses "Beneficial Use Permits" for scattered individual facilities and its replacement of Guideline 82-03. Prior to Guideline 82-03 no standard policy existed for initiating scattered facilities service, therefore, some specific variations are noted in the transfer procedure for the "older" projects.

SCATTERED PROJECT TRANSFER PROCEDURE

When construction of the facilities for a home connected to community water or sewer systems is complete the Project Manager should arrange for an inspection with the local NTUA field office as described in Guideline 19.4 and make sure that the "Use Permit" is signed when the facilities are put into service. Individual facilities such as cisterns, plumbing, and septic tanks

and drainfields generally are not inspected by Tribal or NTUA representatives. These can be put into service as agreed between the homeowner and Project Manager. When all homes on a scattered project have been served, the Project Manager is to compile a transfer package as described below.

Scattered projects which provide significant improvements and/or extensions to water or sewer systems should have a Final Inspection Package prepared and sent to the Area Office so that a formal final inspection can be scheduled for that part of the project (see Guideline 19.1). If there is a question about whether facilities are "significant" or not, contact the IHS District Engineer.

The scattered project transfer package should consist of the following documents. Individual home information should be grouped by homeowner.

1. Grants of easement and as-built right-of-way applications, if required.
2. Water service line agreements as presented in Guideline 7.1 for individual homes.
3. Community as-built plan sheets.
 - a. For non-NTUA operated systems, the as-builts for each community system where homes were connected should be updated to show the connection. Each sheet that covers the areas where construction was done should be changed. These generally would include the title, system layout, construction layout and detail sheets. Guideline 11.2 contains the specific requirements for as-built plans. Only copies of the updated sheets should be provided with the transfer package. For ease in review, the changes that were made to these existing sheets should be highlighted on the original.
 - b. For NTUA operated systems, composite drawings are not required and any required as-built construction layout sheets are to be prepared as per the requirements of Guideline 11.2 with one addition -- provide WGS84 latitude and longitude recorded to the nearest second for mainline tie-in location.
4. Individual as-builts for each home served. For NTUA operated systems, individual as-builts are to be prepared as per the requirements of Guideline 11.2 with one addition -- provide WGS84 latitude and longitude recorded to the nearest second for service tap locations.
5. A participant list should be provided which shows each person's name, house number, community, facilities provided (i.e., water service, septic tank-drainfield, etc.) and the two archaeological survey report numbers (NNAD/CASA and HPD) covering each home. See Attachment A for the participant list form.

6. Signed Beneficial Use Permits for individual facilities per Guideline 19.4. For the older projects provide any available documentation of inspections and service initiation.
7. Cost of Plant. The Cost of Plant should be divided among each community water or sewer system involved. Cistern systems, septic tank and drainfield systems, and plumbing should not be included in the cost of plant.
8. Water Meter Receipts.
9. Project Facilities Summary. Use standard form filling in applicable spaces. See Guideline 19.1 for an example.

The scattered project transfer package is to be reviewed by the District Engineer and then sent to the Assistant Director at the Navajo Area Office. One copy of each document package along with one copy of the community as-built plans is to be provided. The package will be reviewed at the Area Office and forwarded, along with the Transfer Agreement, to NTUA for approval. NTUA may indicate specific requested changes in the package and return it to the Assistant Director for correction. When necessary, the package will be returned to the Project Manager for correction. The Project Manager will respond to the requested changes and return the package back to Area Office for forwarding to NTUA. Once NTUA has verified that the corrections are complete they will notify the Assistant Director. The Assistant Director will then request one mylar sepia (not required for NTUA operated systems) and two copies of the as-built plans and one copy of the as-built document package from the Project Manager. Upon package acceptance, NTUA will return the signed Transfer Agreement (NTUA does not sign Transfer Agreements for non-NTUA operated systems) for routing and signature. A copy of the executed Transfer Agreement is provided for each signer.

APPROVED BY:



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Attachment A - Summary of Homeowners Facilities Installed with Instructions