

DIVISION OF SANITATION FACILITIES CONSTRUCTION

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

CHAPTER 19 - Transfer Process

Section 4: Beneficial Use Permits for Scattered Sites and Selected Community Facilities

Guideline No. 19.4 (11/03)

November 2003

Supersedes: G19.4 (99-29, 93-19), G 82-03)

Distribution: Standard list

INTRODUCTION

This guideline has two parts: (a) a procedure by which individual scattered homes with newly constructed water or sewer service lines can be put into service by the Navajo Tribal Utility Authority (NTUA) or the Navajo Nation under "Beneficial Use," and (b) a procedure by which selected community facilities can be placed under Beneficial Use by the NTUA prior to having a formal final inspection.

PROCEDURE FOR SCATTERED INDIVIDUAL SERVICES

1. A 1- or 2-inch water service line or a community sewer service line is constructed to a home.
2. After construction, an individual as-built drawing is completed. The home is to be numbered according to the master numbering system for the community water system.
3. The Project Manager will fill out the top four lines of the "Beneficial Use Permit for Individual Facilities" (Attachment A), attach it to a copy of the individual as-built, and send it to the appropriate NTUA Forman or local Navajo Department of Water Resources supervisor for review.
4. An acceptable bacteriological outcome may be included with the documents in item 3 above, but bacti results are acceptable for a limited time in starting water service. To assist the homeowner it's allowable to delay gather the bacti sample until the "onsite" inspection is done as described below.
5. The Project Manager and the NTUA District Manager (or representative) or local Navajo Department of Water Resources supervisor (or representative) conduct an "on-site" inspection at the home. As part of the inspection the pressure at the house will be measured and recorded on the Permit and the rest of the remainder filled out and signed. A bacti sample may be taken at this time. The beginning of the warranty period is the day of the site inspection or as noted on a follow-up punch list letter, if required.
6. Photocopies of the completed Permit should be sent to the NTUA District Office or the Department of Water Resources Headquarters in Fort Defiance, as appropriate. A copy of all applicable documents shall also be placed in the homeowner file.

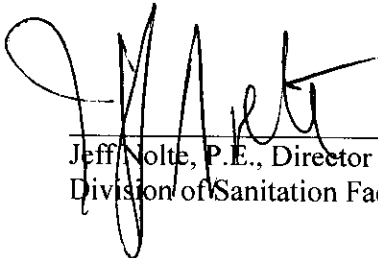
7. After the inspection, the NTUA may begin service to the homeowner (after proper meter deposits, acceptable bacti outcome, etc., have been collected).
8. When all project construction is complete, the transfer process shall be initiated per Guideline 19.2.

PROCEDURE FOR SELECTED COMMUNITY FACILITIES

On occasion it is necessary to place new community facilities into beneficial use with the NTUA in advance of a formal final inspection. Examples might include a short water extension serving two homes, an expansion of a wastewater lagoon that was overflowing prior to its expansion, and expediting service to a completed Navajo Housing Authority subdivision.

1. The community facilities construction will be completed according to the construction plans, including revisions agreed upon from the NTUA plan review.
2. A letter from the Project Manager is to go through the District Engineer to the NTUA (copy to the Assistant Director) requesting Beneficial Use prior to a formal final inspection. This letter should be preceded by verbal communication with the District Engineer and the NTUA.
3. HQ NTUA will notify IHS in writing to proceed with a beneficial use inspection with the local NTUA District Office personnel and state whether an HQ representative will be present.
4. The Project Manager will coordinate an inspection date and provide, in advance, redlined copies of construction drawings to the local operating utility.
5. The Project Manager will document the Beneficial Use inspection and create an itemized punch list, if necessary. This will be concurred to by the District NTUA personnel.
6. Upon completion of the punch list, the Project Manager will notify the NTUA District Office and propose a Beneficial Use date for their concurrence. A copy of this letter will be included in the Final Inspection Package.
7. When all project construction is complete, the transfer process shall be initiated per Guideline 19.1.

APPROVED BY:



Jeff Nolte, P.E., Director
Division of Sanitation Facilities Construction

Attachment A - Beneficial Use Permit for Individual Facilities

BENEFICIAL USE PERMIT FOR INDIVIDUAL FACILITIES

Homeowners Name: _____

Project Number: _____

Water System Name: _____

Location of Home: _____

Facilities Installed:

Water Service Line _____ PSI (Measured)

Sewer Service Line

Construction Completed: _____

Individual As-built Provided to
Operating Utility: _____

Inspection Date: _____

Attendees: _____

The facilities indicated above have been completed and inspected and it is hereby agreed they are to be used under a "Beneficial Use" arrangement until the project is formally transferred. Under this "Beneficial Use" arrangement _____ will be responsible for normal operation and maintenance of the facilities. The Indian Health Service will warranty the facilities for defects in material and/or workmanship for one year from this date:

Representative, Operating Utility _____ Date

Representative, IHS _____ Date

xc: C. Lewis Fox Jr., Chief, SFCB, OEHE, NAIHS
Headquarters, Operating Utility
Local Office, Operating Utility
_____ Homeowner file

Doc: BUPERMIT
8/9/93