

What does a ROWP Planner do?

A ROWP Planner is an Authorized Person (AP) that determine the type and size of wastewater treatment system to be constructed based on the requirements of the [BC Sewerage System Regulation \(SSR\)](#) and the [BC Standard Practice Manual version 3 \(SPMv3\)](#). ROWP Planners assess the site and soils conditions, confirm with the property owner the size and occupancy of a house and other structures on the property and the location of key features such as drinking water wells, streams or water frontage. The SSR specifies that ROWP Planners are restricted in the type of onsite wastewater system they are authorized to plan. Planners design the system and prepare the Record of Sewerage System (RSS) filing documentation that is submitted (filed) with the regional Health Authority. The ROWP Planner is responsible for supervising the installation and commissioning of the system. When systems are constructed as planned, the Planner prepares a Letter of Certification (LoC) and an operation and maintenance plan that is submitted to the Health Authority and the property owner. Planners, like all ROWPs, must follow all ASTTBC policies: [ROWP Practice Guidelines](#) and [ASTTBC Bylaws](#).

How do I register as a ROWP Planner?

1. Meet the Admission Requirements

Meet the admission requirements for practicing registrants outlined in the [ASTTBC Bylaws](#) Part IV section 36.

2. Complete the Required Competencies and Experience

COMPETENCIES

A ROWP Planner must meet the ROWP competencies found in sections 1-4 of Schedule A, Part 5 of the [ASTTBC Bylaws](#) (page 88) and be competent to plan a sewerage system servicing domestic strength sewage wastewater using a Type 1 or Type 2 treatment method for daily design flow of domestic sewage less than 9,100 liters in accordance with the SPMv3 pursuant to the SSR, and in accordance with specifications within the Filing documents prepared by an Authorized Person and accepted by the relevant Health Authority.

Details on competencies and experience will be completed as part of the onsite wastewater online application form. The onus will be on the applicant to provide details and evidence to demonstrate how and when they have met the required competencies through education and/or work experience.

Note: when completing the competencies section of the application, if you are providing any attachments which support the competency, please add a note for example: See attachment, page 5 of project file 123 River Rd, Delta.

EXPERIENCE

Registration/certification as a Planner requires submission of documentation on **3 planned onsite wastewater systems (actual sites of which one must be a pressure distribution system)** completed by the applicant under the supervision of an Authorized Person which demonstrate the range of system types the applicant has experience with such as a gravity dispersal trench system, seepage bed, at-grade system, sand mound, 2 cell lagoon, etc.

Records of each planned system must be in full compliance with the SSR, SPMv3 and ROWP Practice Guidelines. If the plans are to be filed with the Health Authority they must be verified, stamped and filed by an Authorized Person. Documentation shall be submitted in the online application form as project files, please see #4 below for details on submission requirements.

The expectation is that the completed plans (project files) submitted for review to ASTTBC is the work of the applicant which was confirmed/reviewed by the Authorized Person. It cannot be the work of the Authorized Person.

3. Complete the Online Application Form

You can start your online onsite wastewater application form at any time by creating an account at www.asttbcapply.ca.

Remember your username and password and be sure to save your entries regularly, you can return to application in progress at any time.

Applications must be completed within two years. Submission procedures and requirements are subject to change, requirements in place at the time of application completion will apply.

Note: if you have created an account in the past, do not create a new account, contact registration staff to get access your existing account.

4. Submit Project Files - Evidence of Completed Planned Systems

You will need to submit at least 3 record of sewerage systems (filings) and supporting documents that you have completed; one must be a pressure distribution system. Documentation will be prepared as described below and include the information listed in the checklist on the next page.

Documentation for each completed planned system needs to be combined into one PDF project file and uploaded to the attachments section of your online application.

- The project file submission checklist on the next page must be inserted as the first page in each project file.
- Documents in the file should be clearly labelled/bookmarked.
- Maximum file size for upload is 20MB. Files should be saved as 'reduced PDF's'. If you find the combined file size is larger, it can be combined and broken down into parts. It's best to use [Adobe Pro](#) to do this. If you don't have the program, a free trial version can be downloaded when you are ready to combine files.
- For any pictures that will be submitted, be sure it is clear that you are doing the work, you should be in the picture wherever possible.
- There is a maximum of 30-40 pictures per system. Label each picture to indicate what is being done/shown. (Tip: create a Word document file for your pictures, paste the image and provide a description below.)

5. Submit a List of Tools and Equipment

In a separate document, please 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.

Save the file as "Planner List of Tools" and upload the file to the attachments section of the online application.

Project File Submission Checklist - Planner

Please complete and include this checklist as the first pages in each project file PDF.

Provide documentation showing proof of your diligence to meet Standard Practice Manual version 3 and ROWP Practice Guidelines. Examples of relevant documents shall include but are not limited to those listed below. Use the rows 22-24 to list any other information you'd like to highlight, attach an additional sheet if more space is required.

File Name			
(name file by site address example: 13 River Rd, Delta)			
No	Information Required	Provide details on where the information can be found in your file, e.g., page 5 If it's not included, please explain why.	For Office Use Only
1	Record of Sewerage System Form		
2	Client Contact Information		
3	Client Expected Usage		
4	Land Title		
5	Copy of Easement / Covenant / Right-of-Way / Health Order if applicable		
6	Site Survey Information, Lot Plan		
7	Building Plan (if system is for new building)		
8	Site Assessment Documentation (including location of utilities)		

9	Soils Log, Soils Characteristics, Sewage Flows		
10	Permeability Testing Log		
11	Design Rationale		
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 (photos must be labelled explaining what is being shown)		

22	Other:		
23	Other:		
24	Other:		

Applicant Declaration

I confirm that I completed the documentation provided in this project file with the exception of

Print First and Last Name

Applicant Signature*

Date (yyyy-mm-dd)

Authorized Person Declaration

I confirm the applicant completed the work on this site and the documentation provided in this project file, with the exception of

Print First and Last Name

Authorized Person Signature*

Date (yyyy-mm-dd)

Stamp/Seal

*Signatures must be actual (print and sign) or drawn/digital using PDF features; typed signatures are not accepted.