



**A Guidebook
for Marina Owners and Operators
for the Installation and Operation
of Sewage Pumpout and Dumping Stations**

State of Connecticut

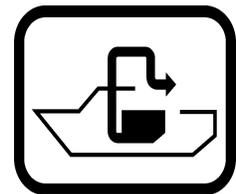
Department of Energy & Environmental Protection

Boating Division

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INTRODUCTION

This Guidebook is part of an effort by the Connecticut Department of Energy and Environmental Protection (DEEP) to encourage the installation and operation of marine sewage pumpout stations and/or dumping stations. It was prepared specifically for yacht club, boatyard and municipal facility managers and marina owners and operators to assist with explaining:

- Why it is important to provide a pumpout or dumping station at a marina, and why it makes sense from both an ecological and economic standpoint.
- How to select, install and operate a pumpout or dumping station that will meet marina operators' needs, boaters' needs, the required permits, and how to apply for them.
- How to obtain financial assistance to cover part of the cost for installing, operating and maintaining a facility at a marina. The DEEP can help obtain reimbursement for up to 75% of the costs associated with a marine sanitation device pumpout facility or dumping station.

The purpose of this Guidebook is to provide marina owners and operators with general information on the design, construction, operation and maintenance of marine sewage pumpout facilities and dump stations. It is not a design manual or a substitute for the preparation of a design for a specific facility. It is intended to point interested parties in the right direction, to provide project ideas, and to help assist with the completion of an application for financial assistance.

Any questions concerning the information contained in this manual or about the Clean Vessel Act Program should be directed to:

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Old Lyme, CT 06371
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Chapter One

Protecting Your Resources

Connecticut's water resources support a wide variety of recreational and commercial activities. As a marina operator and boater, these aquatic resources may be your most valuable asset. Improper sewage disposal could be a threat to continued use and enjoyment of those resources.

Human sewage is a repulsive visual pollutant that can significantly contribute to the loss of oxygen, which is essential to all living aquatic organisms in boating waters. It can carry a number of pathogens such as viral hepatitis and is a significant contributor to fecal coliform bacteria contamination that can result in severe intestinal diseases if ingested.

Federal and state regulations which require the use of marine sanitation devices (MSDs) on boats have helped to reduce the impact of human waste. The lack of convenient disposal facilities has resulted in many boaters carrying and using flow-through devices rather than holding tanks or disposing of raw untreated sewage directly overboard. This is not surprising as boaters often spend an entire day on their boats, and when you have to go, you have to go. It is important for boaters to understand the federal and state regulations, the impacts of their disposal decisions and to be aware of convenient pumpout facilities on the waters on which they boat. ***PLEASE BE AWARE THAT THE ENTIRE LONG ISLAND SOUND IS A DESIGNATED NO DISCHARGE AREA. IT IS ILLEGAL TO DISCHARGE THE CONTENTS OF A HOLDING TANK IN LONG ISLAND SOUND OR ANY CONNECTICUT WATERS!***

Providing a pumpout facility at your marina is a practical solution that makes sense:

- It will attract additional users to transient facilities.
- It will discourage boaters from illegally discharging untreated sewage in Connecticut's federally approved no discharge area (all Connecticut waters).
- It will show that boaters are concerned about the environment and our water resources.
- Up to 75% of the installation, operation and maintenance costs are reimbursable through grants.

The safe and sanitary disposal of vessel sewage waste must be provided for when constructing and operating pumpout stations and waste reception facilities. Boaters will not want to spend time pumping out unless we can assure them their efforts will improve water quality.

Vessel Sewage Characteristics

Vessel sewage is more concentrated than domestic sewage for almost all of the standard parameters used to measure the quality of wastewater. Another characteristic of vessel holding tank waste is the presence of chemical additives used to disinfect and deodorize the waste.

Ideally, the odor controlling chemicals should be biodegradable when diluted. These chemical additives commonly contain an active disinfectant along with dyes and perfumes. Some of the more common disinfectants include formaldehyde, paraformaldehyde, quaternary ammonium chloride, and zinc sulfate. There are concerns from operators of small municipal sewage treatment plants and some marina operators with septic systems, that vessel sewage holding tank waste may adversely affect performance of their sewage treatment systems by destroying the bacterial population, thereby reducing plant efficiency. A second concern, particularly of operators of municipal treatment plants operating at near capacity, is that the additional volume of waste will cause the plant to exceed its capacity to treat wastewater effectively.

Research on the effects of chemical additives on sewage treatment processes indicates that these problems have been greatly overstated, and that in general, most municipal sewage treatment plants can handle holding tank waste without difficulty. In addition to relatively low volumes generated by sewage pumpout stations, the weekly and seasonal usage of marina facilities protects treatment systems from failing or exceeding capacity. In Connecticut, marinas typically receive their largest pumpout volumes on weekends and only during the summer season. Therefore, treatment plants generally are able to assimilate such intermittent waste loading with no serious operational problems.

Chapter Two

The Clean Vessel Act Program

General

Congress passed the Clean Vessel Act of 1992 in recognition of a need to improve the quality of the nation's boating waters. While the amount of waste contributed by boats is small in comparison to the many major discharges in the United States, the amount is still significant.

When disposed in enclosed waterways (such as Long Island Sound and its harbors and rivers) and areas of concentrated boat operation without adequate circulation of waters, the impact of boat sewage becomes amplified. It is important that we begin to clean up our act and protect the waters that are vital to our lives and recreation. The purpose of the Clean Vessel Act is to provide funds to the states for the construction, renovation, operation and maintenance of pumpout stations and waste reception facilities. Funding is provided to both public and private marinas through the state agency responsible for overseeing the program. In Connecticut that is the Department of Energy and Environmental Protection (DEEP).

Proper operation and maintenance of pumpout stations and waste reception facilities is critical to provide adequate and reasonable service. This Chapter provides guidance for the preparation of project applications for the construction, improvement, operation or maintenance of sewage pumpout and waste reception facilities to meet eligible federal aid purposes. Facilities developed with federal aid funds must be maintained to ensure that they continue to serve their intended purpose throughout their useful life. For the purpose of this Chapter, facilities include buildings, structures, equipment, and infrastructure needed to adequately provide for the pumpout or dumping of boat sewage.

Eligible Purposes

Clean Vessel Act grant funds are available to both the public and private sector. This includes all local governmental entities and private businesses that own and operate boating facilities. To participate in this program, the pumpout or dump stations must be open to the general boating public.

The Grant will reimburse recipients for up to 75% of the installation cost of pumpout and dump stations. This includes the cost of new equipment or the renovation or upgrading of existing equipment, as well as necessary pumps, piping, fitting, lift stations, on-site holding tanks, pier or dock modifications, signs, permits and other miscellaneous equipment needed for a complete and efficient station.

The grant will not pay for the construction or renovation of onshore restroom facilities, sewage treatment plants, septic tanks, drain fields or other special treatment devices.

Projects for facility development must have objectives related to one or more of the following purposes:

- Provide public access to boat sewage pumpout.
- Enhance public use of boat sewage pumpout facilities.
- Operation activities that will assure that affordable, clean and convenient pumpout facilities are available and functioning. This would include costs for operating the equipment, labor and disposal costs.
- Upkeep activities necessary to allow the facility to function, and include routine recurring custodial maintenance and minor repairs, as well as the supplies, materials and tools necessary to carry out the work. Also included is non-routine cyclical maintenance to keep facilities fully functional. Cyclical maintenance is major maintenance or renovation activities conducted at intervals normally greater than one year.
- Any activity necessary to hold and transport sewage to sewage treatment plants, such as holding tanks, piping, haulage costs; and any activity necessary to get sewage treatment plants to accept sewage, such as installing bleed-in facilities.

A Special Note on Operation and Maintenance Costs

As stated above, costs related to the operation and maintenance of a Marine Sewage Disposal Facility may be included in a CVA grant request each year. These include:

Sewage Waste Removal Costs

- Holding tank pumpout costs.
- Sewer charges related to the Marine Sewage Disposal Facility.

Equipment Repairs and Upgrades

- Equipment parts and repairs (including outside labor costs).
- Repair/replacement of dedicated pumpout dock (material and outside labor).
- Electronic pump monitoring systems and alarms

Supplies

- Gloves, disinfectant wipes and other personal protection equipment.
- Fuel, oil, bleach, winterizing fluids, cleaning agents, etc.
- Replacement/spare hose and fittings.
- Fenders for pumpout area of dock.

- Monitoring costs (installation of buzzer system, dedicated VHF radio or phone line, etc).
- Hoses for rinsing porta-potties and/or holding tanks.
- Repair/replacement of signs, signboards, posts, etc.

Personnel Costs

- Dock attendants (time related to pumpouts).
- Labor by facility staff for pumpout repairs, winterization/de-winterization of equipment, removal/installation of pumpout dock, grant administrative costs (including bookkeeping/accounting costs), etc.

Funding and Matching Requirements

Grant recipients are responsible for at least 25% of the installed costs of the pumpout and dump station facilities provided under the grant program. This 25% match can be cash, the fair market value of any labor or materials provided, or a combination thereof. They are also responsible for at least 25% of the operating and maintenance costs.

Performance Reports

Within 30 days after the end of the grant agreement period, the Grantee must submit a performance report on the project. The performance report must include the following information:

- A description of the progress made through the end of the grant agreement period toward accomplishment of the stated objective(s) for the project. Explain any deviations that may influence accomplishment of the stated objective(s).
- A summary of the work completed during the grant period relating to the work identified in the project statement of the grant agreement.
- Costs incurred during the grant agreement period, including copies of applicable invoices.
- Pumpout logs and maintenance logs.

Public Access to Facilities and Maintenance

All recreational vessels must have access to pumpout and dump stations funded under this grant program. Facilities shall be operated, maintained and continue to be reasonably accessible to all recreational vessels for the period of their useful life.

Program Crediting

Signs shall be placed on site to acknowledge that the facility was constructed or improved with funds provided by the Sport Fish Restoration Program, through the Connecticut Department of Energy and Environmental Protection (DEEP) as authorized by the Clean Vessel Act. The following is suggested language: "This facility is operated and maintained with funds provided by the Sport Fish Restoration Program through the Connecticut Department of Energy and Environmental Protection, as authorized by the Federal Clean Vessel Act." Signs must also be posted indicating the presence of a boat pumpout. The universal sign for pumpouts must be used. In addition, signs indicating the hours of operation, fees, operating instructions and a contact point to report problems must be posted. Signs are an eligible expense under the Clean Vessel Act program. Additionally, Connecticut DEEP will provide universal pumpout signs to each facility.

Chapter Three

Clean Vessel Act Grant Application Procedures

The CVA Grant Process simplified:

1. Determine marine facility needs and complete grant application.
2. Get approval and return signed contract.
3. Conduct work to install unit and pay all associated costs.
4. Submit receipts.
5. Get reimbursement.

NOTE: All amendments to annual Operating and Maintenance grants must be approved prior to making any repairs in order to receive CVA funds. *FOR EMERGENCY REPAIRS CONTACT THE CVA COORDINATOR PRIOR TO CONDUCTING WORK!*

The application for CVA grant funds for the construction, upgrade or purchase of a Marine Sewage Disposal Facility (MSDF) and the operation and maintenance cost of a facility (including existing facilities provided they comply with CVA rules) can be obtained from:

Kate Hughes Brown
Clean Vessel Act Coordinator
Connecticut Department of Energy & Environmental Protection
Boating Division
P.O. Box 280, 333 Ferry Rd.
Old Lyme, CT 06371
(860)447-4340

Instructions are included with the application. Both the DEEP Clean Vessel Act Coordinator and product vendors are happy to provide assistance and guidance with the application and determining the best system for your needs.

Forms may be downloaded by going to the DEEP website at www.ct.gov/deep.

Chapter Four

Choosing the Right Technology and Design for Your Facility

There are many choices to consider in selecting an appropriate marine sanitation facility. You must understand the alternatives if you are to make an informed decision. This Guidebook will let you know what your options are and provide you with the basic information upon which to make an informed choice.

The first step in the selection process is to clearly define the need of the boaters and marina. Keep in mind that the basic requirements of any marine sanitation facility are to provide: 1) An efficient means of removing raw or treated sewage from boats; and 2) a means of disposing of that sewage in a sanitary method.

Types of Marine Boat Sewage Pumpout Stations and Waste Reception Facilities

There are four basic types of pumpout stations on the market. Each one has its advantages and disadvantages. Since every marina is unique, there is no one solution that will work in all cases. Therefore, each case should be examined individually, and the pumpout that will work best in any particular situation should be selected. Costs for equipment and installation can vary greatly, depending on the need for sewage lift stations to accommodate fluctuating water levels, the need for special on-shore holding tanks to hold concentrated waste, the cost of connection to a sewer system, and other factors. Stationary or portable dockside pumps range in price from \$3,000 to \$12,000 and complete installations may be as high as \$50,000 or more. The following is a list of pumpout station types with a discussion of advantages and disadvantages:

Portable Pumpout Units. This unit may be a wheeled device, consisting of a holding tank, hose and mechanical or hand pump that is pushed along a dock to the vessel's location to pump out vessel sewage. The primary advantage of this type of system is mobility. The pumpout unit is brought to the boat, rather than the boat to the station. When full of sewage, however, they can be very heavy and cumbersome. The total time required for a pumpout is somewhat greater than that of fixed units since the unit has to be brought to the boat, used, and then returned to its storage, cleaned, and put away. Operating costs are, therefore, somewhat higher. In the case of a yacht club where members provide their own servicing, this does not become a factor and a portable unit may be the most cost-effective solution. Some portable

units have sufficient suction and hoses long enough to reach a dock designated for pumpout while remaining in a fixed position on land. This may be the most cost-effective solution for some marinas, as it provides a number of the benefits of stationary units without many of the related costs.

Stationary Pumpout Units. Stationary units include a connector hose and pump connected directly to a local or municipal sewage treatment facility or holding tank. The unit is usually located at the end of a pier or floating dock, often near the fueling facilities. Vessels access the pumpout station by approaching and securing to the dock or pier. The advantages are convenience and efficiency. The costs of the units themselves are comparable to portable units, but costs for installation of piping will increase the overall cost considerably depending on the distance to the nearest municipal sewer tap or septic system. The principle disadvantage to a fixed unit is that they restrict service to a single area in the marina, which may cause congestion.

Remote operated Multi-Station Systems. This system has a pump that transports wastes via a main sewer line to central collection and treatment, or to an appropriate holding tank. It can provide pumpout capabilities at a number of locations throughout the marina. Multi-station systems combine the convenience and efficiency of fixed units with the versatility offered by portable units. These stations are expensive, but their operating costs can be low. They have an extended service life, however, and this may justify the added expense in certain circumstances. This type of unit may be especially attractive for a full-service commercial marina with a large number of large boats. The freezing climate of Connecticut is a consideration for this type of system and the marina operator must be able to winterize the system.

Portable Pumpout on a Vessel. This unit is a boat with a pumpout station on board and consists of a pumpout holding tank that may be radio dispatched or operated on a fixed schedule of marina visits to pump holding tanks. The advantage is that the pumpout comes to the boat. The disadvantage is that the pumpout is not always available when needed and consideration must be made as to where to off-load from the pumpout boat.

Collection and Disposal Methods

An important factor in selecting which method of sewage removal best suits your needs is how you will ultimately dispose of the collected waste. Disposal methods will vary depending upon a number of factors, including:

- State and local sanitation codes;
- The number of vessels and where the vessels are concentrated;
- The availability and proximity of existing treatment facilities to boating centers; and

- Hydro-geologic characteristics, including soil types and groundwater flows.

Depending on these factors, marinas may consider the following methods:

1. Off-site treatment:

- a. Discharge to a public wastewater collection system and treatment facility.
- b. Discharge to a holding tank with removal and transport by a licensed septic hauler to a municipal septic receiving/treatment facility.

2. On-site Treatment:

- a. Discharge to a sewage treatment plant with subsequent discharge back into coastal waters (a NPDES permit would be required).
- b. Discharge to a septic system when no other alternative is available.

Pumping Equipment

There are three basic types of pumps used in pumpout systems. While the basic principal behind any pump is to create a change in pressure between the inlet and outlet, each type of pump does it in a different manner. The different types are as follows:

Diaphragm Pumps. Diaphragm pumps create suction by mechanically lifting a diaphragm up and pushing it down in a pump body. The diaphragm works in conjunction with two check valves. As the diaphragm lifts, the low pressure area under it causes sewage to be sucked into the body through the inlet check valve; when it is pushed down, the pressure caused under the diaphragm closes the check inlet valve and forces sewage out the outlet check valve. This pump is self-priming. A diaphragm pump is very good with low heads under twenty feet.

Vacuum Pumps. Vacuum pumps do not directly handle sewage. The vacuum pump draws air out of an accumulator tank; this creates the necessary low pressure or vacuum to cause sewage to flow in. When the accumulator tank is full, pressurized air is directed into the accumulator tank and the pressure pushes the sewage out to a sewer or holding tank. This pump allows pumping over longer distances. Vacuum pumps are good for heads to just under fifty feet.

Peristaltic Pumps. Peristaltic pumps, also called hose pumps, give continuous suction by squeezing a three inch internal diameter flexible tube between twin rollers. No moving parts come in contact with the effluent, only the tube itself does. Peristaltic pumps offer the highest

output pressure, which sends effluent farther and higher than other pumps. Peristaltic pumps are probably the best for heads up to and slightly over sixty five feet.

Site Selection

Convenient location enhances use. Stationary pumping equipment should generally be located as close to the boat off-loading point as possible and where boats need to maneuver the least. Many facilities are located at the fuel dock, so boaters only have to go to one location for both of these activities. If located near the fuel dock, the pumping unit will have to be explosion-proof (this is a good idea anywhere since the operator never knows what might be in the holding tank).

Pipes, Fittings and Hoses

Discharge piping should be rigid or non-collapsing flexible, with locking inter-connectors. Corrugated or ribbed hoses are not recommended. The lines should be watertight and appropriately fastened or secured to the dock or pier. Consult local building codes for specific piping requirements. Forced main systems may require “thrust” blocks and other security fastenings. Deck fitting is defined as a flanged fitting permanently mounted on the vessel and connecting to the onboard holding tank. A connector is defined as a nozzle or coupling permanently attached to the suction hose of a pumpout station. An adaptor is defined as a fitting designed to facilitate adapting a pumpout connector to a vessel deck fitting.

When the requirements for vessels with an installed toilet to have a certified marine sanitation device went into effect, there was a requirement for sewage removal fittings, or adapters, to be 1 ½ inches for boats less than 65 feet in length. Changes to the regulations, however, resulted in a variety of fittings and couplings being installed on boats. Thus, the use of adapters is required to assure a tight fit for many boats’ holding tanks.

A valve should be provided on the pump end of the suction line if the line is to be installed in such a manner that sewage would discharge from the line when the pump is removed from service. Positive locking connections on the end of the discharge line should be provided to prevent it from coming loose during discharge. The discharge line should be protected from freezing and prevented from leaking into the water. Suction hoses should be equipped with clear tubing or a sight glass on the suction end of the hose to allow the attendant to determine when pumping is complete.

Sewage Dump Station

In addition to pumpout stations, there are facilities to receive sewage wastes from portable toilets. A waste reception facility consists of a receiving receptacle for sewage from portable toilets, and includes associated equipment, storage tanks or sewer line connections. This facility is not a land-based restroom, but can be made a part of such. The sewage dump station receiving unit should be a minimum of 12 inches in diameter and be equipped with a cover that completely covers the receiving unit (to control odors and insect access). Provisions for rinsing

portable toilets after emptying the contents should be made. If the unit is designed to drain, the drain should be a minimum of three inches in diameter and equipped with an insect-tight cover.

Fresh Water Rinse

Waste reception facilities should be equipped with a wash-down system to allow cleaning of the portable toilet. The wash-down system should be clearly marked as unfit for drinking water. **Wand attachments may be connected to a pumpout station to empty portable toilets, rather than building a separate facility.**

Holding Tanks

Sewage holding tanks should be sized appropriately for the volume of sewage generated and the frequency of removal of material from the holding tank. In terms of the number of boats serviced with a normal removal schedule, the following minimum sizes are suggested:

Total Number of Boats Serviced with Holding Tanks	Recommended On-shore Holding Tank Volume (gallons)
1-20	300
21-40	600
41-60	900
61-80	1,200
81-100	1,500
100+	2,000

This chart provides a good starting point for determining the appropriate size of the holding tank; however, in many areas septic tank haulers may charge you for a full truckload even if your tank is half the size of the truck. Consult with your local septic tank hauler to determine the fee structure prior to purchasing a holding tank. If they are going to charge you for a full truckload, consider buying a tank with a capacity slightly larger than that of the septic collection truck used to haul away the effluent. This will ensure that you can give them a full load when they come (the most cost-effective).

The holding tank should be designed so that it is watertight and not subject to any infiltration or leakage. When constructed of material other than concrete, the internal surface of the holding tank should be protected from corrosion. Materials used in the manufacture and installation of holding tanks should be resistant to deterioration by prolonged or frequent contact with deodorizing chemicals, sewage decomposing materials, and sewage—fresh or saltwater. The outside of the tank should also be protected from corrosion. Provisions should be made to assure that the tank can be completely emptied. The tank should be adequately vented. Screened, elbows down vents installed at the top of the tank will serve this requirement.

Vents should be high enough to prevent water from entering the tank during anticipated flood events.

Operation and Maintenance

Proper operation and maintenance of pumpout stations and waste reception facilities is critical to provide adequate and reasonable service. An individual should be assigned responsibility for operation and maintenance of pumpout and waste reception facilities. Consider appropriate protective clothing such as gloves and hand washing to protect the operator. Washing facilities should be readily available.

Convenience for boaters and operators is a major factor. Hours of operation for pumpout stations should be keyed to general operating hours for vessels in the area. The following minimum maintenance is suggested to maintain sanitary conditions: flush hoses; pump clean water through the system and empty into disposal area (never onto the ground or into the water); and disinfect the suction connections.

An event or hour meter should be installed on the pump to monitor its use. Such monitoring should be an integral part of a marina management program to ensure that the facilities are operating effectively. The following practices have been found to be effective in assuring that facilities are in working order:

- Arrange a maintenance contract with contractors competent in the repair and servicing of pumpout facilities;
- Develop regular inspection and preventative maintenance schedules; and
- Maintain a dedicated fund for the repair and maintenance of the facilities.

Chapter Five

The Permitting Process

Federal and State Permits

Federal and state permits required for the installation of pumpout stations depend entirely on the scope of the work involved. If you keep the project simple and install the pumpout on an existing pier or wharf, you may not need to obtain any federal or state agency permits. If the project involves any regulated activities, a multitude of state and federal agencies must be included in the permit and review process:

Regulated Activities Requiring Federal and State Permits

- Dredging and filling
- Pier extensions
- New pier construction
- Building on tidal wetlands
- Building on non-tidal wetlands

Federal Agency Review

- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- National Marine Fisheries Service
- Environmental Protection Agency

State Agency Review

Connecticut Department of Energy and Environmental Protection (DEEP)

Fortunately, installing most pumpout stations will not involve regulated activities. Except for those instances in which the pumpout station is included as part of a marina expansion or new development, or where a holding tank must be located within a critical buffer area, federal and state permits will not normally be required.

The State of Connecticut and the U.S. Army Corps of Engineers have developed a “joint permit” application to simplify the application process for projects that involve regulated activities. Upon completing the joint application, it is submitted to the Connecticut Department of Energy and Environmental Protection and to the Army Corps of Engineers.

The majority of permits are issued through the Connecticut DEEP Land and Water Resources Division in Hartford. **For information about coastal permitting requirements contact the DEEP Land and Water Resources Division at 860-424-3034.**

Local Permits

Local permits that might be required may include any or all of the following:

Building Permit or Zoning Certificate

Sanitary Construction Permit

Grading Permit or Sediment Control Plan

Plumbing or Connection Permit

Pre-treatment Permit

The determining factors are local and municipal requirements and the way in which you propose to dispose of boat sewage. Local permit requirements and the specific local agencies that issue those permits vary between cities and towns in Connecticut. Exact permit requirements must be determined by the local agencies that have authority to review applications and issue permits.

REMEMBER! CALL THE CVA COORDINATOR WITH ANY QUESTIONS AND BEFORE MAKING ANY EXPENDITURES! YOU MUST HAVE APPROVAL AND A SIGNED CONTRACT WITH THE STATE OF CONNECTICUT PRIOR TO CONDUCTING ANY WORK TO RECEIVE ANY CVA GRANT FUNDS!