



Clallam County Department of Health and Human Services

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SEWAGE SYSTEM MAINTENANCE PROVIDER SPECIALIST II (New and Renewal)

Please complete this application and submit to the Environmental Health Office along with documents listed below and payment.

- 1) \$528 Annual Certification Fee
- \$528 for main inspection provider, plus \$278.00 for each additional provider
- 2) A copy of your current General Business Liability Insurance (\$100,000.00 minimum)
- 3) Proof of current Contractor's Bond (\$4,000 minimum)
- 4) Proof of 4 hours Continuing Education Units (CEUs) obtained during previous licensed period, or 8 hours obtained in the prior 2 year licensing period. New providers must have at least 8 hrs of classroom training prior to being licensed. Online courses are not accepted.
- 5) Proof of passing exam (through WOSSA) (*new applicants only*)

NO CERTIFICATE WILL BE ISSUED WITHOUT ALL OF THE ABOVE

Company Name: _____
 Mailing Address: _____
 E-mail Address: _____ OK to put on published list? Yes ___ No ___
 Business Telephone #: _____ FAX# _____
 Cell Phone #: _____ OK to put on published list? Yes ___ No ___
 Owner's Name: _____
 Main Inspection Provider's Name: _____
 Additional Inspection Provider's Name(s): _____

APPLICANT'S
SIGNATURE: _____

Please do not write below this line

_____ *General Liability Insurance* _____ *CEUs Received (for each provider)*
 _____ *Bond* _____ *Test Passed (for each provider)*

cc Acct: _____
Sprdsht _____
Lists _____
Scan _____
Cert _____
Sent _____

Fee Receipt #: _____ Check #: _____ Amount: \$ _____ Date: _____

Please note: If you are making application as a new Clallam County Maintenance Provider you will need to contact the Northwest On-Site Wastewater Training Center by calling (253)770-6594 or by email wossa.org. The training center is sponsored by the Washington On-Site Sewage Association (WOSSA) and the Washington State Department of Health in Cooperation with the Washington State University. The center is located at 7612 Pioneer Way E., just west of Puyallup, Washington. The NOWTC/WOSSA proctors the Clallam County O&M Provider Exam.

New O&M providers:

To apply to be licensed as an O&M or Maintenance Provider in Clallam County applicants must have at least 6-12 months experience with septic systems as a designer, installer, pumper or equivalent as determined by the Health Officer. New maintenance providers must, at a minimum, take the following courses held by WOSSA in Puyallup WA:

M-102 Basics of Maintenance

M-201 Monitoring, Maintenance & Troubleshooting OSS

Maintenance Providers must pass the Clallam County Maintenance Provider I or II test proctored by WOSSA. For those with experience with pumps and control panels, the Maintenance Provider II test is required to be licensed to inspect alternative systems (those systems other than conventional gravity or pump to gravity).

All proprietary septic systems manufacturers require individual classes and certifications to inspect and maintain their products. Maintenance Providers must contact the manufacturer to get certified to provide maintenance on any proprietary septic system component.

Clallam County Code Requirements for Maintenance Providers:

Clallam County Code (CCC) 41.20.230 Sewage system maintenance providers.

(1) Licensing. It shall be unlawful for an OSS maintenance provider to engage in OSS maintenance and monitoring activities, such as but not limited to inspection of on-site sewage systems, without first having a sewage system maintenance provider's license issued by the Health Officer.

(a) Applicants must:

(i) For Maintenance Provider Specialist I, have six months' experience in operations and maintenance, designing, installing, or pumping on-site septic systems or equivalent as determined by the Health Officer.

(ii) For Maintenance Provider Specialist II, have 12 months' experience as a Maintenance Provider Specialist I or licensed OSS designer.

(iii) Complete an application for a Maintenance Provider Specialist I or II and pay the fee established by the BOH.

(iv) Pass the applicable Health Officer approved examination(s).

(A) Persons attempting, but failing to pass, the test may retake it after 30 days.

(B) After two consecutive failures, they must wait one year before reapplying.

(2) The Maintenance Provider Specialist I and II licenses shall expire on December 31st. Fees are not prorated.

(a) The original license and each renewal shall require a completed application on a form furnished by the Health Officer and payment of the prescribed fee.

(b) Licenses shall not be issued or renewed if the applicant is found by the Health Officer to be in violation of the provisions of this chapter.

(3) Bond Required. Prior to the issuance of a sewage system Maintenance Provider Specialist I and II license, the applicant must be in possession of a bond in the amount of \$4,000 for Maintenance Provider Specialist I, and \$6,000 for Maintenance Provider Specialist II, obtained in accordance with the special or general contractors laws of the State of Washington, and provide proof of business liability insurance in the minimum amount of \$100,000 for Maintenance Provider Specialist I and \$500,000 for Maintenance Provider Specialist II, except Maintenance Provider Specialists working for or under the direction of a general contractor who is also a licensed Maintenance Provider Specialist I and II may have this requirement waived if the general contractor provides a written statement indicating their assumption of responsibility for the individual's work and agreement to coverage of the individual by the general contractor's bond and liability insurance.

(4) Continuing Education. Unless waived by the Health Officer, all Maintenance Provider Specialists I and II are required to obtain at least eight hours of approved training time (0.8 CEU) every two years. Subject matter must be directly related to on-site sewage disposal and operations and maintenance activities and be acceptable to the Health Officer. Proof of training shall be submitted annually with application for renewal of license.

(5) Maintenance Provider Specialist I.

(a) Scope of Work. Maintenance Provider Specialist I is limited to performing operations, monitoring, and maintenance activities to conventional, gravity feed system only.

(b) Allowed Activities.

(i) Determine need for pumping;

(ii) Checking liquid levels;

(iii) Repairing tanks/baffles;

(iv) Accessing effluent distribution box to assess equal distribution;

(v) Repairing tight-line;

(vi) Installing risers over tanks and d-box; installing monitoring ports in drainfields.

(c) Prohibited Activities.

(i) Pumping tank unless licensed pumper;

(ii) Uncovering drainfield unless under the direction of a licensed designer;

(iii) Replacing subsurface disposal component or pretreatment component.

(6) Maintenance Provider Specialist II.

(a) Scope of Work. Maintenance Provider Specialist II may perform operations, monitoring, and maintenance activities on conventional and alternative on-site septic systems.

(b) Allowed Activities. Except as specifically stated otherwise, the Maintenance Provider Specialist II may perform any duty associated with the operation and maintenance of an OSS required in the regulations. Maintenance Provider Specialist II must obtain written approval from the manufacturer or patent holder to work on proprietary devices.

(c) Prohibited Activities.

(i) Pumping tank unless licensed pumper;

(ii) Uncovering drainfield unless under the direction of a licensed designer;

(iii) Replacing subsurface disposal component or pretreatment component;

(iv) Replacing or altering devices that monitor or regulate the distribution of effluent (other than distribution boxes); unless under direction and approval from either the licensed designer of record for that system or approval from Clallam County Environmental Health;

(v) Make repairs or add components without a permit from a licensed designer.

(7) Suspension – Revocation.

(a) The Health Officer may suspend or revoke any sewage system maintenance provider license if there is a finding of incompetence, negligence, willful misrepresentation, or failure to comply with this chapter or other applicable laws, rules, and regulations. Not reporting OSS maintenance and monitoring activities as required by the Health Officer shall be cause for suspension or revocation of a sewage system maintenance provider license.

(b) An OSS maintenance provider whose license has been revoked shall be ineligible to reapply for relicensing until 60 days have passed from the date of revocation of the license.

O&M Providers Information Packet/Links to Resources

County On-site Code CCC41.20

Go to [Official Website \(clallamcountywa.gov/septic\)](http://clallamcountywa.gov/septic)

- County code, Policies, Laws & Charter
- County laws and policies
- Clallam County code
- Title 41 Board of Health Regulations
- Chapter 41.20

State Regulations – 246-272A WAC

Go to www.doh.wa.gov

- Community and Environment
- Wastewater Management (...more)
- Rules and Regulations
- On-site Sewage Systems
- 246-272A WAC

Basic Principles of On-site Sewage – Dept of Health Publication

Go to www.doh.wa.gov

- Community and Environment
- Wastewater Management (...more)
- Forms and Publications
- Technical Information and References
- Basic Principles of On-Site Sewage

Training Opportunities

Washington On-Site Sewage Association www.wossa.org

Standards of Inspection 2009

Essential information per property: (what is necessary for data entry)

Parcel # (should be placed at top in larger type for data entry)

Property Owner _____ Phone # _____
Mailing Address _____
Site Address _____
Structure occupied? y/n if yes, vacant how long?
System type _____
Sep permit # _____ Date of inspection + **next inspection due** _____
Date of Installation _____
Problem identified: Yes/No _____
System Functioning Yes/No _____
Action needed: Yes/No + **details-** _____
Corrective action completed at time of inspection? Yes/No _____
O&M Specialist Name, Address, Phone# _____
Comments: _____

Septic tanks:

size (gallons) #of compartments _____
Tank material _____
scum level (in inches) inlet/outlet
sludge level (in inches) inlet/outlet
needs pumping? y/n
liquid level at outlet
condition of baffles-(concrete or pvc) inlet/outlet,
baffle screen present? y/n screen cleaned? y/n
biological function: normal/abnormal
Risers present or installed? y/n Risers secured y/n
Evidence of groundwater or surface water intrusion? y/n
Tank leaking? y/n
Comments _____

Pump tanks

size (gallons)
Tank material _____
scum and sludge levels
screen present (if required)
needs pumping?
groundwater or surface water
intrusion?
pump screen present? y/n
risers secure? y/n

Panel and Controls:

pump operating? y/n
current timer setting on _____ off _____
dose counter? _____
Elapsed time meter?
Drawdown (in gpm) _____
Gallons per dose (mandatory on all pump inspections)
Alarms functioning? y/n
Floats/pressure transducer functioning? y/n
Condition of Junction Box?
Timer changed? Y/N comments _____
Comments _____

From original O&M manual/sep-permit

Type of panel/timer
Float arrangement
panel location
Panel on auto or manual _____

All Drainfields: Including Mounds and Sandfilters

surface sogginess or saturation y/n
monitoring ports ponded y/n, _____ (in.)
residual head/squirt test _____ (in.)
lateral lengths _____ lateral widths _____
lateral flushed y/n laterals jetted y/n
signs of parking or driving on drainfield? y/n
vegetation appropriate/n Needs mowing? y/n
reserve area available y/n
Meets setbacks from wells, surface water y/n (please provide measurements to all surface water and wells on site drawing)
Comments _____

Distribution Box (if present)

D-box or tee _____
D-box accessible y/n (if no, D-box is required to be uncovered)
if present, equal flow at outlets y/n d-box condition? _____
maintenance performed? y/n
speed levelers added?
Tee replaced with d-box and speed levelers added? y/n