Ohio Department of Health **Bureau of Environmental Health** **Residential Water and Sewage Program** **"To protect and improve the health of all Ohioans"**	**Sewage Treatment System Contractor Registration Fact Sheet**

FOR INSTALLERS, SERVICE PROVIDERS, and SEPTAGE HAULERS

Registration

- All persons performing duties as a sewage treatment system installer, service provider, or septage hauler shall be registered with each Local Health District where they will be working as per the requirements in rule 3701-29-03 of the Ohio Administrative Code (effective January 1, 2015).
- Registration applications may be accepted by the Local Health Districts prior to first day of January of each year.
- All registration applications must be complete. All completed registration applications must be submitted to the Local Health Districts in which the work is intended. The application must include the following:
    1. Registration Application Fee
    2. Proof of passing the Testing Requirements (Testing Requirements below)
    3. Proof of compliance with any system specific training, qualification, or certification required as a condition of a system's approval by the director
    4. Proof of General Liability Insurance of not less than $500,000.
    5. Beginning for 2016 Registration only – Proof of completion of six (6) continuing education hours during the previous calendar year.
    6. Proof of a Surety Bond (see below for bond information)
    7. Submit the surety bond with original signatures and seal to the Ohio Department of Health
    8. Submit a copy of the completed surety bond with the registration application and appropriate registration fee to the local health district
    9. Any outstanding forms, permits, plans, service records, or other documentation for prior system work that have not been submitted to the local health districts.
    10. Any other required information from the local health district.
- Persons registering to install, provide service, or haul septage will not be registered until the local health district has reviewed, approved and processed the registration application. Submitting a registration application does not guarantee registration or immediate registration.
- Registration must be complete prior to conducting any work on a sewage treatment system. If you have not been contacted about the status of your registration, contact that local health district's sewage program prior to performing any work.

Surety Bonds

- Three surety bond forms are available depending on the type of work your company conducts. The bond forms are as follows:
    1. HEA 5438 – Service Providers Bond Form
    2. HEA 5439 – STS Installer Bond Form
    3. HEA 5440 – Septage Hauler Bond Form
- A surety bond form must be completed for each type of work conducted.
  e.g. If you are an installer and a service provider then you must complete both the Installer Bond Form and the Service Providers Bond Form.
- Follow the surety bond instruction document. If you have questions that cannot be answered from this document contact the ODH Sewage Staff at 614-644-7551.
- The surety bond forms must be effective no later than the first day of January of each registration year and shall provide coverage no later than the last day of December of the same registration year.
- Once completed, send the surety bond form(s) with the original signatures and seal to the Ohio Department of Health at the address provided below.

MAIL ALL SURETY BOND FORMS TO:
Ohio Department of Health
BEH Residential Sewage
P.O. Box 15278
Columbus, Ohio 43215-0278

- Prior to submitting surety bond forms to the Ohio Department of Health, make copies of all documents for your records, and for all of the Local Health Districts where registration is being applied.
- Please mail the following bond forms to the Ohio Department of Health:
  1. Registration Bond for Installers, Service Providers, and/or Septage Haulers
  2. Power of Attorney
  3. Proof of General Liability Insurance (no less than $500,000 coverage)
  4. Sewage Contractor Contact Information Form (to ODH only)

Contractor Testing Requirements

- All persons registering as a sewage treatment system installer, service provider, or septage hauler shall take a test on the sewage treatment systems rules.
- The test is an open book test with 75 questions. A copy of the sewage treatment systems rules will be provided at the test site if you do not have a copy. A minimum of 3 hours will be provided to take the open book test.
- The test will be available through three entities:
  1. Local Health Districts may choose to offer the test. Contact the local health district where you register for information about tests they will be proctoring or contact the Ohio Department of Health. ODH will post testing locations and dates as received by the local health districts at http://www.odh.ohio.gov/odhprograms/eh/sewage/STSpages/contrac1.aspx. Local health districts, that are proctoring open tests, should notify the Ohio Department of Health of test dates and locations at least one (1) week prior to the date of the test.
  2. OhioTRAIN – an Ohio Department of Health training website that offers on-line training and certificates.

Operator Training of Ohio (http://www.ohiowater.org/otco/otco.htm

1.) – a private non-profit training organization that trains water and wastewater treatment plant operators, and other contractors.
2. Ohio Department of Health, Bureau of Environmental Health, Residential Water and Sewage Program will schedule test dates in December, 2014 and each year.

- A score of 75 or greater will be a passing score.
- A certificate will be provided upon passing the test. This certificate will be required to register. When proctoring tests, local health districts must send a spreadsheet list containing the date and location of the test, the contractor's name, the contractor's company name, and the contractor's test score to the Ohio Department of Health, Residential Water and Sewage Program.
- The primary registrant or a company representative must take the test. Additional testing will not be required, for additional registration years, once a passing score has been received.
- Please contact the Residential Water and Sewage Program at the Ohio Department of Health at (614)644-7551 if you need alternative accommodations to take the rules test.

Continuing Education Unit (CEU) Requirements

- CEU's will not be required for the 2015 Registration year.
- Six (6) CEU's must be obtained during the year prior to each registration year starting with the 2016 Registration year.

  i.e. CEU's for the 2016 Registration will need to be obtained during the 2015 registration year.
- The Ohio Department of Health will provide an application form for local health districts or other training providers who are interested in offering CEU's for sewage contractors. The list of training events approved for obtaining CEU's will be posted on the ODH program website.