

# PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

705 Oakwood Street  
Suite 208  
Ravenna, OH 44266

**Joseph J. Diorio, MPH, MS, RS**  
Health Commissioner

Phone: 330-296-9919

Fax: 330-297-3597

Email: [PCHD@portageco.com](mailto:PCHD@portageco.com)

Web: [www.co.portage.oh.us/dept/health department](http://www.co.portage.oh.us/dept/health department)



To any person wanting to register as a household sewage treatment system installer in Portage County:

**\*\*IMPORTANT\*\* - Ohio's sewage treatment system rules, OAC 3701-29, effective January 1, 2015, implemented additional requirements to the registration process. This includes:**

- proof of general liability insurance coverage of not less than \$500,000;
- proof of a surety bond; and
- proof of passing the ODH testing requirements (the Portage County Health District will not be proctoring this test).

Further information regarding these requirements can be found:

- on the enclosed ODH Sewage Treatment System Contractor Registration Fact Sheet;
- at <http://www.odh.ohio.gov/odhprograms/eh/sewage/contractor/contrac1.aspx> ; or
- by contacting the ODH sewage staff at (614) 644-7551.

**In addition to the submitted proof of proper insurance, bonding and testing requirements, you will also need to submit:**

- the enclosed Application to Register as a Home Sewage Treatment System Installer.
- \$150.00 check for registration fee payable to the **Portage County Health District**.

Due to recent and ongoing changes in sewage regulations; and in an effort to ensure your understanding of and compliance with Portage County's methods and expectations, you will be required to come in and meet with a member of the Sewage Program Staff to discuss system design and installation requirements and inspection procedures prior to becoming registered.

Designated office hours are Monday through Friday, 8:00 to 10:00 AM. To schedule this meeting in our office, or if you have any further questions, please contact one of the wastewater sewage program staff:

Christopher Novelli, BS, RS  
Wastewater Specialist/Supervisor  
(330)296-9919, ext. 122  
[cnovelli@portageco.com](mailto:cnovelli@portageco.com)

Thomas Brannon  
Environmental Technician  
(330)296-9919, ext. 123  
[tbrannon@portageco.com](mailto:tbrannon@portageco.com)

# PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT

705 Oakwood Street  
Suite 208  
Ravenna, OH 44266

**Joseph J. Diorio, MPH, MS, RS**  
Health Commissioner

Phone: 330-296-9919

Fax: 330-297-3597

Email: [PCHD@portageco.com](mailto:PCHD@portageco.com)

Web: [www.co.portage.oh.us/dept/healthdepartment](http://www.co.portage.oh.us/dept/healthdepartment)



Re: Mound (or Drip) Basal Preparation Parameters; and Inspection Procedures

Dear Installer,

This letter addresses the Portage County Health District's expectations related to proper scarification procedures for pressure-distribution mound sewage treatment systems and drip distribution systems, as applicable and to clarify inspection procedures.

For each new project, the first step is to obtain the most recent sieve analysis from your chosen sand and supplier for the sand being purchased, and forward that information to the Health District for our review before hauling any sand to the site. You should only arrange to have material hauled to the job site after being notified by us that the selected sand is approved. No work should be conducted on a site until after all prior applicable approvals are granted by this Department.

Scarification practices must be performed only when the ground is dry and not frozen. All work must be performed from the top/upslope side of the system.

Initial installation efforts require cutting all vegetation within the system footprint as short as possible. Trees must be cut to grade. Stumps and roots are not to be removed since they will disturb the soil area. Rake out excess litter and vegetation. Then spread a very thin layer (only an inch or so) of the sand over the entire footprint of the mound. With the thin layer of sand in place, scarify the entire footprint down to a depth of roughly 4 or 5 inches to break up the sod and allow the thin layer of sand to infiltrate this depth as you scarify to create a nice sand-soil interface. The scarification should break up all sod relatively finely, and should encompass the entire area. Do not just create furrows within the footprint. This work should all be completed from the upslope side, staying off the system footprint as much as possible. If it becomes necessary to go onto the footprint, this should only be done with tracked equipment with low (8 psi or less) ground pressure, and must be limited to a single pass, scarifying back over the area traveled by the tracks. Be sure not to turn the machine or park it within the footprint. No tired/non-tracked equipment is permitted on or down slope of the system footprint at any time. For each new job, specify which piece/s of equipment will be used for the system construction, by providing the make and model number (and ground pressure if you know it) to this Department prior to any construction.

Once the initial scarification process is completed, additional work on the system will stop and the first inspection can be requested. This, and all inspection requests, must be submitted in writing (email or fax is fine) only after the work is completed and actually ready for the inspection. We do not accept inspection request for when work will be forecasted to be done.

All inspection requests, if faxed should be addressed to: "Tom and Chris" and if emailed should be sent to [tbrannon@portageco.com](mailto:tbrannon@portageco.com) and [cnovelli@portageco.com](mailto:cnovelli@portageco.com) so that we can be sure the request is received and can be handled as soon as possible by the first available inspector. For the initial scarification inspection, we expect that only a thin layer of sand has been added so we can clearly see the degree to which the sod has been broken up and to what depth, and also how well the topsoil and thin layer of sand have been mixed. Please note that once scarification has been completed while the ground was dry and this step was inspected and approved while still dry, the next step will be to get at least 6" depth of sand fill over the entire area as quickly as possible. This will help protect the basal area of the mound from rain impacts, and any potential compaction from continued construction of the mound. If the basal prep is completed but then it rains prior to adding this 6" of sand cover, it is typically a good idea to wait until it dries up completely and then lightly re-scarify before continuing to build the mound.

For this initial scarification inspection, it would be beneficial to also have all of the lateral piping cut and connected to proper length, with the holes drilled (on a press at the shop with a new drill bit), all laid out alongside the mound area onsite at this time. We can then inspect all details about pipe type, diameter, hole size, spacing, and integrity at this point. This avoids an additional inspection of these parameters prior to sleeving and installing the turnups. Once the piping is approved, construction can then proceed with building up the entire mound so it's ready for the squirt test.

The second inspection can then be requested after the mound has been built up with all sand fill, gravel, piping, and the pump is connected for the squirt test. Do not add any topsoil cover prior to this inspection. ALL piping/connections must be left exposed until after inspected. At this time we will be inspecting all pipe types, lengths, fittings, elevations, pump and switch settings, sand and gravel depths, and the distances and integrity of the 3:1 side sand slopes all around, in addition to conducting the squirt test.

After that inspection (assuming the previous inspection was approved) the final cover and final grade can be completed, along with seeding and adding straw for the final inspection. We will then be checking final distances, final smooth grade and blending back into natural contours, and adequate cover depth over the entire mound (minimum 12" settled cover over the distribution area, and minimum 6" settled cover over the rest), and if applicable the installation of the interceptor drain/swale, final tank risers/cover, etc that may not have been finalized upon the previous inspection.

As a final note, if the design plan was developed by someone else, please be certain to follow all parameters outlined in that approved plan exactly, so as to minimize any potential issues during construction. Even minor changes can have a tremendous impact on performance, and must be considered prior to implementation. As such, whether following your own plan or another designer's, always be sure to submit any and all proposed changes to the approved plan to this Department for review and approval before carrying out any changes during the onsite installation. It is our goal to help to avoid any unexpected issues.

Hopefully this letter will serve to clarify some of these issues.

As always, if you have additional questions, feel free to contact any of us in the Home Sewage Treatment System Program, Monday through Friday, 8:00 to 10:00 am at 330-296-9919, or via email anytime.

Thanks for your cooperation.

Sincerely,



Chris Novelli, R.S.  
Ext # 122



Tom Brannon  
Ext # 123

**APPLICATION TO REGISTER AS A HOME SEWAGE TREATMENT SYSTEM  
INSTALLER**

**PORTAGE COUNTY COMBINED GENERAL HEALTH DISTRICT**

705 Oakwood Street, Ravenna, OH 44266

Phone: 330-296-9919 Fax: 330-297-3597

Business Name: \_\_\_\_\_ Date: \_\_\_\_\_

Operator's Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Fee: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

Bond Company: \_\_\_\_\_ Bond Expiration Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Insurance Exp. Date: \_\_\_\_\_

Past Experience (new installers only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Years of Experience: \_\_\_\_\_

I agree to comply with the Sewage Treatment System Rules as outlined in the Ohio Administration Code 3701-29 and any other local, state or federal rules that may apply.  
I hereby certify that the information contained on this form and any other information provided for the purpose of becoming registered is correct and up to date.

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

*(Office use only)*

Year \_\_\_\_\_  Registration Approved \_\_\_\_\_  Registration Denied: \_\_\_\_\_ Registration # \_\_\_\_\_

Test Date: \_\_\_\_\_ Score: \_\_\_\_\_  Bond Attached  Insurance Attached

Date Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Check # \_\_\_\_\_  CEUs Attached



# 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. These forms and the instructions are available on the ODH Sewage Program website at <http://www.odh.ohio.gov/odhprograms/eh/sewage/Contractor/Surety%20Bond%20and%20General%20Liability%20Requirements.aspx>. 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  
BEHRP/Residential Sewage Program  
246 N. High St.  
Columbus, Ohio 43215

- 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/Contractor/Testing%20Requirements.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. Operator Training of Ohio (<https://www.otco.org/sts-program.html>) – a private non-profit training organization that trains water and wastewater treatment plant operators, and other contractors.
  3. 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 (<http://www.odh.ohio.gov/odhprograms/eh/sewage/Contractor/Continuing%20Education%20Unit%20Requirements.aspx>).