

1 SNOHOMISH COUNTY BOARD OF HEALTH
2 Snohomish County, Washington

3
4 ORDINANCE NO. BOH25-07

5
6 REPEALING AND READOPTING TITLE 5 OF THE BOARD OF HEALTH CODE TO
7 REORGANIZE AND CONSOLIDATE WASTEWATER REGULATIONS

8
9 WHEREAS, under RCW 70.05.060(3), the Snohomish County Board of Health
10 has authority to enact such local rules and regulations as necessary in order to
11 preserve, promote, and improve the public health and provide for the enforcement
12 thereof; and

13
14 WHEREAS, the Snohomish County Board of Health has determined that a
15 reorganization of the existing Title 5 of the Snohomish County Board of Health Code is
16 necessary to improve clarity and effectively communicate the local rules and regulations
17 to the people of Snohomish County;

18
19 NOW, THEREFORE, BE IT ORDAINED:

20
21 Section 1. Snohomish County Board of Health Code Title 5, *Wastewater*,
22 consisting of Chapters 5.05, 5.10, 5.15, 5.20, 5.25, 5.30, 5.35, 5.40, 5.50, 5.55, 5.60,
23 5.65, and 5.70 is repealed.

24
25 Section 2. A new Title 5 is added to the Snohomish County Board of Health Code
26 to read:

27
28 **Title 5**
29 **WASTEWATER**

30
31 Chapters:

- 32 5.05 General Provisions
33 5.10 Permit Application and Installation Procedures for New On-Site Sewage
34 Systems
35 5.11 On-Site Sewage System Design and Record Drawings (As-Built)
36 Standards
37 5.15 Repairs and Remodels
38 5.20 Land Division Review
39 5.25 Community Systems
40 5.30 Use of Sand Filter System/Mound System on Sites with 12 Inches to 18
41 Inches of Suitable Soil, Use of Boot with Sand Filter Liner
42 5.55 On-Site Sewage System Contractor Regulations

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Chapter 5.05
GENERAL PROVISIONS

Sections:

- 5.05.010 Authority and purpose.
- 5.05.020 Applicability.
- 5.05.030 Adoption of state rules and regulations.
- 5.05.040 Snohomish County board of health on-site sewage system regulations.
- 5.05.060 Waiver requests.
- 5.05.070 Fees.
- 5.05.080 Appeals.
- 5.05.090 Historical and archeological discovery.

5.05.010 Authority and purpose.

- A. *Authority.* The board of health adopts these regulations under the authority of chapters 70.05, 70A.105, and 70A.110 of the Revised Code of Washington (RCW) and chapter 246-272A of the Washington Administrative Code (WAC).
- B. *Purpose.* The purpose of these regulations is to protect the public health by:
 - 1. Eliminating or minimizing the potential for public exposure to sewage from on-site sewage systems (OSS);
 - 2. Eliminating or minimizing adverse effects to public health that discharges from OSS may have on ground and surface waters; and
 - 3. Establishing minimum standards of sanitation for sewage.

5.05.020 Applicability.

This title shall apply to on-site sewage systems for treatment, siting, design, installation, operation and maintenance measures treating sewage and dispersing effluent from residential sources with design flows up to 3,500 gallons per day.

This title may apply to OSS for nonresidential sources of sewage if treatment, siting, design, installation, and operation and maintenance measures provide treatment and effluent dispersal equal to that required of residential sources.

It is the specific intent of this title to place the obligation for complying with these regulations upon property owners, or occupants, where sewage originates and/or sewage producers, sewage contractors, or other persons as applicable under this title. If any provision of this title conflicts with any other local or state regulations, the more stringent shall apply.

1
2 **5.05.030 Adoption of state rules and regulations.**

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4 Chapter 246-272A WAC, On-Site Sewage Systems, is adopted by reference, as now in
5 effect or hereafter amended.

6
7 **5.05.040 Snohomish County board of health on-site sewage system**
8 **regulations.**

9
10 The provisions of chapter 246-272A WAC together with any provision found in this title
11 shall be the Snohomish County Board of Health On-Site Sewage System Regulations.
12

13 **5.05.060 Waiver requests.**

14
15 Requests for a waiver from the requirements of this title must comply with WAC 246-
16 272A-0420, as now in effect or hereafter amended, and follow the waiver application
17 process established in SCBHC 1.05.100. In addition, requests for a waiver from the
18 requirements of chapter 246-272A WAC will be reviewed and decided in accordance
19 with Washington State Department of Health publication number 337-021, titled
20 “Granting On-site Sewage System Waivers,” dated April 2025 or as hereafter amended.
21

22 **5.05.070 Fees.**

23
24 Fees related to wastewater shall be determined and periodically reviewed by the board
25 of health. Such fees shall be codified in chapter 1.40 SCBHC.
26

27 **5.05.080 Appeals.**

28
29 Any aggrieved person may appeal a final administrative decision, final determination, or
30 final order made by the health officer or a health department official in the
31 administration, interpretation, or enforcement of this title in accordance with the appeal
32 procedures under chapter 1.20 SCBHC, Right of Appeals, as now in effect or hereafter
33 amended.
34

35 **5.05.090 Historic and archaeological discovery.**

36
37 On-site sewage systems must be designed and installed in compliance with chapter
38 30.32D of the Snohomish County Code (SCC), Historic and Archaeological Resources,
39 as now in effect or hereafter amended.
40
41

1 Chapter 5.10
2 PERMIT APPLICATION AND INSTALLATION PROCEDURES FOR NEW ON-SITE
3 SEWAGE SYSTEMS
4

5 Sections:

- 6 5.10.010 Purpose.
7 5.10.020 Permit.
8 5.10.030 Installation.
9

10 **5.10.010 Purpose.**

11
12 The process herein described relates to the permit process for application proposals for
13 construction of new on-site sewage systems. This process does not apply to an
14 application to repair, replace, or alter an existing on-site sewage system.

- 15 A. Applications for a new on-site sewage system must be submitted to the health
16 department along with payment of review fees, as set forth in chapter 1.40 SCBHC.
17 The proposed OSS must be designed by a certified designer or professional
18 engineer.
19 B. A review is conducted in accordance with sewage disposal/water supply
20 requirements and department procedures. Upon review of the application, the health
21 department shall issue a written decision approving or denying the application. An
22 approved application is valid for two years and can be renewed for an additional two-
23 year period, with written concurrence from the system designer, review, and
24 approval from the health department and payment of a renewal fee.
25

26 **5.10.020 Permit.**

- 27
28 A. Upon receipt of a request for building permit clearance for the subject use from the
29 city or county building department, a permit to install the approved on-site sewage
30 system will be approved for issuance provided the building department site plan and
31 the health department site plan are compatible.
32 B. The on-site sewage system permit is valid only when issued concurrently with the
33 building/development permit. The permit will then remain valid for the term of the
34 building/development permit. Expiration or termination of the building/development
35 permit will cause the on-site sewage system permit to expire. Renewal of an expired
36 on-site sewage system permit will require submittal of a new application and
37 payment of fees, as set forth in chapter 1.40 SCBHC.
38 C. In no case will an on-site sewage system permit be issued prior to issuance of the
39 building permit for the proposed structure.
40

41 **5.10.030 Installation.**
42

- 1 A. The health department shall require certified installers to construct the on-site
- 2 sewage system, except as noted under SCBHC 5.55.120. In all cases, construction
- 3 of the on-site sewage system shall include system back fill and final grading.
- 4 B. The health officer may allow the owner of a single-family residence to install the on-
- 5 site sewage system for his/her single-family residence when:
- 6 1. The on-site sewage system is a conventional gravity; and
- 7 2. A certified installer performs all installation work not done by the resident owner.
- 8 C. The installer shall:
- 9 1. Follow the approved design. Design revisions must have the concurrence of the
- 10 designer and the health department before commencing work;
- 11 2. Have the approved design and permit in possession during installation;
- 12 3. Be on the site at all times during the construction of the on-site sewage system;
- 13 4. Install the on-site sewage system to be watertight, except for the disposal
- 14 component;
- 15 5. Upon completion, post the permit on site in a conspicuous location until such
- 16 time as the health officer has granted final approval;
- 17 6. Cover the installation only after the health officer has given approval to cover;
- 18 and
- 19 7. Back fill and grade the site to prevent surface water from accumulating over any
- 20 component of the on-site sewage system.

21
 22
Chapter 5.11
ON-SITE SEWAGE SYSTEM DESIGN AND RECORD DRAWINGS (AS-BUILT)
STANDARDS

- 23
- 24
- 25
- 26
- 27 Sections:
- 28 5.11.010 Purpose.
 - 29 5.11.020 Site identification and preparation.
 - 30 5.11.030 Application and design procedures.
 - 31 5.11.040 Record drawings (as-built) procedure.
 - 32 5.11.050 Deficiencies.

33

34 **5.11.010 Purpose.**

35

36 A completed application shall consist of adequate written and physical site information

37 to support the issuance of a permit for an on-site sewage system. Such information

38 must be presented in the prescribed written format and the proposed site prepared in

39 sufficient detail to allow visual examination of its characteristics. A uniform presentation

40 format is intended to provide consistent evidence of compliance with chapter 246-272A

41 WAC, On-Site Sewage Systems.

1
2 **5.11.020 Site identification and preparation.**
3

- 4 A. Property line shall be identified by corner flagging.
5 B. Access to the on-site sewage system site shall be flagged and identified with the
6 applicant's name or property tax account number.
7 C. The path to the on-site sewage system site shall be flagged and cleared.
8 D. Drainfield and reserve area must be sufficiently cleared so as to make ground
9 surface contours easily observable. Further staking of proposed laterals may be
10 necessary to demonstrate the feasibility of installation.
11 E. All soil log test holes shall be flagged and numbered to correspond with the lot
12 number and soil log number as shown on the design. If soil log test holes are part of
13 a proposed short plat, soil log test hole identification shall include the proposed lot
14 number.
15 1. Soil log test holes shall be placed so as to demonstrate representative soil types
16 in the on-site sewage system area and reserve area.
17 2. Provide for each single-family dwelling a minimum of three soil log test holes in
18 representative parts of the on-site sewage system area and two soil log test
19 holes in the reserve area. Drainfield areas other than for a single-family
20 residence must have at least two soil log test holes for every 500 square feet of
21 disposal area and in no case shall there be less than four soil log test holes.
22 3. Separate soil log test holes by at least 50 feet.
23 4. Soil log test holes shall be constructed, identified, and maintained to prevent
24 injury or damage to the general public.
25 5. Soil log test holes must be dug to the appropriate depth to justify meeting current
26 minimum vertical separation requirements.
27 6. Soil log test holes shall be of sufficient diameter for the reviewer to obtain
28 representative samples from the soil profile and determine soil color, texture,
29 structure of each horizon and the water table.
30 7. Soil log test holes must be kept open for inspection until review by a health
31 department official.
32 8. After health department application review has been completed, the property
33 owner/designer is responsible for backfilling and covering soil log test holes on
34 the property.
35 9. Additional tests, in accordance with WAC 246-272A-0220, may be required if in
36 the opinion of the health officer they are necessary for proper soil evaluation of a
37 specific site.
38 F. If a mound system or any other type of bed is being proposed, the four corners of
39 the mound basal area or bed corners shall be staked or flagged and labeled as
40 "mound corner" or "bed corner." Additionally, the mound or bed reserve area shall be
41 flagged or staked and identified.

1
2 **5.11.030 Application and design procedures.**
3

4 When applying for an on-site sewage system permit, the applicant shall:
5

- 6 A. Complete the application for an on-site sewage system permit form including the
7 following information:
8 1. Directions to the subject property (include vicinity map if needed);
9 2. Address or approximate address of property;
10 3. Barriers that might limit or restrict access to the site including, but not limited to:
11 a. Locked fences or gates;
12 b. Animals on the premises;
13 c. Unpaved, obstructed, or undeveloped access roads;
14 d. The need to schedule an on-site meeting;
15 4. Name of current owner and name of system designer;
16 5. Type of building proposed. If other than single-family residence, include
17 estimated daily wastewater flow;
18 6. Soil and site evaluation completed in accordance with WAC 246-272A-0220;
19 7. Identification of the source of domestic water:
20 a. If public water (any source other than an individual supply serving one
21 single-family residence) is provided, identify by name and include a letter
22 from the purveyor confirming water availability and commitment to serve; or
23 b. If an individual water supply (well) is proposed, the proposed well site must
24 be shown on the design in relation to the proposed drainfield areas. In
25 addition, a well site application (detailing the well site and its 100-foot
26 pollution control zone) may be submitted for concurrent review;
27 8. Trench depth, width, and required square footage of drainfield;
28 9. If an alternative system is proposed, include all information, construction details,
29 calculations, etc., as required in the DOH Department Standards and Guidance,
30 as well as any specific health department requirement;
31 10. Signature of designer and date of field testing; and
32 11. Any redesign submittals reflecting changes to the application cover sheet must
33 be accompanied by a new design packet.
34 B. Complete and submit an on-site sewage system design and site plan including:
35 1. A dimensional site plan drawn to a scale which shows one-inch to be equal to no
36 more than 30 feet. Indicate compass direction by using a north arrow. If the entire
37 parcel/lot cannot be included on a one-inch equals 30 feet scale, an overall site
38 plan of the lot including location of residence, drainfield and easement (if
39 proposed) shall be required in a smaller scale in addition to the one-inch equals
40 30 feet (i.e., one-inch equals 100 feet);
41 2. If a short plat is proposed an overall site plan indicating the layout of the lots (in
42 relation to each other) shall be submitted in addition to the individual designs;

- 1 3. Identification of elevations at soil log test holes and topographical contours at two
- 2 feet intervals in the drainfield and reserve area;
- 3 4. Identification and location of wells, other sources of potable water, and other
- 4 surface water bodies within 100 feet of property lines;
- 5 5. Identification and location of soil log test holes;
- 6 6. The proposed on-site sewage system and proposed site of the structure shall be
- 7 located by giving dimensions to at least two intersecting property lines. Show
- 8 driveway parking and any other proposed paving locations;
- 9 7. Any proposed well site shall be shown together with the minimum circular area of
- 10 protection having a radius no less than 100 feet;
- 11 8. Construction plan specifications to include:
- 12 a. Plumbing stub-out elevation in relation to a documented reference point;
- 13 b. A minimum and maximum trench depth;
- 14 c. An expected amount of cover soil required;
- 15 d. The lateral lengths and method of distribution; and
- 16 e. Location of interceptor, curtain or footing drains, dosing system specifications,
- 17 etc.;
- 18 9. Show all required separations as required under WAC 246-272A-0210;
- 19 10. All drainfield laterals shall be shown as dashed lines with tightlines shown as
- 20 solid lines;
- 21 11. Reserve area boundaries shall be labeled and shown by outlining, or by shading
- 22 of the area or showing the laterals using double dashed lines and identifying as
- 23 reserve;
- 24 12. If an alternative system is proposed include all information, construction details,
- 25 calculations, etc., as required in the applicable DOH Department Standards and
- 26 Guidance, together with any specific health department requirements;
- 27 13. Design shall include a trench/slope cross-section detail demonstrating
- 28 compliance with minimum vertical separation and trench depth requirements;
- 29 14. Design shall show all existing and proposed structure locations to ensure all
- 30 setback requirements are met; and
- 31 15. Other information determined to be necessary to process the application.

32

33 **5.11.040 Record drawings (as-built) procedure.**

34

35 Whenever a designer has approved an installation, a completely scaled and
36 dimensional as-built plan of the approved on-site sewage system shall be prepared by
37 the designer of the system. Record drawing forms, provided by the health department
38 shall be completed and signed by the designer and, within 30 days, forwarded to the
39 health department. In addition to the requirements outlined in WAC 246-272A-0265, the
40 following plan details are required:

- 41 A. Location of the essential components of the on-site sewage system including:
 - 42 1. Septic tank;
 - 43 2. All plumbing stub outlets;

- 1 3. Tightline between buildings and septic tank;
- 2 4. Tightline between septic tank and distribution box, inspection box, or drainfield
- 3 line;
- 4 5. Distribution box;
- 5 6. All drainfield lines. The length of each individual drainfield shall be shown
- 6 together with the total number of lineal feet of drainfield line;
- 7 7. The location of any construction feature, such as a stepdown, must be clearly
- 8 indicated;
- 9 8. Distances between drainfield lines and the edges of any cuts, banks, property
- 10 lines, lakes, streams, wells, driveways, water lines, fills, interceptor ditches;
- 11 9. Location, size, shape and placement of all structures on the building site showing
- 12 their relative location to the on-site sewage system and to any easements, water
- 13 service supply lines, property lines, etc.;
- 14 10. Location, direction of flow, and discharge point of all ground or surface water
- 15 interceptor drains;
- 16 11. Orientation of drawing with north direction by arrow;
- 17 12. Pump model number and manufacturer if applicable; and
- 18 13. Pump chamber size and dose volume if applicable.
- 19 B. Alternative system as-builts shall include applicable items described in subsection
- 20 (A) of this section together with an owner's operational manual as required in the
- 21 appropriate DOH guideline and as specified in the conditional approval letter.
- 22 C. Location, size, and dimensions of the 100 percent reserve area shall be shown in
- 23 relation to the on-site sewage system components, listed in subsection (A) and (B)
- 24 of this section.
- 25 D. Clearly indicate scale. Recommended scale is one-inch equals 20 feet. Scales
- 26 utilizing ratios in excess of one-inch equals 30 feet are not acceptable.
- 27 E. If the entire parcel/lot cannot be included on a one-inch equals 30 feet scale, an
- 28 overall site plan of the lot including house and drainfield location as well as the
- 29 easement (if necessary) shall be required in addition to the detail one-inch equals 30
- 30 feet design.

31

32 **5.11.050 Deficiencies.**

33

34 Failure to meet all of the above requirements may result in further submittal/inspection
 35 and/or payment of additional fees.

36

37

38

**Chapter 5.15
 REPAIRS AND REMODELS**

39

40 Sections:

41 5.15.010 Authority.

42 5.15.020 Purpose.

43 5.15.030 Applicability.

1 5.15.040 Remodeling approval required.
2

3 **5.15.010 Authority.**
4

5 The regulations in this chapter are established pursuant to authority vested in the board
6 of health by RCW 70.05.060 and WAC 246-272A-0013. The regulations are adopted for
7 the protection of public health through the mechanism of providing guidance to the
8 health officer with regard to the applicability of chapter 246-272A WAC to proposed
9 remodeling projects and construction of structures other than residences.
10

11 **5.15.020 Purpose.**
12

13 These rules and regulations are enacted as an exercise of the powers and duties of the
14 board of health to preserve, promote, and improve the public health. The provisions
15 herein shall be liberally construed for the accomplishment of these purposes. It is the
16 specific intent of these rules and regulations to prevent the development of any
17 property, to which a public sanitary sewer is not available, to such an extent or in such a
18 manner whereby the amount of any sewage produced on the property would exceed the
19 property's ability to dispose of and treat said sewage effluent in a manner consistent
20 with chapter 246-272A WAC.
21

22 **5.15.030 Applicability.**
23

24 Chapter 246-272A WAC shall apply whenever development or construction of a
25 structure is proposed on any property to which a sanitary sewer is not available and to
26 which water under pressure can be made available.
27

28 **5.15.040 Remodeling approval required.**
29

30 All existing buildings or structures to which additions, alterations, or improvements are
31 made after the effective date of these policies and procedures shall be served by an on-
32 site sewage system complying with chapter 246-272A WAC; provided, however, the
33 health officer may waive compliance with these requirements for existing buildings or
34 structures when additions, alterations, repairs, or improvements to the building or
35 structure are compatible with and do not adversely impact the existing on-site sewage
36 system and potential reserve grainfield area, the system is adequate to treat the on-site
37 sewage expected to be generated over the remaining useful life of the structure, and the
38 continued operation of the system will not adversely affect public health, surface water
39 quality, or groundwater quality.
40

41 A. Application for approval by the health officer of an existing on-site sewage system
42 serving an existing building undergoing addition, alteration, repair, or improvement

1 shall be made as provided in this section. The application shall be made on forms
2 provided by the health officer.

3 B. The health officer shall review all applications to determine compatibility of the
4 proposed addition, alteration, repair, or improvement with the existing on-site
5 sewage system.

6 1. Factors that must be considered shall include, but not be limited to, the following:

7 a. Location of septic tank and grainfield in relation to existing foundation and
8 proposed improvements;

9 b. Size of drainfield in relation to proposed use;

10 c. Condition of existing on-site sewage system;

11 d. Useful anticipated life of the existing on-site sewage system;

12 e. Potential for reconstruction, replacement, and/or repair of the existing on-site
13 sewage system;

14 f. Ultimate purpose of the remodeling;

15 g. Approved source of water; and

16 h. Potential use or change of use of the structure after remodeling.

17 2. The health officer may require the applicant to furnish such exhibits and
18 information as may be deemed relevant and necessary to the application.

19 C. After reviewing the application, the health officer shall notify the building authority
20 and applicant that either:

21 1. The application is approved; or

22 2. Correction is required to accommodate the application's approval; or

23 3. The application is disapproved and the reasons therefor.

24
25
26 **Chapter 5.20**
27 **LAND DIVISION REVIEW**

28
29 **Sections:**

30 5.20.010 Authority.

31 5.20.020 Purpose and policy.

32 5.20.030 Background.

33 5.20.040 Definitions.

34 5.20.050 Short subdivision review procedure.

35 5.20.060 Subdivision review procedure.

36 5.20.070 Restricted use of easements

37
38 **5.20.010 Authority.**

39
40 To protect the public health, these regulations are established pursuant to authority
41 vested in the board of health by RCW 70.05.060 and WAC 246-272A-0013. Nothing
42 contained in this chapter shall be construed to prevent the health officer from requiring

1 compliance with more stringent requirements than those contained herein where more
2 stringent requirements are essential to maintain a safe and sanitary condition.

3
4 **5.20.020 Purpose and policy.**

5
6 In accordance with state and local requirements, the health department is obligated to
7 assess a proposed land division for compliance with chapter 246-272A WAC as well as
8 chapters 6.05 through 6.20 and title 5 SCBHC. These regulations require that each lot
9 of a proposed land division be capable of supporting an on-site sewage system and 100
10 percent reserve area within the proposed lot line boundaries. Additionally, the
11 regulations contain specific requirements concerning the location of existing and
12 proposed water wells and approved source of potable drinking water.

13
14 **5.20.030 Background.**

15
16 The following process is established pursuant to chapters 6.05 through 6.20 and title 5
17 SCBHC, prescribes minimum requirements and standards for the use of on-site sewage
18 systems in land divisions, prescribing data to be disclosed to the environmental health
19 division concerning the proposed land division, and setting forth information to be
20 furnished to the environmental health division prior to any request for the health
21 department to make preliminary and final recommendations to municipal land use
22 authority for the approval of a particular land division.

23
24 **5.20.040 Definitions.**

25
26 In addition to the definitions found in chapter 246-272A WAC, the following shall apply
27 to this chapter:

28
29 “Short subdivision” means a division or redivision of land into four or less lots.

30
31 “Subdivision” means a division or redivision of land into five or greater lots.

32
33 **5.20.050 Short subdivision review procedure.**

34
35 A. *Method A – Soil survey.*

- 36 1. *Preliminary short subdivision review requirements and report.* An application
37 requesting the health department to conduct a preliminary short subdivision
38 review is received from a certified on-site sewage system designer or
39 professional engineer. Application is made on the health department form “Septic
40 Subdivision Review Application” and shall provide information as prescribed in
41 WAC 246-272A-0320, Developments, subdivisions and minimum land area
42 requirements.

- 43 a. At a minimum, the application must include the following:

- 1 (i) Applicable review fees, as set forth in chapter 1.40 SCBHC, under
2 Subdivision of Property: Short Subdivision, a) Preliminary Soil Survey.
- 3 (ii) One copy of the preliminary subdivision plat map showing: scale, north
4 arrow, proposed lot layout, proposed lot sizes, general dimensions of lots,
5 easements, existing structures, location of all existing on-site sewage
6 systems and reserve areas, general contours, streams, and surface
7 water within 100 feet of the project site, proposed well sites, wells within
8 200 feet of the project site and location of soil log test holes.
- 9 (iii) Engineer or certified designer's description of soil profile from at least two
10 soil log test holes on each proposed lot. Soil log test hole identification,
11 flagging, construction, and maintenance as well as soil descriptions shall
12 be consistent with the requirements contained in title 5 SCBHC.
- 13 (iv) Proposed source of potable drinking water.
- 14 b. Proposed lot corners are to be flagged and identified on site prior to health
15 department site review.
- 16 c. If nonpublic wells are proposed, WAC 246-272A-0320(2)(b) requires
17 configuration of each lot line to allow a water supply protection zone to fit
18 within the proposed lot lines; or water supply protection zones on more than
19 one lot when the person proposing the subdivision or development provides a
20 copy of a recorded restrictive covenant to each property that is sited partially
21 or completely within the water supply protection zone. In all cases a water
22 supply protection zone of at least a 100-foot radius for each existing or
23 proposed well site is required.
- 24 d. If a new community/public well is proposed, an application for public well site
25 inspection must be submitted, reviewed, and approved by the health
26 department. Prior to final short subdivision approval, the public water supply
27 must be constructed and approved by the health department and, when
28 applicable, by the Washington State Department of Health.
- 29 2. *Final short subdivision review requirements.* Application requesting the health
30 department to conduct a final short subdivision review is received from a certified
31 on-site sewage system designer or professional engineer with required
32 information as prescribed in WAC 246-272A-0320. Application is made on the
33 health department form "Septic Subdivision Review Application."
- 34 a. At a minimum, the application must include the following:
- 35 (i) Applicable review fees as set forth in chapter 1.40 SCBHC, under
36 Subdivision of Property: Short Subdivision, b) Final Review and
37 Recording.
- 38 (ii) One copy of the final short subdivision plat map showing: scale, north
39 arrow, final lot layout, lot sizes, dimensions of lots, roads, storm water
40 control features, easements, existing structures, all existing on-site
41 sewage systems and reserve areas, general contours, streams, and
42 surface water within 100 feet of the project site, wetlands, native growth

1 protection areas, proposed well sites, wells within 200 feet of the project
2 site and location of soil log test holes.

3 (iii) Description of soil profiles from five soil log test holes located in the
4 proposed on-site sewage system primary and reserve area on each
5 proposed lot. Soil log test hole identification, flagging, construction, and
6 maintenance as well as soil descriptions shall be consistent with the
7 requirements contained in title 5 SCBHC.

8 (iv) Scaled site designs for each proposed lot demonstrating sufficient area
9 for on-site sewage system and reserve area, lot lines, easement lines,
10 road locations, wells, surface waters, drainage features, sensitive areas,
11 and features which may impact the placement of the on-site sewage
12 system.

13 b. Lot corners must be surveyed and staked, all roads cut in, and any storm
14 water drainage system installed.

15 c. If nonpublic wells are proposed, WAC 246-272A-0320(2)(b) requires
16 configuration of each lot line to allow a water supply protection zone to fit
17 within the proposed lot lines; or water supply protection zones on more than
18 one lot when the person proposing the subdivision or development provides a
19 copy of a recorded restrictive covenant to each property that is sited partially
20 or completely within the water supply protection zone. In all cases a water
21 supply protection zone of at least a 100-foot radius for each existing or
22 proposed well site is required.

23 d. If a new community/public well is proposed, the public water supply must be
24 constructed and proven adequate. Approval by the health department and,
25 when applicable, by the Washington State Department of Health must be
26 received prior to recording.

27 e. If an existing public water supply will serve the subdivision, the water system
28 expansion must be approved by the regulatory authority and a letter of
29 availability from the water system purveyor must be submitted.

30 B. *Method B – Individual applications for on-site sewage disposal permit – Preliminary*
31 *and Final Short Subdivision Review Process.* Applications for on-site sewage
32 permits are submitted for each of the proposed lots by a certified designer or
33 professional engineer.

34 1. Payment of applicable review fees as set forth in chapter 1.40 SCBHC.

35 2. Application, design preparation, soil log test hole construction, identification,
36 flagging and maintenance as well as soil descriptions shall be consistent with the
37 requirements contained in title 5 SCBHC.

38 3. An as-built of any existing on-site sewage system must be provided along with
39 soil logs in the reserve area for any lot that has an existing dwelling.

40 4. Proposed lot corners are to be flagged and identified on site.

41 5. If nonpublic wells are proposed, WAC 246-272A-0320(2)(b) requires
42 configuration of each lot line to allow a water supply protection zone to fit within
43 the proposed lot lines; or water supply protection zones on more than one lot

1 when the person proposing the subdivision or development provides a copy of a
2 recorded restrictive covenant to each property that is sited partially or completely
3 within the water supply protection zone. In all cases a water supply protection
4 zone of at least a 100-foot radius for each existing or proposed well site is
5 required.

- 6 6. If a new community/public well is proposed, an application for public well site
7 inspection must be submitted, reviewed, and approved by the health department.
8 Prior to final short subdivision approval, the public water supply must be
9 constructed. Approval by the health department and, when applicable, by the
10 Washington State Department of Health must be received prior to recording.
11 7. If an existing public water supply will serve the subdivision, the water system
12 expansion must be approved by the regulatory authority and a letter of availability
13 from the water system purveyor must be submitted.

14
15 **5.20.060 Subdivision review procedure.**

16
17 A. *Preliminary subdivision review requirements and report.* Application requesting the
18 health department to conduct a preliminary subdivision review is received from a
19 certified on-site sewage system designer or professional engineer. Application is
20 made on the health department form "Septic Subdivision Review Application" and
21 shall provide information as prescribed in WAC 246-272A-0320, Developments,
22 subdivisions, and minimum land area requirements.

- 23 1. At a minimum, the application must include the following:
24 a. Applicable review fees as set forth in chapter 1.40 SCBHC, under Subdivision
25 of Property.
26 b. One copy of the preliminary plat map showing: scale, north arrow, proposed
27 lot layout, proposed lot sizes, general dimensions of lots, easements, existing
28 structures, location of all existing on-site sewage systems and reserve areas,
29 general contours, streams, and surface water within 100 feet of the project
30 site, proposed well sites, wells within 200 feet of the project site, and location
31 of preliminary soil log test holes.
32 c. Preliminary large long plat soil review (lots five acre minimum) applications
33 shall include a plat map showing the location together with soil profile
34 descriptions of the designer's or professional engineer's preliminary test pits.
35 Backhoe pits as described in subsection (A)(3) of this section are to be
36 provided for the health department at the time of field review.
37 d. Proposed source of potable drinking water for each proposed lot.
38 2. Reference points must be identified on site for the purpose of identifying map
39 locations in the field (i.e., traverse lines, identified in field, depicted on preliminary
40 plat map).
41 3. Applicant's certified designer or professional engineer will coordinate a detailed
42 review of the site and soils with the health department representative at which

1 time backhoe pits or equivalent prepared and maintained in accordance with
2 WAC 246-272A-0220(3) shall be provided.

3 a. A backhoe should be available on site for additional holes and to backfill pits
4 after soil profiles have been recorded.

5 b. A minimum of one soil log per proposed lot must be provided for review.

6 c. Soil profile descriptions and locations are to be recorded by the designer or
7 professional engineer who shall also show the location of test pits accurately
8 on subsequent preliminary plat maps.

9 d. In accordance with WAC 246-272A-0220, the owner of the property or
10 owner's agent is responsible for constructing and maintaining the soil log test
11 hole excavation in a manner to prevent physical injury. The health department
12 recommends any excavation be done the same day as the soil log test holes
13 are examined. Furthermore, the health department recommends backfilling all
14 soil log test holes as soon as the soil logs are recorded, but not later than the
15 end of the day that the logs are reviewed. The health department assumes no
16 responsibility for test pit backfilling or uncovered test pits.

17 4. A copy of the preliminary plat map showing locations of soil log test holes are to
18 be submitted prior to health department preliminary plat recommendation to the
19 lead agency.

20 5. If nonpublic wells are proposed, WAC 246-272A-0320(2)(b) requires
21 configuration of each lot line to allow a water supply protection zone to fit within
22 the proposed lot lines; or water supply protection zones on more than one lot
23 when the person proposing the subdivision or development provides a copy of a
24 recorded restrictive covenant to each property that is sited partially or completely
25 within the water supply protection zone. In all cases a water supply protection
26 zone of at least a 100-foot radius for each existing or proposed well site is
27 required.

28 6. If a new community/public well is proposed, an application for public well site
29 inspection must be submitted, reviewed, and approved by the health department.
30 Prior to final long plat approval, the public water supply must be constructed and
31 approved by the health department and, when applicable, by the Washington
32 State Department of Health.

33 B. *Final subdivision review requirements.* Application requesting the health department
34 to conduct a final subdivision review is received from a certified on-site sewage
35 system designer or professional engineer with required information as prescribed in
36 WAC 246-272A-0320 and title 5 SCBHC. Application is made on the health
37 department form "Septic Subdivision Review Application."

38 1. At a minimum, the application must include the following:

39 a. Applicable review fees as set forth in chapter 1.40 SCBHC under Subdivision
40 of Property: Long Plat, Recording.

41 b. One copy of the final plat map showing: scale, north arrow, final lot layout, lot
42 sizes, dimensions of lots, roads, storm water control features, easements,
43 existing structures, all existing on-site sewage systems and reserve areas,

- 1 general contours, streams, and surface water within 100 feet of the project
 2 site, wetlands, native growth protection areas, proposed well sites, wells
 3 within 200 feet of the project site, and location of soil log test holes.
- 4 c. Scaled site design for each proposed lot demonstrating sufficient area for on-
 5 site sewage system and reserve area, lot lines, easement lines, road
 6 locations, wells, surface waters, drainage features, sensitive areas, and
 7 features which may impact the placement of the on-site sewage system.
- 8 2. Lot corners must be surveyed and staked, all roads cut in, and any storm water
 9 drainage system installed.
- 10 3. If nonpublic wells are proposed, WAC 246-272A-0320(2)(b) requires
 11 configuration of each lot line to allow a water supply protection zone to fit within
 12 the proposed lot lines; or water supply protection zones on more than one lot
 13 when the person proposing the subdivision or development provides a copy of a
 14 recorded restrictive covenant to each property that is sited partially or completely
 15 within the water supply protection zone. In all cases a water supply protection
 16 zone of at least a 100-foot radius for each existing or proposed well site is
 17 required.
- 18 4. If a new community/public well is proposed, the public water supply must be
 19 constructed and approved by the health department and, when applicable, by the
 20 Washington State Department of Health.
- 21 5. If an existing public water supply will serve the subdivision, the water system
 22 expansion must be approved by the regulatory authority and a letter of availability
 23 from the water system purveyor must be submitted.

24
 25 **5.20.070 Restricted use of easements**

26
 27 For the creation of new lots, all piping, treatment devices or other facilities that
 28 convey, store, treat or dispose of sewage, including replacement systems, shall be
 29 located within the boundaries of the lot where the sewage originates.

30
 31 **Chapter 5.25**
 32 **COMMUNITY SYSTEMS**

33 Sections:

- 34 5.25.010 Authority and purpose.
 35 5.25.020 Applicability.
 36 5.25.030 Definitions.
 37 5.25.040 Community on-site sewage systems.

38
 39 **5.25.010 Authority and purpose.**

40
 41 A. *Authority.* The regulations in this chapter are established pursuant to preserve,
 42 promote, and improve the public health by authority vested in the board of health by
 43 RCW 70.05.060 and WAC 246-272A-0013.

1
2 B. *Purpose.* These regulations are adopted for the protection of public health through
3 the mechanism of establishing design guidelines together with ongoing operation
4 and management requirements for community on-site sewage systems as further
5 defined hereinafter. The provisions herein shall be liberally construed for the
6 accomplishment of these purposes.
7

8 **5.25.020 Applicability.**
9

- 10 A. These policies and procedures shall apply to all lots, parcels, and tracts not served
11 by public sewer without regard to whether such lots, parcels, or tracts may have
12 been in existence prior to the effective date of these policies and procedures.
13 B. All existing buildings or structures served by a community on-site sewage system to
14 which additions, alterations, or improvements are proposed shall comply with
15 chapter 5.15 SCBHC and these policies and procedures.
16 C. Deviations from these policies and procedures may be granted only for repair of
17 existing, failing, on-site sewage systems which cannot meet current regulations and
18 these policies and procedures because of site limitation.
19 D. Nonexpanding, existing/approved community on-site sewage systems are exempt
20 from these policies and procedures.
21

22 **5.25.030 Definitions.**
23

24 In addition to the definitions found in chapter 246-272A WAC, the following shall apply
25 to this chapter:
26

27 “Community on-site sewage system” means any on-site sewage system having more
28 than one service with an anticipated flow of less than 3,500 gallons per day and where
29 services are located on more than one parcel of land.
30

31 “Service” means a connection to an on-site sewage system designed to serve a single-
32 family residence, commercial structure, dwelling unit, or equivalent use.
33

34 **5.25.040 Community on-site sewage systems.**
35

- 36 A. Design of these systems shall comply with chapter 246-272B WAC.
37 B. Prior to construction, plans and specifications for community on-site sewage
38 systems shall be submitted to and approved by the health officer or delegated
39 representative.
40 1. *Submission of plans and specifications.*
41 a. Before installing or entering into a contract for installing a community system,
42 an on-site sewage system application with complete plans and specifications
43 shall be submitted to and approved by the health department. Upon receipt of

- 1 written approval by the health officer or delegated representative the plans
2 and specifications shall be adhered to unless deviations are first submitted to
3 and receive written approval of the health officer or delegated representative.
- 4 b. A detailed operation and maintenance manual, fully describing the treatment
5 and systems and outlining routine maintenance procedures for proper
6 operation of the system, shall be submitted prior to final approval of the
7 system.
- 8 2. All applications, plans and specifications for new community on-site sewage
9 systems, extensions, or alterations, shall be prepared by a sewage disposal
10 designer certified with the health department or a Washington State registered
11 professional engineer.
- 12 3. Management and maintenance of community on-site sewage systems shall be
13 provided by a public agency as defined in RCW 39.34.020 acting as the
14 management authority or acting as a third-party trust if management is performed
15 by a private entity. The management system shall comply with chapter 246-272B
16 WAC, as now in effect or hereafter amended.
- 17 a. The fee for review of the proposed waste management document is set by
18 the board of health, as set forth in chapter 1.40 SCBHC.
- 19 b. The application shall be accompanied by an opinion letter from an attorney
20 licensed to practice law in the state of Washington representing that the
21 management agreement complies with all applicable laws and regulations
22 and is a valid and binding obligation of all parties thereto. The opinion letter
23 shall be in such form as the health officer or delegated representative may
24 require.
- 25 c. The management authority shall prepare a user's manual which describes the
26 responsibilities and duties of the user along with precautionary information as
27 may be necessary to preclude inadvertent abuse to the sewage system. A
28 copy of such manual shall be provided to each user at the time of purchase.
- 29 4. After approval of the application and design by the health department, an on-site
30 sewage system installation permit shall be obtained prior to installing the
31 community system. When applicable, on-site sewage disposal system installation
32 permits shall be obtained for each structure prior to the septic tank, pump, or
33 dosing tank and connecting line to the community system being installed.

Chapter 5.30

USE OF SAND FILTER SYSTEM/MOUND SYSTEM ON SITES WITH 12 INCHES TO 18 INCHES OF SUITABLE SOIL, USE OF BOOT WITH SAND FILTER LINER

Sections:

- 40 5.30.010 Sand filter system – purpose.
41 5.30.020 Sand filter liner – purpose.
42 5.30.030 Sand filter liner – standards.

1
2 **5.30.010 Sand filter system – purpose.**
3

4 The health department may approve the use of a mound system preceded by a sand
5 filter for existing legal lots of record when site conditions comply with all requirements
6 described in Recommended Standards and Guidance for Performance, Application,
7 Design and Operation and Maintenance Mound Systems, July 1, 2007.
8

9 The health department will not approve the creation of new lots, parcels, or tracts that
10 would utilize the sand filter/mound system on sites with only 12 inches to 18 inches of
11 suitable soil.
12

13 **5.30.020 Sand filter liner – purpose.**
14

15 The following standards are for the design and construction of a sand filter using a
16 synthetic membrane-lined pit with an underdrain and attached underdrain boot. These
17 standards are established to assure that the boot is used as designed by the
18 manufacturer, to assure that leakage at the boot is prevented through good design and
19 construction practice, and to allow for testing the performance of the boot installation.
20

21 **5.30.030 Sand filter liner – standards.**
22

- 23 A. The system designer is to identify the use of a sand filter liner with underdrain and
24 boot as a part of the application for on-site sewage disposal permit and provide
25 specifications detailing design and installation requirements.
26 B. The boot is to be installed by the manufacturer or the manufacturer’s representative.
27 C. The boot outlet is to be bedded in sand.
28 D. The boot is to be sized to accommodate a four-inch underdrain outlet pipe.
29 E. The boot is to be secured to the four-inch outlet pipe with two stainless steel bands
30 and screws and sealant strips as recommended by the manufacturer.
31 F. The underdrain is to be designed in accordance with Recommended Standards and
32 Guidance for Performance, Application, Design, and Operation and Maintenance
33 Intermittent Sand Filter Systems, July 1, 2007, Appendix C, Underdrains, and exit
34 the side of the liner.
35 G. Sewer pipe from the sand filter to the drainfield shall be ASTM 3034 ring tight.
36 H. The trench from the sand filter to the drainfield shall be backfilled with a minimum
37 five-foot clay or hardpan dam to prevent the trench from acting as a conduit for
38 groundwater movement towards the drainfield.
39 I. During the initial implementation period of this procedure, the health department may
40 require performance testing of the sand filter/boot for leakage. The need for a
41 performance test shall be discussed and agreed upon at the preconstruction
42 conference. The performance test shall be conducted by:
43 1. Block outlet pipe.

2. Fill underdrain gravel with water.
3. Measure and record elevation of water through observation/inspection port.
4. Let stand 24 hours minimum.
5. Measure and record elevation of water through observation/inspection port.
6. No allowable drop in the water level.

Chapter 5.55
ON-SITE SEWAGE SYSTEM CONTRACTOR REGULATIONS

Sections:

- 5.55.010 Authority and purpose.
- 5.55.020 Applicability.
- 5.55.030 Definitions.
- 5.55.040 Certificate required.
- 5.55.050 Duties and obligations.
- 5.55.060 OSS contractor certification.
- 5.55.070 OSS contractor company certification.
- 5.55.080 Monitoring and maintenance inspection.
- 5.55.090 Limited repair measures.
- 5.55.100 Reporting requirements.
- 5.55.110 Installation requirements.
- 5.55.120 Health officer approval required for owner installations.
- 5.55.130 Owner's responsibility.

5.55.10 Authority and purpose.

- A. *Authority:* The board of health adopts these regulations under the authority granted in RCW 70.05.060 and chapter 246-272A WAC. WAC 246-272A-0340, authorizes the health officer to establish programs for the certification of OSS installers, monitoring and maintenance specialists, and pumpers.
- B. *Purpose:* The purpose of this chapter is to establish regulations for the certified on-site sewage system (OSS) contractor program administered by the health department, by setting forth:
 1. Minimum competency standards for OSS installers, monitoring and maintenance specialists, and pumpers operating within the jurisdiction of the health department;
 2. Specific requirements for the certification of such individuals and the activities associated with OSS installation, monitoring, maintenance, and pumping.
 3. Minimum requirements for reporting activities and observations related to OSS installation, monitoring, maintenance, and pumping.

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5.55.020 Applicability.

The following rules contained herein apply to all persons and companies engaged in the commercial activity of installing, monitoring and maintaining, and pumping all or any part of the OSS.

5.55.030 Definitions.

In addition to the definitions found in chapter 246-272A WAC, the following shall apply to this chapter:

“Certificate of competency” or “certification” means a document issued by the health department indicating an individual’s satisfactory completion of the application and testing procedures relative to an installer, monitoring and maintenance specialist, or pumper.

“Certification by reciprocity” means current certification or licensure as a monitoring and maintenance specialist in a local health jurisdiction with an examination process deemed acceptable by the health department’s director of environmental health.

“Certified company” means a business entity which employs individuals possessing an installer, monitoring and maintenance, and/or pumper certification.

“Design.” An OSS design shall consist of a complete scale drawing of the site plan showing the proposed on-site sewage system installation, including all relevant values and details, and using the format and application forms provided by the health department. The presentation of requisite soil log test holes, information, and markers at the site of the intended development is considered to be part of the design.

“DOH” means the Washington State Department of Health.

“Inspection” means a complete and thorough evaluation of OSS components and the ground surface over the gravity subsurface soil absorption system (SSAS). The evaluation of proprietary and nonproprietary pretreatment devices, SSAS other than conventional gravity and other related components such as timers and control panels must be deferred to a certified monitoring and maintenance specialist. Inspection may also include other incidental activities enumerated within the supplemental procedures or for which prior approval has been granted by the health department.

“Installer” means a person who personally holds an installer certificate issued by the health department of competency and performs the actual work of installing, repairing,

1 and renovating on-site sewage treatment and disposal systems. A homeowner may act
2 in the capacity of the installer and install his/her own system in accordance with SCBHC
3 5.55.120.

4
5 “Limited repair measure” or “minor repair” means the repair or replacement of existing
6 damaged or malfunctioning OSS components as defined in WAC 246-272A-0010 under
7 “minor repair”. “Limited repair measure” as defined in title 5 SCBHC is synonymous with
8 “minor repair” as that term is defined in chapter 246-272A WAC.

9
10 “Limited repair report (for limited repair measures)” or “minor repair report (for minor
11 repairs)” means a documentation of limited repair measures or minor repair work
12 performed, submitted in the format and by the means designated by the health officer
13 within 30 days from the date of service in accordance with SCBHC 5.55.100.

14
15 “Monitoring and maintenance specialist” means a person who personally holds a
16 monitoring and maintenance certificate of competency issued by the health department
17 and performs the actual work of monitoring, maintaining, and limited repairs of on-site
18 sewage treatment and disposal systems.

19
20 “On-site sewage system contractor” or “OSS contractor” or “contractor” means a person
21 who is in possession of an installer, monitoring and maintenance specialist, or pumper
22 certificate of competency.

23 “Permit” means written approval from the health department to construct or repair an
24 OSS in accordance with an approved design and use.

25
26 “Professional development hour” or “(PDH)” means the equivalent to one hour
27 participation in trainings or seminars where the major topic is related to OSS
28 regulations, practices, or products.

29
30 “Pumper” means a person that personally holds a pumper certificate of competency
31 issued by the health department and performs the actual work of removal of septic tank
32 and/or sewage holding tank contents and the inspection and/or limited repair measures
33 of conventional gravity or pump to gravity on-site sewage systems.

34
35 “Pumper’s manual” means a manual developed and distributed by the health
36 department that outlines minimum standards, procedures, and essential information for
37 pumps.

38
39 “Violation” means any of the following:

- 40
41 A. The construction or omission of any significant element of an on-site sewage
42 system which, if left uncorrected, may result in the malfunction of the

- 1 wastewater treatment or disposal system, or would allow the use of the
2 system to circumvent required treatment and disposal of wastewater;
- 3 B. OSS construction work that is performed without a permit or approval from
4 the health department. This includes but is not limited to: a drainfield
5 installation in violation of the applicable rules and regulations; an installation
6 not fitting the size, shape or topography of the site or its setbacks; use of
7 inadequate construction materials, devices or methods; a sewage disposal
8 system construction flaw that could allow the contamination of groundwater;
9 an on-site sewage system that is installed at an unsafe distance from a water
10 supply or surface water; OSS construction that could malfunction or allow
11 sewage to discharge to the surface;
 - 12 C. Any OSS work that is performed outside the scope of that individual's
13 certificate of competency;
 - 14 D. Performance of services not consistent with these regulations and health
15 department's minimum standards, procedures, and information for septic tank
16 pumpers as set forth in the pumper's manual and under chapter 246-272A
17 WAC;
 - 18 E. On-site sewage system construction or repair work that is performed beyond
19 the scope of limited (minor) repair measures as defined by these regulations;
 - 20 F. Failure to electronically submit limited (minor) repair reports, monitoring and
21 maintenance reports, or pumping reports to the health department no later
22 than 30 days from the date the work was completed as required by these
23 regulations;
 - 24 G. Failure to electronically submit a limited (minor) repair report, monitoring and
25 maintenance report, or pumping report to the health department within 24
26 hours upon discovery of an OSS failure, or by the end of the next business
27 day, whichever is later;
 - 28 H. Omission of any significant element of an of an on-site sewage system
29 monitoring inspection or maintenance activity which, if left uncorrected, may
30 result in the malfunction of the wastewater treatment or disposal system, or
31 would allow the use of the system to circumvent required treatment and
32 disposal of wastewater; or
 - 33 I. Failure to truthfully report all pertinent observations and activities associated
34 with the pumping or monitoring and maintenance of an OSS.

35
36 "Violation notice" means a written determination that the named OSS installer,
37 monitoring and maintenance specialist, or pumper and/or certified company has
38 committed a violation of these rules or regulations.

39
40 "WOSSA" means the Washington On-Site Sewage Association.
41
42

1 **5.55.040 Certificate required.**

- 2
- 3 A. No person shall engage directly or indirectly in the installation, monitoring and
4 maintenance, or pumping on all or any part of an OSS without first having obtained
5 the applicable certificate of competency from the health department.
6 B. A certificate of competency shall be nontransferable.
7 C. Each certified person shall conduct their work in the employ of a certified company
8 appropriate to the work performed, provide to the health department the name of the
9 certified company with which they are employed, and shall notify the health
10 department within 30 days of any employment changes.
11 D. When complying with the requirements of this chapter, the certified person
12 represents the certified company with which they are employed. The certified
13 company, as well as the certified person, may be subject to disciplinary action for
14 violating the requirements of this chapter.

15

16 **5.55.050 Duties and obligations.**

- 17
- 18 A. *Installers.* By virtue of performing OSS construction, an installer shall comply with
19 the minimum requirements for on-site sewage which includes proper installation of
20 an approved system design in conformance with health department standards. All
21 installation work is subject to inspection and approval prior to use.
22 B. *Monitoring and maintenance specialists.* By virtue of performing OSS maintenance,
23 a monitoring and maintenance specialist shall comply with the minimum
24 requirements for OSS which includes proper OSS monitoring and maintenance in
25 conformance with health department standards. These standards include any
26 applicable health department policies, chapter 246-272A WAC, and DOH
27 department standards and guidance. Further, it is the monitoring and maintenance
28 specialist's responsibility to be knowledgeable regarding any proprietary or public
29 domain technologies they monitor or maintain. All maintenance work and associated
30 records are subject to health department inspection and review to determine
31 compliance with these requirements.
32 C. *Pumpers.* By virtue of performing OSS pumping, inspection and/or servicing, a
33 pumper shall comply with the minimum requirements of these rules and regulations
34 and chapter 246-272A WAC including proper OSS pumping, inspection, and
35 servicing in conformance with health department standards. These standards
36 include any applicable health department policies, chapter 246-272A WAC and DOH
37 standards and guidance. All pumping work and associated records are subject to
38 health department inspection and review to determine compliance with these
39 requirements.

40

41 **5.55.060 OSS contractor certification.**

42

- 1 A. *Qualification.* Under these regulations a person shall be subjected to testing, as is
2 further defined herein, as well as be obligated to obtain a Washington State general
3 or specialty contractor license to be a certified installer, maintenance and monitoring,
4 or pumping specialist. Each person applying for certification as a monitoring and
5 maintenance specialist must demonstrate the equivalent of two years' work
6 experience related to OSS design and/or installation. A determination by health
7 department staff that an applicant does not satisfy the qualification and experience
8 requirements of this section, may be appealed to the director of environmental
9 health whose decision shall be final and not subject to administrative appeal under
10 chapter 1.20 SCBHC, right of appeals.
- 11 B. *Term.* A certificate of competency is valid from the date of issue through December
12 31 of the year of issue unless otherwise suspended or revoked.
- 13 C. *Application and testing.* Upon the health department receiving a complete
14 application and any applicable fees, a certification of competency shall be
15 determined in the following manner:
- 16 1. Installer exam process:
- 17 a. A written exam to determine the applicant's knowledge of public health
18 problems involved in on-site treatment and disposal of sewage; of water and
19 wastewater rules, regulations and policies; of standards of design,
20 construction and installation; of soil/site evaluation; and of sewage treatment
21 theory. If the applicant scores below 70 percent on the written exam, the
22 applicant fails that exam and must wait until the next scheduled examination
23 to re-take the exam and may not continue with any other part of this
24 examination.
- 25 b. A practical field exercise consisting of the examination of a site for a proposed
26 OSS installation, at a time and place selected by the health officer, and a
27 verbal description of methods of installation, and submittal of a preliminary
28 written bid for construction of the proposed OSS including an itemization of
29 materials, equipment, and labor costs. This exercise must be taken within 90
30 days of passing the written examination and completed to the satisfaction of
31 the health officer; otherwise, the applicant will be required to retake the entire
32 testing procedure.
- 33 2. Monitoring and maintenance exam process:
- 34 a. A score of 70 percent or greater for each exam portion on the WOSSA
35 administered O&M specialist examination. Scores may not be combined to
36 achieve 70 percent; or
- 37 b. A passing score on an examination administered by a local health jurisdiction,
38 as determined by that jurisdiction, to be deemed relevant to the knowledge
39 expectations of the health department.
- 40 3. Pumper exam process:
- 41 a. A written exam to determine the applicant's knowledge of public health
42 problems involved in on-site treatment and disposal of sewage; of water and
43 wastewater rules, regulations, and policies; of these rules and regulations;

1 and, of standards and procedures for septic tank maintenance and limited
2 repair measures as contained in the pumper's manual. If the applicant scores
3 below 70 percent on the written exam, the applicant fails that exam and must
4 wait until the next scheduled examination to retake the exam and may not
5 continue with any other part of this examination.

- 6 b. A satisfactory oral review with the health officer of the test results completes
7 the exam.

8 Test results for the purpose of certification will be valid for 90 days from issuance.
9 Failure to complete requirements for a certification of competency within 90 days of
10 testing will require reapplication and reexamination unless an extension is granted
11 by the health officer.

12 D. *Issuance.* A certificate of competency will be issued by the health officer to qualified
13 applicants who have passed the applicable written examination, field exercise, oral
14 review, and otherwise complied with the other licensing and bonding requirements
15 contained herein demonstrating the applicant is qualified to perform OSS work
16 consistent with the certificate being sought. This certification of competency does not
17 constitute a guaranty, a warranty, or any representation by the health department of
18 specific work or performance of the certificate holder. Certificates of competency are
19 nontransferable.

- 20 1. A certificate of competency shall be issued to installers and monitoring and
21 maintenance specialists upon:
22 a. Determination of competency through testing as described in subsection (C)
23 of this section;
24 b. Proof of a current, valid general or specialty contractor license issued by
25 Washington State; and
26 c. Payment of the annual certification fee as set forth in chapter 1.40 SCBHC.
27 2. A certificate of competency shall be issued to pumpers upon:
28 a. Meeting the requirements set forth under subsection (D)(1)(a) through
29 (D)(1)(c) of this section;
30 b. Satisfactory review of the applicant's pumping equipment consistent with the
31 equipment requirements established in the pumper's manual; and
32 c. Confirmation of a septage dump site approved by the Washington State
33 Department of Ecology.

34 E. *Renewals.* Certificates of competency must be renewed annually prior to December
35 31 of the calendar year of issuance. Renewals of a certificate of competency will not
36 be charged a late fee if the applicable requirements, as set forth in subsection (E)(1)
37 or (E)(2) of this section, are met prior to the last day of February of the calendar year
38 after expiration. From March 1 through March 31, a late fee, as set forth in chapter
39 1.40 SCBHC, shall be assessed on applications for renewal. After March 31, the
40 certificate will be nonrenewable, and the OSS contractor must apply for a new
41 certification under subsection (C) of this section. An OSS contractor shall not
42 undertake any work without a current certificate of competency.

- 1 1. A certificate of competency shall be renewed to installers and monitoring and
2 maintenance specialists upon:
 - 3 a. Proof of a current, valid general or specialty contractor license issued by
4 Washington State; and
 - 5 b. Payment of the annual certification fee as set forth chapter 1.40 SCBHC.
- 6 2. A certificate of competency shall be renewed to pumpers upon:
 - 7 a. Meeting the requirements of subsection (E)(1)(a) and (E)(1)(b) of this section;
 - 8 b. Satisfactory review of the applicant's pumping equipment consistent with the
9 equipment requirements established in the pumper's manual; and
 - 10 c. Confirmation of a septage dump site approved by the Washington State
11 Department of Ecology.
- 12 F. *Suspension and revocation.* The health officer may suspend or revoke any certificate
13 of competency upon determining that the OSS contractor has performed any work
14 with negligence, incompetence, misrepresentation, or violation of the rules,
15 regulations, guidelines, policies, or practices adopted by the health department
16 which pertain to water supply and wastewater disposal, either existing at the time of
17 certification or as thereafter enacted. The OSS contractor shall be notified of any
18 issuance of violation, as well as any suspension or revocation of a certificate of
19 competency, in accordance with SCBHC 1.05.060.
- 20 G. *Suspension.* The certificate of competency may be suspended by the health officer
21 for any of the following reasons:
 - 22 1. *Violation.* When the health officer finds that the OSS contractor has committed a
23 violation of the regulations, principles, or practices of OSS installation, monitoring
24 and maintenance, septic pumping, or system servicing, a notice of violation shall
25 be issued. Where such violation notice constitutes the third notice of violation
26 within any 12-month period, the OSS contractor shall also be notified of the
27 immediate suspension of the certificate of competency.
 - 28 2. Upon finding that the conditions of the certificate of competency are no longer in
29 effect, specifically the maintenance of the Washington State contractor license,
30 or by the abandonment of the occupation either by relocation out of state, or by
31 inactivity for more than one year.
 - 32 3. For committing a violation that would allow the existence of a real or potentially
33 serious threat to the public health or to the quality of surface and groundwaters,
34 or for making any serious, material misrepresentation of major facts as part of the
35 construction of any OSS.
- 36 H. *Reinstatement after suspension.*
 - 37 1. The OSS contractor may make written application for reinstatement to the health
38 officer, specifying what practices, performance, and conditions that were named
39 as grounds for suspension have been remedied, and a description of changes in
40 performance that will occur which will directly avoid the repetition of past
41 violations.
 - 42 2. The health officer, upon determining that noted deficiencies have been
43 satisfactorily addressed, shall allow the applicable OSS contractor to schedule

1 the next available test. Recertification is subject to the OSS contractor's
2 successful completion of the application and testing procedure and payment of
3 testing and licensing fees as per subsections (C) and (D) of this section.

- 4 3. Upon proof of reinstatement of the performance bond or contractor's license,
5 where that is the only fault, the certificate of competency may be immediately
6 reinstated by the health officer.

7 I. *Appeal of suspension.*

- 8 1. Appeals of a suspension of a certificate of competency shall be conducted in
9 accordance with chapter 1.20 SCBHC.
10 2. Suspension of the certificate of competency will be stayed pending outcome of
11 the final hearing unless, in the opinion of the health officer, there exists an
12 imminent health hazard that would result from the continued activity of the OSS
13 contractor.

14 J. *Revocation.* The certificate of competency may be revoked for any of the following
15 reasons:

- 16 1. A violation of a severity and magnitude that, in the opinion of the health officer,
17 warrants immediate revocation. Including but not limited to:
18 a. The creation of an extremely serious health hazard;
19 b. The concealment of major facts or pertinent information regarding OSS work;
20 c. Allowing another to submit work using the name on the certificate of
21 competency;
22 d. Using the name of another certificate holder; fraudulent representation; or
23 e. Asserting undue influence on or interference with health department staff.
24 2. When a violation has resulted in the issuance of a notice of violation beyond the
25 second suspension of certification, the certificate may be subject to revocation by
26 the health officer.

27 K. *Revocation decision.* The health officer will not revoke a certificate of competency
28 until an opportunity has been provided for an administrative review before the health
29 officer or the health officer's designee. Certificates shall be revoked through
30 issuance of a health officer's order, to be mailed to the certificate holder in
31 accordance with SCBHC 1.05.060.

32 L. *Reinstatement after revocation.* Once revoked, a certificate of competency will not be
33 granted to the OSS contractor at any time within the subsequent three-year period
34 from the date of notification. After the subsequent three-year period from the date of
35 notification, the OSS contractor must apply for a new certification under subsection
36 (C) of this section.

37 M. *Appeal of revocation.* Appeals of a revocation of a certificate of competency shall be
38 conducted in accordance with chapter 1.20 SCBHC.

39 N. *OSS work without certification.* A person found to be engaging in the business of
40 OSS installation or repair, monitoring and maintenance, pumping, inspecting, or
41 servicing without applicable certificate of competency shall be notified by the health
42 officer, in accordance with SCBHC 1.05.060, of these requirements. If eligible, the
43 person is to submit for examination at the next regularly scheduled time and pay the

1 test and certification fee. Refusal to comply with these requirements shall make the
2 person ineligible for certification for three years.

3 O. *Fees*. An applicant for a certificate of competency must submit the fees in chapter
4 1.40 prior to issuance of a certificate of competency. Application for reinstatement
5 following suspension or revocation requires submittal of the appropriate annual
6 certificate and examination fees under chapter 1.40 by the OSS contractor.

7 P. *Professional development hours (PDHs)*.

8 1. Each person holding a monitoring and maintenance specialist certificate of
9 competency shall obtain 10 PDHs per year, beginning with the first year in which
10 they are certified for greater than 10 months. PDHs earned in excess of the 10 per
11 year requirement may be carried over to the next calendar year. PDHs carried over
12 expire December 31 of the year they are carried over to. It is the monitoring and
13 maintenance specialist's responsibility to maintain adequate records concerning
14 PDHs. The health department reserves the right of auditing PDHs at time of
15 certificate of competency renewal.

16 2. Signature confirmation concerning earned PDHs must be provided on the
17 appropriate form(s) at time of certification renewal for monitoring and maintenance
18 specialists. The health department may audit up to 20 percent of the applicants in
19 any calendar year concerning their PDHs by being required to document their
20 participation in the listed events as a condition of renewal. Any person thus audited
21 will not be audited in the next calendar year.

22 Q. *Good standing*. The OSS contractor must be current and in good standing on all
23 reports and submission fees.

24 R. *Restrictions*. An OSS contractor certificate of competency does not allow an
25 individual pumper to perform construction or repair work outside the scope of limited
26 repair measures as defined in these regulations. In addition, an individual installer
27 who also holds a designer's license may not concurrently act as both the installer
28 and the designer of the same system.

29
30 **5.55.070 OSS contractor company certification.**

31
32 Each company applying for certification or recertification must satisfy the following:
33

34 A. *Fees*. Fees as adopted by the board of health must be submitted prior to issuance of
35 an OSS contractor company certificate of competency. Application for reinstatement
36 following suspension or revocation requires submittal of appropriate annual fee.

37 B. *Provider list*. Annual submittal of a list of OSS contractors who will be performing the
38 work on the company's behalf. A minimum of one certified OSS contractor shall be
39 required for each company.

40 C. *Contractor's license*. Each OSS contractor company must hold a Washington State
41 general contractor's license or applicable specialty contractor's license. A copy of
42 the applicable valid contractor's license must be submitted to the health department
43 prior to initial certification and annually thereafter at time of certification renewal. The

1 OSS contractor provider list shall be maintained and distributed by the health
2 department and will be organized alphabetically by company name.

3 D. *Equipment inspection.* For pumper company certification, satisfactory review of the
4 applicant's pumping equipment consistent with the equipment requirements
5 established in the pumper's manual.

6 E. *Good standing.* Be current and in good standing on all reports and submission fees.
7

8 **5.55.080 Monitoring and maintenance inspection.**
9

10 A. *Pumpers.* A monitoring and maintenance inspection conducted by pumpers involves
11 a complete and thorough evaluation of OSS components and the ground surface of a
12 conventional gravity or pump-to-gravity subsurface soil absorption system (SSAS)
13 where no pretreatment or disinfection occurs. The contents of the inspection will
14 include, but will not necessarily be limited to:

- 15 1. Condition of the septic tank, pump tank and grease trap as well as determining
16 the need for pumping.
- 17 2. Condition of baffles, lids, risers, and filters.
- 18 3. Condition and operation of the pump, floats, alarm, valves, etc.
- 19 4. Visual observation of the gravity SSAS and monitoring ports if so equipped.

20 B. *Monitoring and maintenance specialists.* A monitoring and maintenance inspection
21 conducted by a monitoring and maintenance specialist includes the evaluation of
22 pretreatment devices, all SSAS, and other related components such as timers,
23 control panels, and disinfection equipment, in addition to all items listed in
24 subsection (A) of this section.
25

26 **5.55.090 Limited repair measures.**
27

28 A. *General.* An OSS contractor may perform limited repair measures as defined in
29 SCBHC 5.55.030.

30 B. *Pumpers.* In addition to those items defined as limited repair measures in SCBHC
31 5.55.030, a certified pumper may also perform the following activities on a permitted
32 conventional gravity or pump-to-gravity subsurface soil absorption system (SSAS),
33 provided that no pretreatment or disinfection occurs:

- 34 1. Repair of sewage transport lines.
- 35 2. Repair or replacement of pump, floats and/or baffle screen.
- 36 3. Clearing of blocked sewage transport lines.
- 37 4. Provided there exists an approved as-built for the system, repair or replace the
38 distribution box (D-Box) on gravity systems.

39 C. *Monitoring and maintenance specialists and installers.* In addition to those items
40 listed in subsection (B) of this section and as defined under limited repair measures
41 in SCBHC 5.55.030, certified monitoring and maintenance specialists and certified
42 installers may also perform the following activities on a permitted OSS:

- 43 1. Repair or replacement of sewage effluent transport lines.

2. Replacement or repair of disinfection equipment such as ultraviolet light bulbs and related components.
3. Recalibration and adjustment of timer mechanisms.
4. Provided there exists an approved as-built for the system, repair or replace the distribution box (D-Box) on gravity systems.

5.55.100 Reporting requirements.

- A. OSS contractors performing monitoring and maintenance activities, pumping, and/or limited repair measures as described under this chapter, chapter 246-272A WAC, and/or in the applicable DOH Department Standards and Guidance documents, shall report the activities to the health department within 30 days of completion in the manner herein described.
- B. OSS contractors shall report the discovery of an OSS failure to the health department within 24 hours upon discovery or the end of the next business day, whichever is later.
- C. The health department will maintain an electronic database for the purpose of submitting reports of monitoring and maintenance activities, pumping, as well as limited repair measures.
- D. The health department will maintain and distribute an electronic minimum standard report form to be completed by the OSS contractor upon servicing, monitoring and maintaining, pumping, or providing limited repair measures of an OSS. This report will be given to the property owner upon completion of work and an electronic copy forwarded to the health department no later than 30 days from the date of service. A limited exception to this requirement is provided for discovery of OSS failure which must be reported to the health department within 24 hours of discovery, or by the end of the next business day, whichever is later. The contents of this report will include, but not necessarily be limited to:
 1. Location of property.
 2. Date of service
 3. Property tax number of property.
 4. Owner of property.
 5. Written description of any observed discharge, sewage, or effluent to the surface of the ground or surface waters.
 6. Septage disposal location, if applicable.
 7. Summary of work performed:
 - a. Monitoring and maintenance inspection report requirements:
 - (i). Monitoring and maintenance specialists must report:
 - (A). A complete and thorough evaluation of each system component.
 - (B). Any adjustments or calibrations performed on the system and related components.
 - (C). Limited repair measures as defined under this chapter.

- 1 (D). Replacement or repair of proprietary system components.
2 (ii). Pumpers must report:
3 (A). A complete and thorough evaluation of each system
4 component.
5 (B) Limited repair measures as defined under this chapter.
6 b. Limited repair report requirements:
7 (i). Monitoring and maintenance specialists and installers must report:
8 (A). Any adjustments or calibrations performed on the system and
9 related components such as changes to timer and dose settings.
10 (B). A list of system components that are replaced or added
11 including the name of the manufacturer and model number.
12 (C). A list of components that were repaired along with an accurate
13 description of the work performed.
14 (ii). Pumpers must report:
15 (A). Pump make and model;
16 (B). Dose setting; and
17 (C). A list of components that were repaired along with an accurate
18 description of the work performed.
19 c. Pumping report requirements:
20 (i). Gallons pumped.
21 (ii). Condition of tank, lids, risers, baffles, and effluent screens.
22 (iii). Recording of ponding levels in monitoring ports.
23 (iv). Depth in inches of floating scum mat and sludge layer.
24 (v). Description of any other services performed.
25 8. Name and certificate number of person performing the work.
26 9. Signature and date.
27 E. Reports must be accompanied by the appropriate fee as determined by the current
28 fee schedule, as set forth in chapter 1.40 SCBHC.
29

30 **5.55.110 Installation requirements.**

31
32 Certified installers are required to construct all OSS, except as otherwise allowed under
33 SCBHC 5.55.120. In all cases, construction of the OSS shall include system back fill
34 and final grading.
35

36 The installer shall:

- 37 A. Follow the approved design. Design revisions must have the concurrence of the
38 designer and the health department before commencing work.
39 B. Have the approved design and permit in possession during installation.
40 C. Be on the site at all times during the construction of the on-site sewage system.
41 D. Install the on-site sewage system to be watertight, except for the disposal
42 component.

- 1 E. Upon completion, post the permit on site in a conspicuous location until such time as
- 2 the health officer has granted final approval.
- 3 F. Cover the installation only after the health officer has given approval to cover.
- 4 G. Back fill and grade the site to prevent surface water from accumulating over any
- 5 component of the on-site sewage system.

6

7 **5.55.120 Health officer approval required for owner installations.**

8

9 The health officer may allow the owner of a single-family residence to install the OSS for

10 the owner's single-family residence that the owner intends to occupy provided the

11 following conditions are met:

- 12 A. The OSS is a conventional gravity system.
- 13 B. The property owner is in possession of a valid, approved design and permit for a
- 14 gravity OSS with no pump or siphon required.
- 15 C. The installation shall follow the approved design and meet the requirements of this
- 16 chapter, except for the professional installer certificate of competency requirements.
- 17 D. A certified installer performs all installation work not undertaken and completed by
- 18 the resident owner.

19

20 Under no circumstances shall a property owner perform more than one installation of an

21 OSS in a calendar year.

22

23 **5.55.130 Owner's responsibility.**

24

25 The owner of each operating OSS is responsible for ensuring that the system is

26 monitored and maintained, in accordance with the requirements of chapter 246-272A

27 WAC, the applicable Washington State Department of Health's guidance document

28 titled Department Standards and Guidance for Performance, Application, Design, and

29 Operation and Maintenance, and the rules and regulations contained within this chapter.

30

31

32 Section 3. Severability. If any provision of this ordinance or its application to any

33 person or circumstance is held invalid, the remainder of the ordinance or the application

34 of the provision to other persons or circumstances is not affected.

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PASSED this ____ day of _____, 2025.

SNOHOMISH COUNTY BOARD OF HEALTH
Snohomish County, Washington

Chairperson

ATTEST:

Clerk of the Board

- APPROVED
- EMERGENCY
- VETOED

DATE: _____

Approved as to form only:

Deputy Prosecuting Attorney