

TO: Mahoning County Sewage Treatment System (STS) Contractor's

FROM: Mahoning County District Board of Health

DATE: November 1, 2018

SUBJECT: 2019 Contractor Registration Renewal for Service Providers

Enclosed for your information and review is the 2019 application to renew your registration as a Mahoning County Sewage Treatment Service Provider. All individuals or companies 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.

All registration applications must be complete. Individuals or companies 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.

A complete registration application must be submitted to the Local Health Districts in which the work is intended and must include the following:

- Mahoning County Board of Health registration application fee.
- Proof of passing the state sewage testing requirements.
- Proof of compliance with any system specific training, qualification, or certification required as a condition of a system's approval by the director.
- Provide a copy of General Liability Insurance of no less than \$500,000; submit the General Liability Insurance to the Ohio Department of Health.
- Proof of completion of six (6) continuing education hours during the previous calendar year. (Provide certificates of course completion or documentation of attendance.)
- Provide a copy of the Surety Bond to the Local Health Department; submit the surety bond with original signatures and seal to the Ohio Department of Health.
- Any outstanding forms, permits, plans, service records or other documentation for prior work that has not been submitted.
- Any other required information from the local health district

The fee for registration is **\$150.00 per category** and all applications with the appropriate fee(s) must be submitted on or before December 31, 2018. Should you desire to discuss this matter then please contact us at your convenience. Check should be made payable to:

Mahoning County District Board of Health
50 Westchester Drive
Youngstown, Ohio 44515
Attention: Registration Renewal

In addition to the application(s), compliance with conditions and requirements for each category shall be as detailed in the regulations:

Service provider

- A service provider shall provide proof of current authorization from the manufacturing entity of the household sewage treatment system to be serviced at the time of registration. The manufacturer authorization shall remain in effect throughout the registration year.
- Service providers shall submit to the Board of Health a copy of each maintenance service agreement within thirty (30) days of authorization and an annual Board of Health fee for each sewage treatment system with a service agreement.
- Beginning with the registration year starting on January 1, 2016 proof of completion of at least (6) continuing education hours during the previous calendar year through educational programs approved by the department of health or demonstration of competency obtained through the following:
 - Service providers may provide proof of status as an Ohio Waste Water Association qualified service provider, or proof of certification in the National Association of Wastewater Transporters O&M or Inspectors Programs.
 - Or other continuing education programs as authorized by the Ohio Department of Health.

Surety Bond

Four surety bond forms are available depending on the type of work your company conducts. The bond forms are as follows and can be located on the Ohio Department of Health website:

<http://www.odh.ohio.gov/odhprograms/eh/sewage/Contractor/contrac1.aspx>

- HEA 5438 – Service Providers Bond Form
 - HEA 5439 – STS Installer Bond Form
 - HEA 5440 – Septage Hauler Bond Form
 - HEA 5448 – STS Installer Bond Form for Single or SFOSTS
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- 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 Bond Form.*)
 - Follow the surety bond instruction document. If you have questions regarding the bond documents then contact the Ohio Department of Health 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 signature and seal to the Ohio Department of Health at the address provided below.

Ohio Department of Health
BEH Residential Sewage Program
246 N. High Street
Columbus, Ohio 43215

Registration must be obtained prior to conducting any work on a sewage treatment system. If you have not been contacted about the status of your registration, then please contact the Mahoning County District Board of Health at 330-270-2855.