



THURSTON
COUNTY
Washington Est. 1852

**Public Health & Social
Services
POLICY**

Policy Title

Requiring Service Contracts with Certified Monitoring Specialist

Number

ONST.20.POL.605

Effective Date

02/01/2024

Latest Approval Date

08/02/2013

Approved By

Season Long

Next Review Date

01/31/2030

POLICY INTENT

Purpose

This policy explains what types of OSS require a service contract with a County-Certified Monitoring Specialist, when they are required during the permitting process, and who is qualified to conduct contracted services and required maintenance.

Scope

Insert "Organization Wide" or list the impacted office(s)/department(s)

☐ Internal Only ☒ Direct Impact to Citizens

**Are Office/Department
Documents on this subject
permitted?**

☒ Yes, the policy clarifies regulations used only by the Environmental Health Division (Article IV and WAC 246-272A)

☐ No

POLICY STATEMENT

1. A service contract with a County-certified monitoring specialist is required for the following systems:

- A. Larger On-site sewage Systems (LOSS: daily flow 3,500-14,500 gallons per day)
 - Except those for which Washington State Department of Health is responsible
- B. Community Systems that have 3 or more residential connections OR a design flow of $\geq 1,000$ gpd EXCEPT standard gravity systems
- C. A Category I or II proprietary treatment product that is, or was, registered for use per WAC Chapter 246-272A including Drip Line Distribution, except a Glendon BioFilter;
 - For new system types, product must be registered for use by Washington State Department of Health
- D. Recirculating gravel filters
- E. Any system with disinfection
- F. Other OSS, when required by the Health Officer as a condition of an Operational Certificate.

2. A service contract is required at time of:

- A. Call for Final inspection for new construction, modifications and repairs.
 - Environmental Health sanitarian will notify applicant by placing this condition on the permit that the contract is required at time of final inspection and the on-site sewage system must remain open until a certified monitoring specialist agrees to enter a contract to maintain the on-site system.
- B. Change of use
- C. Operational Certificate Renewal

3. Individuals/Firms conducting contracted service must be:

- A. Certified as a Monitoring Specialist by Thurston County Environmental Health.
OR
- B. A public entity owning/operating an on-site sewage system.
 - Examples include, but not limited to: City owned and operated sewage systems or Public Utility District operated systems.
 - Such entities are responsible for employee training programs.

- 4. The monitoring specialist must inspect the installation prior to submittal of the service contract. Submittal of the contract to the department certifies the monitoring specialist is satisfied with the construction after inspection.**
- 5. Monitoring specialists must inspect, maintain, and monitor all components as required:**
- A. In the Operational Certificate
 - B. Per manufacturer

DEFINITIONS AND ACRONYMS

OSS	On-site Sewage System
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RELEVANT LAWS AND OTHER SUPPORTING INFORMATION

County Code State Law State Rule Other Sources	Article IV Section 16.6 WAC 246-272A-0270
Superseded Documents	ONST.13.POL.605
Supporting Documents	Washington State Department of Health's Recommended Standards and Guidance Documents Adopted by Reference
Related Documents	ONST.13.POL.808
Communication and Implementation Strategy	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> • Coordinate the review of the Office/Department Documents to ensure consistency • Send signed updated policy to OSS Professionals and Staff through Constant Contact e-mail • Post signed updated policy to Division's OSS Professionals Webpage

POLICY ADMINISTRATION

Policy Owner	Jane Mountjoy-Venning, Operation & Maintenance Supervisor	
Contact Person (if different from above)		
Roles and Responsibilities	Laura Blakely	Policy Administrator

REVISION HISTORY		
Effective Date	Approved By	Modifications
02/01/2024	<div>Season Long</div> <div>Season Long/Division Director</div>	Policy Updated with minor corrections
Xx/xx/xxxx	<div></div> <div>Name/Title</div>	<p>Changed Certified Proprietary Treatment Products – used Registered to be consistent with DOH terms. Added language from Article IV Section 16.6.3</p> <p>Added Item #4.</p>
Xx/xx/xxxx	<div></div> <div>Name/Title</div>	<p>Changed the time when contract is due to meet the goals of the department: A final condition will serve as much purpose as requiring the contract up front.</p> <p>Justification for change:</p> <p>Notification up front that the contract is required by stating it in a final condition on the permit educates the property owner of the requirement as best as we can. This more aligns the department with the desired goals of 1) Getting the contract from the actual user and 2) providing the citizen (whether builder or property owner) with the maximum useful life of the contract (in other words, the contract won't sit idle while they are still building the house on new construction).</p> <p>Added requirement for CMS to inspect OSS prior to submittal of contract.</p>
Reviewers of the Current Revision	<div>Brad Sangston / EHS II</div> <div>Name/Title</div> <div>Steven Davies / EHS II</div> <div>Name/Title</div> <div>Jane Mountjoy-Venning / Senior EHS</div> <div>Name/Title</div>	<div></div> <div>Name/Title</div> <div></div> <div>Name/Title</div> <div></div> <div>Name/Title</div>
FURTHER INFORMATION		
This section is not published on the final PDF document. It is for website purposes only		
Keywords for search engine	Certified Monitoring Specialist, service contract	