
 <p>THURSTON COUNTY Washington Est. 1852</p> <p>Public Health & Social Services POLICY</p>	Policy Title CONTRACT REQUIREMENTS FOR THIRD PARTY MAINTENANCE	
	Number ONST.20.POL.830	Effective Date 02/01/2024
	Latest Approval Date 06/28/2023	Approved By Art Starry
	Next Review Date 06/21/2029	
POLICY INTENT		
Purpose	Maintenance contracts are required for certain types of on-site sewage systems. These contracts are between homeowners or commercial property owners and Certified Monitoring Specialists.	
Scope	<input type="checkbox"/> Internal Only <input checked="" type="checkbox"/> Direct Impact to Citizens	
Are Office/Department Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, the policy clarifies regulations used only by the Environmental Health Division (Article IV and WAC 246-727A).	<input type="checkbox"/> No
POLICY STATEMENT		
<p><u>1. Maintenance contracts shall include:</u></p> <ul style="list-style-type: none"> • Owner's name & address • Property address & parcel number • Local health jurisdiction permit requirements, including notifying the Health Department when a contract is terminated • Specific contact information for owner, service provider, and local health jurisdiction • Description of the service to be provided • Detail of sampling to be conducted when required by the Department <ol style="list-style-type: none"> 1. What data is to be reported 2. To whom the reports are to be submitted 3. Statement that the sampling results will be reported on Online RME. 4. The frequency of reporting • Schedule of service provider duties • Length (time-period) of service contract • Owner's responsibilities under the contract for routine operation of the wastewater treatment and disposal system • Document any recording, such as notification to the mortgage-holder or attachment to the deed of trust • Product warranty details should be provided to the owner but do not need to be included in the contract. <p><u>2. Contracts must be submitted to the Department.</u></p> <p>A. For new construction, repairs and modifications, contracts must be submitted by the time of final inspection.</p> <p>B. For existing systems, contract must be submitted to the Department at time of OPC renewal.</p> <p><u>3. Department must review and accept contracts.</u></p> <p><u>4. Certified Monitoring Specialists must notify in writing the O&M program of the Department when contracts are terminated.</u></p>		
DEFINITIONS AND ACRONYMS		
OPC	Operational Certificate	

RELEVANT LAWS AND OTHER SUPPORTING INFORMATION		
County Code State Law State Rule Other Sources	Article IV, Section 16	
Superseded Documents	ONST.06.POL.830	
Supporting Documents	Washington State Department of Health Recommended Standards & Guidance documents adopted by reference	
Related Documents	ONST.20.POL.605 ONST.13.POL.808 ONST.17.POL.607	
Communication and Implementation Strategy	The Policy Owner will: <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/O&M Section Supervisor	
Contact Person (if different from above)		
Roles and Responsibilities	Laura Blakely	Policy Administrator

REVISION HISTORY		
Effective Date	Approved By	Modifications
06/28/2023	 Art Starry/Environmental Health Director	<ul style="list-style-type: none"> • Policy Updated • Moved policy reference to Related Documents section • Including other commercial users required by ONST.20.POL.605 in purpose. • Added “when required by the department” to Detail of sampling to be conducted • Added sample reporting will be on Online RME • Changed when contracts are required • Changed warranty recommended to be given to home owner but not the department.
Xx/xx/xxxx	_____ Name/Title	
Xx/xx/xxxx	_____ Name/Title	

Reviewers of the Current Revision	Brad Sangston / EHS II _____ Name/Title	_____ Name/Title
	Steve Davies / EHS II _____ Name/Title	_____ Name/Title
	Jane Mountjoy-Venning/Senior EHS _____ Name/Title	_____ Name/Title

FURTHER INFORMATION	
This section is not published on the final PDF document. It is for website purposes only	
Keywords for search engine	Maintenance contract, certified monitoring specialist, operational certificate