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**Number:** ONST.08.POL.830

**Title:** CONTRACT REQUIREMENTS FOR THIRD PARTY MAINTENANCE

**Related:**

**Approved:** 

**Environmental Health Director**

**Date:** 3/26/08

**Cancels:** New

**RCW/Code:** None

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Maintenance contracts are required for certain types of on-site sewage systems. (ONST.07.POL.605) These contracts are between homeowners and Certified Monitoring Specialists.

**1. Maintenance contracts shall include:**

- 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
  - What data is to be reported
  - To whom the reports are to be submitted
  - The format for presenting sampling results
  - The frequency of reporting
- Schedule of service provider duties
- Length (time period) of service contract
- Details of product warranty
- 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

**2. Contracts must be submitted to the Department.**

- A. For new construction, contract must be submitted and accepted before Sewage Construction Permit is issued.
- B. For repairs and voluntary upgrades, contract must be submitted within 30 days of installation.
- C. For existing systems, contract must be submitted to the Department at time of OPC renewal.

**3. Department must review and accept contracts.**

**4. Certified Monitoring Specialists must notify in writing the O&M program of the Department when contracts are terminated.**