



MAHONING COUNTY PUBLIC HEALTH

PREVENT · PROMOTE · PROTECT

TO: Sewage Treatment System (STS) Contractor's

FROM: Mahoning County Public Health

DATE: November 27, 2023

SUBJECT: 2024 Contractor Registration Renewal for Installers

Enclosed for your information and review is the 2024 application to renew your registration as a Mahoning County Sewage Treatment System Installer. 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, 2023. Should you desire to discuss this matter then please contact us at your convenience. Check should be made payable to:

Mahoning County Public Health
50 Westchester Drive
Youngstown, Ohio 44515
Attention: Registration Renewal

Address

50 Westchester Drive
Youngstown, Ohio 44515

Phone

330-270-2855

Toll Free

(800) 873-6243

Laboratory Services

330-270-2841

Website

www.mahoninghealth.org

Facebook & Twitter

@mahoninghealth



Austintown

330-792-2397

Boardman

330-788-1485

Youngstown

234-855-1575



Phone

330-270-2855 ext. 136



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

Installers

- Beginning with the registration year starting on January 1, 2016, proof of completion of at least six (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:
 - Installers may provide proof of status as a certified installer of onsite wastewater treatment systems through the National Environmental Health Association.
 - Or other continuing education programs as authorized by the Ohio Department of Health.

Septage Hauler

- Registered Septage Haulers shall obtain a permit from the Board of Health for each vehicle used to haul septage within the Board jurisdiction and shall comply with all applicable septage disposal regulations. If you are getting your inspection done in another county, then please provide the Board with a copy of your inspection report.
- Vehicles shall be marked with company name and phone number that is readily legible during daylight hours from a distance no less than fifty feet.
- Provide on the application the tank capacity of each vehicle.
- Beginning with the registration year starting on January 1, 2017, proof of completion of at least six (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:
 - Septage Haulers may provide proof of status as a vacuum truck technician through the national association of wastewater transporters.
 - Or other continuing education programs as authorized by the Ohio Department of Health.

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 Wastewater 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

Three 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 Mahoning County Public Health at 330-270-2855 ext. 116.