



# Sewage Treatment System Contractor Registration Fact Sheet

## FOR INSTALLERS, SERVICE PROVIDERS, and SEPTAGE HAULERS

### Registration

- Anyone performing duties of a sewage treatment system installer, service provider, or septage hauler shall be registered with each Local Health District where work is done in accordance with the requirements in rule 3701-29-03 of the Ohio Administrative Code.
- All registration applications must be complete. Completed registration applications must be submitted to the Local Health Districts where the contractor will be working. The application must include the following:
  1. Registration Application and Fee established by the local health district
  2. Proof of a passing score on the sewage rules test (see Testing Requirements below).
  3. Proof of compliance with any system specific training, qualification, or certification required as a condition of a system's approval by the director
  4. Proof of General Liability Insurance (minimum \$500,000)
  5. Beginning in 2016 for registration *renewal only* – Proof of completion of six (6) continuing education hours during the previous calendar year.
  6. Proof of a Surety Bond (see page 2 for Surety Bond information)
  7. Any outstanding forms, permits, plans, service records, or other documentation for prior system work that have not been submitted to the local health districts.
  8. Any other required information from the local health district.
- Persons 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.
- Registration must be complete prior to conducting any work on a sewage treatment system. If you have not been contacted about the status of your registration, contact that local health district's sewage program prior to performing any work.

### Contractor Testing Requirements

- All persons registering as a sewage treatment system installer, service provider, or septage hauler shall pass a test on the sewage treatment systems rules.
- The test is an open-book test with 75 questions. A copy of the sewage treatment systems rules will be provided at the test site if you do not have a copy. A minimum of 3 hours will be provided to take the open book test.
- The test will be available through three entities:
  1. Local Health Districts may choose to offer the test. Contact the local health district where you register to see if they proctor the test locally.
  2. The Operator Training of Ohio OTCO offers the STS contractor test online at no cost. The test and a download of the rules can be accessed from their website at (<https://otco.org/sts-program>)
  3. Ohio Department of Health, Bureau of Environmental Health, Residential Water and Sewage Program will proctor the test by appointment. Call 614-644-7551 to schedule a test date.
- A score of 75% is required for a passing score.
- A certificate will be provided upon passing the test. This certificate will be required to register.
- The primary registrant or a company representative must take the test. Additional testing will not be required, for additional registration years, once a passing score has been received.
- Please contact the Residential Water and Sewage Program at the Ohio Department of Health at (614)644-7551 if you need alternative accommodations to take the rules test.

## Surety Bonds

- Separate surety bond forms are available for each category of registration. These forms and the instructions are available on the ODH Sewage Program website at:  
<https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/sewage-treatment-systems/INFORMATION-FOR-CONTRACTORS/>
  - The bond forms are:
    - HEA Form 5438 – Service Providers Bond
    - HEA Form 5439 – STS Installer Bond (for Multiple STS)
    - HEA Form 5440 – Septage Hauler Bond
    - HEA Form 5448 – STS Installer Bond Form for Single (1) Installation
- A surety bond must be submitted for each category of registration.  
*If you are an installer and a service provider then you must submit both an Installer Bond and Service Providers Bond.*
- Follow the surety bond instruction document. If you have questions that cannot be answered from this document contact the ODH Sewage Program staff at 614-644-7551.
- The surety bond forms must be effective no earlier 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 signatures, seal, and power-of-attorney to the Ohio Department of Health.
  - *Prior to submitting surety bonds to the Ohio Department of Health, make copies of all documents for your records, and for each local health District where you register.*
  - Send the following documents to the Ohio Department of Health:
    - Registration Bond for Installers, Service Providers, and/or Septage Haulers
    - Corresponding power-of-attorney for each bond
    - Sewage Contractor Contact Information Form

### **MAIL ALL SURETY BOND DOCUMENTS TO:**

Ohio Department of Health  
BEHRP/Residential Sewage Program  
246 N. High St.  
Columbus, Ohio 43215

## Continuing Education Unit (CE) Requirements

- Proof of continuing education is required at the time of registration renewal. New registrants are not required to provide proof of continuing education at the time of their initial registration.
- Six (6) hours of approved CE must be completed during the year prior to each registration renewal.
- The Ohio Department of Health posts lists of approved STS contractor continuing education on its website. Links to lists of approved in-person trainings and approved online distance learning can be found at the following link: <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/sewage-treatment-systems/INFORMATION-FOR-LHDS/>