Panhandle Health District

Healthy People in Healthy Communities

Public Health
Prevent. Promote. Protect.
Panhandle Health District

Subsurface Sewage Disposal System
Installer Permit and Service Provider Application

For Official Use Only

File # _____Fee $ _____ Receipt # _____ Clerical _____

COMPANY NAME: _____

TYPE OF PERMIT REQUESTED:

Once issued, permit is valid until December 31st of the year issued.

Basic Installer: ($100) _____ Complex Installer: ($150) _____

- Service Provider: ($0) _____

BUSINESS LOCATION:

Owner's name: _____

Address: _____

City, State, Zip: _____

Business Phone: _____Cell Phone: _____

Email Address: _____

MAILING ADDRESS:

Contact's name: _____

Mailing Address: _____

City, State, Zip: _____

Business Phone: _____Cell Phone: _____

Email Address: _____

A bond is required upon Installer application.

- Current bond amount is $10,000 for a Basic Installer or $30,000 for a Complex Installer.
- Require Address of insurance agency.
- Bond must specify you are doing business as a Subsurface Sewage Disposal System Installer.
- The expiration date is to be December 31 of each permitted year(s).
- Bond can be extended annually by issuance of a Continuation Certificate, which is signed by the Surety.
- (The Surety can withdraw the bond on proper notice to the principal per chapter 26, section 41-2612, Idaho Code).

A Service Provider Certification requires the following:

- You must first be registered and licensed as a complex installer in the state of Idaho through your local Health District.
- Pass the service provider examination administered by the Health District with a score of 70% or higher (IDAPA 58.01.03.006.02).
- The applicant seeking certification as a service provider shall provide **annual** documentation of manufacturer specific training, as required by IDAPA 58.01.03006.06.a.
    - You must obtain documentation of the completed manufacturer-specific training of each manufactured and packaged treatment system for which the service provider intends to provide operation, maintenance, or monitoring. Proper documentation includes a certificate or letter of training completion provided by the manufacturer. If a system manufacturer is no longer in business, that manufacturer-specific training is not required.

Qualified Installer/Service Provider (s) must have attended a class and passed appropriate test if responsible for installations. Classes are required every three (3) years.

Name: _____

Class Date: _____

Test Date: _____

Service Provider Test Date: _____

Please notify Health District office if your qualified installer ceases employment with your business.

Individuals authorized to install under this license:

_____ _____

_____ _____

Request for an installer's registration permit as required by regulations pursuant to the specific section of Idaho Code, Title 39, Chapter 36 and the "Rules for Individual and Subsurface Sewage Disposal Systems" IDAPA 58.01.03.006 is made by the following:

I understand that the permit will not be transferable and is based upon compliance with the "Rules for Individual and Subsurface Sewage Disposal Systems of the State of Idaho" and the Technical Guidance Manual for Individual and Subsurface Sewage Disposal. Permit may be suspended for violation of such regulations and standards.

Applicant Signature: _____ Date: _____

Return this application to your local Health District office.

Panhandle Health District 1
8500 N. Atlas Rd.
Hayden, ID 83835
(208) 415-5220

Panhandle Health District

Subsurface Sewage Disposal System
Installer Application Information

1. **Attend Class* and Pass Exam**
   - As required per IDAPA 58.01.03
   - Refresher course required every 3 years by continuously** licensed installer
   - Basic Installers vs. Complex Installer License

Basic Systems	Complex Systems
Standard Trench	Pump Systems
Standard Bed	Intermittent Sand Filter
Capping Fill	In-trench Sand Filter
Gravelless systems	Sand Mound
	ETPS***
	Recirculating Gravel Filters***
	Proprietary Systems
	Two-Cell Lagoons

2. **Obtain License Application and Submit the Following:**
   - Completed Application
   - Fee: $100 Basic $150 Complex
   - Evidence of Bond (See Example)

3. **Renew annually by January 1.**

4. **Regulations – Technical Guidance Manual**
   Available at: https://www2.deq.idaho.gov/admin/LEIA/api/document/download/14470

*** New Installer classes** are usually scheduled one time per year and video classes are available throughout the year in the Bonner or Kootenai offices. You will be required to take the Refresher Class every three years.

****Refresher courses** are scheduled one time per year and video classes available throughout the year in the Bonner and Kootenai offices. This class is available to installers who have continuously licensed since their original class and test and is mandatory every 3 years. If there is a lapse of a year or more for which you have been licensed, you will need to attend the New Installer Class and retake the exam.

***** Requires Certified Service Provider**

STATE OF IDAHO
INDIVIDUAL OR SUBSURFACE SEWAGE DISPOSAL INSTALLER BOND

BOND NUMBER: _____

KNOW ALL MEN BY THESE PRESENTS:

THAT WE,_____ as Principal, and_____ (name of Surety company), as Surety, with its address _____, duly authorized to do business in the State of Idaho, are held and firmly bound in the sum of _____ ($_____), for the payment of which sum, well and truly to be made, we bind ourselves, our personal representatives, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, THAT WHEREAS Principal has applied for or is retaining an installer's registration permit or service provider certification from the IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY pursuant to the Individual/Subsurface Sewage Disposal Rules, IDAPA 58.01.03 (hereinafter referred to as "the Rules"), to carry on the business as an Individual or Subsurface Sewage Disposal System Installer or Service Provider, in all counties of the State of Idaho commencing on the ____ day of _____, 20____.

NOW THEREFORE, If Principal shall, during the period commencing on the aforesaid date, faithfully observe and honestly comply with the Rules, and any Amendments thereto, including without limitation the obligation to install an individual or subsurface disposal system, or provide operation, maintenance, or monitoring by a certified service provider that meets all requirements of the Rules then this obligation shall become void and of no effect, otherwise to be and remain in full force and virtue.

As provided in IDAPA 58.01.03.05, any person who suffers damage as the result of negligent or wrongful acts of the installer or service provider or by the installer or service provider's failure to competently perform any of the work agreed to be done under the terms of the registration permit or certification shall, in addition to other legal remedies, have a right of action on this bond for all damages not exceeding the amount of the bond. Provided further, that nothing herein shall affect any rights or liabilities which shall have accrued under this bond prior to the date of such termination and that the maximum liability of the Surety on the bond, regardless of the number of claims filed against the bond shall not exceed the sum of the bond.

THE LIABILITY OF THE SURETY upon this bond shall be and remain in full force and effect for the full period of the permit or certificate issued to the Principal above named, or sixty days after receipt by the Principal of a written notice signed by such Surety, or its authorized agent, stating that the liability of such Surety is thereby terminated and cancelled.

This bond may be extended for a further term by the issuance of a Continuation Certificate signed by the Surety and mailed to the District Health Office at the following Address. Cancellation notice will be mailed to the District Health Office at: (See back of form for list of office addresses)

_____

SIGNED, SEALED AND DATED THIS _____ day of _____, 20 _____.

_____

Principal

SAMPLE

_____

COUNTERSIGNED: (name of Surety company)

_____ By: _____

Idaho Resident Agent
Attorney-in-fact

IDAHO PUBLIC HEALTH DISTRICTS

Panhandle Health District
8500 N. Atlas Road
Hayden, ID 83835
208-415-5220 Fax 208-415-5201

Counties: Benewah, Bonner, Boundary, Kootenai, Shoshone

Public Health - Idaho North Central District
215 10th Street
Lewiston, ID 83501
208-799-3100 Fax 208-799-0349

Counties: Clearwater, Idaho, Latah, Lewis, Nez Perce

Southwest District Health
13307 Miami Lane
Caldwell, ID 83607
208-455-5400 Fax 208-455-5405

Counties: Adams, Canyon, Gem, Owyhee, Payette, Washington

Central District Health Department
707 North Armstrong Place
Boise, ID 83704-0825
208-327-7499 Fax 208-327-8533

Counties: Ada, Boise, Elmore, Valley

South Central Public Health District
1020 Washington Street North
Twin Falls, ID 83301-3156
208-734-5900 Fax 208-734-9502

Counties: Blaine, Camas, Cassia, Gooding, Jerome, Minidoka, Lincoln, Twin Falls

Southeastern Idaho Public Health
1901 Alvin Ricken Drive
Pocatello, ID 83201
208-239-5270 Fax 208-234-5882

Counties: Bannock, Bear Lake, Bingham, Butte, Caribou, Franklin, Oneida, Power

Eastern Idaho Public Health
1250 Hollipark Drive
Idaho Falls, ID 83401
208-523-5382 Fax 208-528-0857

Counties: Bonneville, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton

Public Health
Panhandle Health District

Service Provider Certification - Frequently Asked Questions

What is a Service Provider?

A service provider is any person, corporation, or firm engaged in the business of providing operations maintenance, and monitoring (OMM) of specific (listed below) complex alternative systems in the State of Idaho (IDAPA 58.10.03.003.30).

Complex Alternative Systems requiring Service Providers for OMM:

- Extended Treatment Package Systems
- Recirculating Gravel Filters

How do I get certified?

You must first be registered and licensed as a complex installer in the state of Idaho through your local Health District.

Pass the service provider examination administered by the Health District with a score of 70% or higher (IDAPA 58.01.03.006.02).

The applicant seeking certification as a service provider shall provide **annual** documentation of manufacturer specific training, as required by IDAPA 58.01.03006.06.a.

Do I need to renewal my service provider certification annually?

Yes. Service provider certifications shall be renewed annually. Certifications expire annually on the first (1st) day of January. (IDAPA 58.01.03.006.03).

Service provider certification is valid upon submitting **annual** documentation of manufacturing specific training of each manufactured and packaged treatment system to your local health district.

Who can be a Service Provider?

Any licensed complex installer in the state of Idaho can be certified as a service provider.

Contact your local Health District for more information:

What tasks is a Service Provider required to perform?

Service Providers primary responsibilities include:

1) Perform operation, maintenance, and monitoring of alternative complex septic systems (extended treatment package systems or recirculating gravel filters).

2) Assist property owners sampling requirements and submitting the annual report on behalf of the property owner to the local health district that issued the subsurface sewage disposal permit for the treatment system. NOTE: Annual reporting is the responsibility of the property owner, and DEQ recommends that property owners have their service provider compile and submit their annual report.

3) Obtain documentation of the completed manufacturer-specific training of each manufactured and packaged treatment system for which the service provider intends to provide operation, maintenance, or monitoring. Proper documentation includes a certificate or letter of training completion provided by the manufacturer. If a system manufacturer is no longer in business, that manufacturer-specific training is not required.

4) Maintain a comprehensive list of real property owners who contracted with the certified service provider. The list shall include the current real property owner name, service property address, real property owner contact address, and subsurface sewage disposal permit number. This list shall be provided to the Director as part of the annual operation, maintenance, and monitoring reports for individual real property owners

Where can I find a current list of Service Providers?

Contact your local Health District or visit DEQ's website.

https://www2.deq.idaho.gov/admin/LEIA/api/document/download/15047

Where can I take the exam?

Exams will be given at the Health District locations. Contact your local Health District for more information:

Is there a fee for taking the Service Provider exam?

Contact your local Health District for more information.

Do I need to take a refresher course?

Yes. You must attend one (1) service provider refresher course approved by DEQ every three (3) years. *NOTE: The refresher course for a complex installer will not substitute for the service provider refresher course and are two separate courses.*

Service provider certification is valid upon submitting **annual** documentation of manufacturing specific training of each manufactured and packaged treatment system to your local health district.

What should I study for the exam?

Service Provider Exam References:

1) IDAPA 58.01.03 Individual/Subsurface Sewage Disposal Rule

https://adminrules.idaho.gov/rules/2015%20Archive/58/index.html

2) EPA – How to Care for Your Septic System

https://www.epa.gov/septic/how-care-your-septic-system

3) EPA – How Your Septic System Works

https://www.epa.gov/septic/how-your-septic-system-works

4) EPA – Properly Dispose of Waste

https://www.epa.gov/septic/how-care-your-septic-system#properly

5) EPA – Clean Water Act Analytical Methods:

https://www.epa.gov/cwa-methods

EPA Method 1664, Rev A Oil and Grease

EPA Method 160.2 Total Suspended Solids

EPA Method 5210B Biochemical Oxygen Demand (BOD)

EPA Method 353.2 Nitrate + Nitrite (as Nitrogen)

6) Idaho Department of Environmental Quality Webpage - Technical Guidance Manual for Individual and Subsurface Sewage Disposal Systems:

https://www2.deq.idaho.gov/admin/LEIA/api/document/download/14470

Section 1.4.2.2 Extended Treatment Package Systems

Section 1.4.2.2.2 General ETPS Approval

Section 1.4.2.2.3 Disapproved Extended Treatment Package Systems

Section 1.5 Installer Registration Permit and Service Provider Certification

Section 1.6 Service Provider

Section 1.9 Managed Operation, Maintenance, and Monitoring

Section 4.8 Extended Treatment Package System

7) Idaho Department of Environmental Quality Webpage - Extended Treatment Package Systems (Aerobic Treatment Units):

http://www.deq.idaho.gov/water-quality/wastewater/septic-systems/extended-treatment-package-systems/