

1.5 Installer's Registration Permit and Service Provider Certification

Revision: June 8, 2017

An installer is considered any person, corporation, or firm engaged in the business of excavation for, or the construction of, subsurface sewage disposal systems (IDAPA 58.01.03.003.19). A service provider is any person, corporation, or firm engaged in the business of providing OMM of complex alternative systems in Idaho as identified by the Director (IDAPA 58.01.03.003.30). Per IDAPA 58.01.03.006.01, every installer and service provider shall secure from the Director an installer's registration permit. Service providers must also obtain a service provider's certification. Two types of installer permits and one type of service provider certification are available. These permits and certifications may be obtained from any health district in the state and may be used for installing subsurface sewage disposal systems throughout the state regardless of the health district through which the registration permit/certification was obtained. Standard/basic installer's registration permit holders are limited in the type of subsurface sewage disposal systems that may be installed. Complex alternative installer's registration permit holders may install all systems that are allowed by the standard/basic registration permit and all of the following complex alternative systems:

- At-grade soil absorption system
- Drip distribution systems
- Evapotranspiration and evapotranspiration/infiltrative systems
- Experimental systems
- Extended treatment package systems
- Pressurized gray water systems
- Individual lagoons
- Pressure distribution or transport systems
- Recirculating gravel filters
- Intermittent sand filters
- Pretreated enveloped in-trench sand filters
- Pressurized in-trench sand filters
- Sand mound
- Subsurface flow constructed wetland
- Two-cell infiltrative systems
- Drainfield remediation components
- Large soil absorption systems

A service provider certification is required to perform operation, maintenance, or monitoring of Director-identified complex alternative systems.

1.5.1 Installer's Registration Permit and Service Provider Certification Application, Bond, Fee, Training, and Exam

To obtain an installer's registration permit or service provider certification, the prospective applicant shall complete the following:

1. Submit an installer registration permit application or a service provider certification application to one of the health districts (IDAPA 58.01.03.006.04).
2. Submit a bond to the health district in a form approved by DEQ and in the sum applicable to the permit type or certification sought as specified in IDAPA 58.01.03.006.05.
3. Pay the applicable permit or certification application fee as set by the individual health district's board of health (fees may vary from district to district based on program costs).
4. The applicant shall attend a scheduled installer training class or view the installer video prior to taking the required installer examination.
5. The applicant seeking certification as a service provider shall also provide annual documentation of manufacturer-specific training, as required by IDAPA 58.01.03.006.06.a.
6. Pass the installer and service provider examination administered by the health district with a score of 70% or higher (IDAPA 58.01.03.006.02).

1.5.2 Permits and Certifications Required Annually

Installer registration permits and service provider certifications shall be renewed annually (IDAPA 58.01.03.006.03). To renew an installer registration permit or service provider certification, the following items must be completed:

1. The health district issuing the registration permit or service provider certification must receive items 1 through 3 as described in section 1.5.1. Note: If renewing service provider certification, item 5 in section 1.5.1 is also required.
 - a. A bond continuation form may be substituted in lieu of a new bond upon registration permit or certification renewal.
 - b. If the installer registration permit is to be upgraded from a basic/standard registration permit to a complex alternative system registration permit at the time of renewal, then the complex installer shall attend a complex class or video, and the complex installer examination shall also be taken.
2. The applicant must attend a refresher course at least every third year meeting the requirements as described in section 1.5.2.1. Note: Individuals holding both a complex installer registration permit and service provider certification shall attend one refresher course for the complex installer registration permit and another course for the service provider certification. Installer and service provider refresher courses are not interchangeable.

1.5.2.1 Refresher Course Requirements

Installer or service provider refresher (continuing education) courses must be attended every 3 years to renew an installer registration permit or service provider certification per IDAPA 58.01.03.006.03. All refresher courses used to fulfill the refresher course requirements for an installer's registration permit or service provider certification must be approved by DEQ. Refresher courses delivered by the health district or DEQ are approved courses. All other courses proposed to be held by non-DEQ or health district organizations to fulfill the refresher course requirements must submit an agenda and curriculum to DEQ's on-site wastewater coordinator

for review prior to holding the course. Courses held to fulfill the refresher course requirements of IDAPA 58.01.03.006.03 must meet the following:

- Be based on the most recent version of IDAPA 58.01.03 and the TGM.
- Contain information on recent updates to the TGM as approved by the TGC.
- Not contain manufacturer specific information.
- Have an agenda capable of filling a minimum of a 4-hour course.

Refresher courses may also contain the following:

- Health district information specific to the subsurface sewage disposal program.
- Discussion on issues related to the subsurface sewage disposal program identified by the health districts that need to be addressed with the installers or service providers.
- Presentations by nonhealth district or DEQ personnel as long as the presentations are not manufacturer specific.
- Other information as approved by DEQ.

Sign-in sheets should be maintained for all courses and should be filled out at the start and near the end of the course. Upon completing the course, the course provider should provide the installer or service providers a certificate of completion that includes the course date, time attended, and course holder. Health districts should maintain a copy of the most current certificate in each installer's or service provider's file. For courses attended by an installer or service provider that are not held by the health district they are licensed through, it is the installer's or service provider's responsibility to provide the health district with a copy of their course completion certificate. If installers cannot attend a refresher course, they may meet the permit or certification issuance requirement by completing the process described in section 1.5.2.2.

1.5.2.2 Refresher Course Substitution

If installers or service providers cannot attend an approved refresher course to renew their registration permit or certification, they may complete the following:

1. Schedule a time with the permitting health district to watch a health district-approved video that meets the requirements of section 1.5.2.1.
2. If installers or service providers cannot attend an in-person class for 3 consecutive years to renew their installer registration permit or service provider certification, installers and service providers must watch the video referred to above and retake the installer or certification exam that applies to the permit-type certification sought for renewal.

1.5.3 Service Provider Responsibilities

All certified service providers, who provide operation, maintenance, or monitoring for Director-identified complex alternative system, is responsible for compliance with each of the rules relevant to those services. Additionally, each certified service provider shall complete the following:

1. 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.

2. Maintain a comprehensive list of real property owners who contracted with the certified service provider. The list shall include the current real property owner's name, service property address, real property owner's contact address, and subsurface sewage disposal permit number. This list shall be provided to the Director as part of the annual OMM reports for individual real property owners.
3. Submit all OMM records in the form of an annual report, by US Mail, for each individual real property owner with whom the service provider contracts to fulfill the real property owner's operation, maintenance, or monitoring responsibilities required through the real property owner's subsurface sewage disposal installation permit as allowed in IDAPA 58.01.03.005.14. The annual reports shall be provided to the Director by the time frame specified in section 1.9.3 for the specific complex alternative system for which operation, maintenance, or monitoring is required. Annual report submittals may include more than one individual real property owner.

1.5.4 Installer's Registration Permit Exemption

An installer's registration permit is not required for the following (IDAPA 58.01.03.006.06):

1. Any person, corporation, or firm constructing a central or municipal subsurface sewage disposal system if that person, corporation, or firm is a licensed public works contractor, is experienced in the type of system to be installed, and is under the direction of a PE licensed in Idaho.
2. Any property owner installing their own standard or basic alternative system.
 - a. Property owners installing a subsurface sewage disposal system on their property under the property owner exemption must perform all work related to the excavation and must help and supervise all aspects of construction for the system.
 - b. Commercial and industrial property owners and government entities are also allowed the exemption from an installer's registration permit for work performed on standard or basic alternative systems installed on land owned by the entity. The entity may utilize their staff and must own or rent the equipment to install the system.

The installer's registration permit exemption does not apply under the following scenarios:

1. The excavation and construction of the system are performed by an outside contractor or individual that is not the property owner.
2. The installer is installing a complex alternative system and is not a licensed public works contractor under the direction of a PE.

1.5.5 Installer's Registration Permit or Service Provider Certification Revocation

All permitted subsurface sewage disposal installers and service providers must comply with IDAPA 58.01.03.002.04. Failure to comply with these rules may result in the revocation of an installer's registration permit or service provider certification for the remainder of the current permit cycle. Permit or certification revocation may be initiated by any health district regardless of where an installer or service provider obtained their registration permit or certification.

1.6 Service Provider

Revision: June 8, 2017

A service provider is any person, corporation, or firm engaged in the business of providing OMM of the following specific complex alternative systems in Idaho (IDAPA 58.10.03.003.30):

- Complex alternative systems requiring service providers for OMM:
- •Extended Treatment Package Systems
- •Recirculating Gravel Filters

Extended Treatment Package System Operation, Maintenance, and Monitoring

Beginning July 1, 2017, real property owners served by an ETPS are no longer required to be members of a nonprofit operation and maintenance entity. To meet the OMM requirements of their ETPS, real property owners shall retain the services of a service provider approved by DEQ (IDAPA 58.01.03.006.10.b).

Real property owners with member agreements and easements recorded with their county as a condition of subsurface sewage disposal permit issuance, may seek to remove those recorded documents at their own expense.