

1.9.3 Annual Reporting of Managed Operation, Maintenance, and Monitoring

The annual reporting period is from July 1 of the preceding year through June 30 of the reporting year. 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. Beginning July 1, 2018, annual reporting must be electronically submitted through OnlineRME (www.OnlineRME.com). OnlineRME is a web-based wastewater management reporting tool for DEQ, health districts, service providers, manufacturers, and property owners. Annual reports are public records and are searchable through OnlineRME.

To set up an OnlineRME account, service providers must register at <http://www.onlinerme.com/OnlineRMEMarketing/ormregister.htm>. Service providers will receive an ID number for their company. If you have questions about how to use OnlineRME, call (888) 963-9608 or email info@onlinerme.com. For help files, tutorials and tips for navigating through OnlineRME go to <https://onlinerme.atlassian.net/wiki/spaces/ON/overview>.

Service providers can use the OnlineRME program for their business for free. OnlineRME has a reporting fee (\$3.00) that is assessed once for each inspection report at each property each reporting year. The fee is paid by the service provider. A follow-up inspection report incurs no OnlineRME fee as long as the report is entered within 6 months of the last paid inspection report submitted on the same property.

Activities to be Reported:

- Routine—To meet OMM annual reporting requirements under section 1.9.1.
- Intermittent—Prescheduled inspections performed between the required “Routine” inspections, such as an ETPS inspection 6 months from a routine inspection. Partial inspections are acceptable if appropriate (e.g., warranty inspections of ETPS’s at 6-month intervals).
- Follow Up—An inspection that provides new information, or documents corrections of deficiencies found in a previous OnlineRME inspection report. All system components worked on or affected by components that were worked on must be fully inspected.
- Startup—The initial inspection of a treatment system performed immediately after the system is fully installed. All system components must be fully inspected.
- Complaint—An inspection of a treatment system as instructed by a health district notification letter.
- Property Sale (optional)—An inspection performed for a property sale. All system components must be fully inspected.

The property owner responsible for the treatment system under IDAPA 58.01.03 shall ensure the following annual reporting requirements are met:

1. Annual report for each property owner
 - a. Submit an inspection report to OnlineRME for the reporting period as required under section 1.9.1.
 - b. Mail a copy of all laboratory records for effluent sampling as described in section 1.9.2 (if required) to the health district.

- c. Mail a copy of each chain-of-custody form associated with each effluent sample as described in section 1.9.2 (if required).
2. If annual reporting requirements are not complete for any property owner who the service provider is responsible for providing the annual report to, DEQ recommends including an explanation with that property owner's records within the annual report.
3. Annual report exemptions
 - a. A property owner may be exempt from effluent testing based upon extreme medical conditions.
Annual operation and maintenance on the property owner's treatment system shall not be exempt due to medical conditions, and record of annual operation and maintenance shall still be submitted with the property owner's annual report.
 - b. A service provider contracted by a property owner to fulfill annual reporting requirements may be exempt from reporting annual OMM for an individual property owner if that owner's activities fall within the guidelines of section 1.9.5.
The service provider should still report the activities described in section 1.9.5 for each property owner exempt from annual reporting based on the guidelines in section 1.9.5.
4. Annual reporting process
 - a. The annual report shall be submitted to the local health district by the service provider on behalf of the property owner through OnlineRME no later than July 31 of each year for the preceding 12-month period.
The annual report shall be submitted to the local health district that issued the subsurface sewage disposal permit for the treatment system.
 - b. The local health district shall provide whoever submitted the annual report a written response within 45 days of receipt of the report detailing compliance or noncompliance with septic permit requirements.
 - 1) The service provider should inform individual property owners of their compliance status.
 - 2) All correspondence from the health district regarding a noncompliant annual report shall be copied to DEQ.
5. Delinquent annual reports
 - a. If the property owner, or service provider contracted to submit the property owner's annual report does not submit the annual report by July 31 of the reporting year, then the local health district shall send the property owner, or service provider contracted to submit the property owner's annual report, a reminder letter providing a secondary deadline of August 31 of the reporting year for the annual report submission. The reminder letter shall detail the report requirements and that failure to submit the annual report by the secondary deadline will result in the health district forwarding a notice of nonreport to DEQ. DEQ may seek any remedy available under IDAPA 58.01.03 including, without limitation, requiring the property owner to replace the treatment system with another system, as outlined in section 1.9.4.
 - b. All correspondence from the health district regarding delinquent annual reports shall be copied to DEQ.