



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 508d NEW ON-SITE SEWAGE TREATMENT SYSTEM INSTALLER

POLICY: Central Valley Health District (CVHD) has promulgated Regulation #2, governing On-Site Septic Treatment Systems (OSTS). All OSTS Installers are required to be licensed. This includes work to new on-site sewage treatment systems and/or repair, alterations or modifications to existing systems.

PROCEDURE:

1. When a request for a new OSTS Installer is made, the Environmental Health Division informs the interested parties of the license requirements.
 - a. A link to these requirements can be found on CVHD's website.
www.centralvalleyhealth.org/EHSubpages/OSTS.html
 - b. The OSTS Installer Application Form is available on CVHD's website, or by contacting the Environmental Health Division.
 - c. Additionally inform the applicant that other state departments such as Secretary of State have standards which must be met.
2. Review the application, OSTS continuing education and discuss the findings with applicant.
3. Upon approval and license fee payment, issue an OSTS Installer License.
4. Licensure of business is non-transferable.
 - a. The Change of Ownership Form shall be submitted, along with license fee.
 - b. Similar procedures may also be used for the sale of a business.
 - i. Provide the license is approved, in CVHD Sewer Access Database a new business shall be created.
5. Log appropriate information into CVHD Sewer Access Database.