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**Number:** ONST.06.PRO.830

**Title:** PROCEDURE FOR REVIEW, ACCEPTANCE, AND TERMINATION OF THIRD PARTY MAINTENANCE CONTRACTS

**Related:**

**Approved:**   
Environmental Health Director

**Date:** 10/2/06

**Cancels:** New

**RCW/Code:** None

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**Action by:**

**Action**

Certified Monitoring Specialist  
(CMS)

1. **Submits** contract for review.  
*New construction:* before Sewage Construction Permit is issued  
*Repairs / voluntary upgrades:* within 30 days of installation

Sanitarian

2. **Reviews** contract using management's check list of requirements. (**ONST.06.POL.830**)  
  
If corrections are needed:  
2a. **Contacts** CMS (verbal or written communication) and **requests** corrections  
2b. **Documents** deficiencies and that CMS was notified

EH Support Staff / Sanitarian

3. When all requirements are met, **accepts** the contract
4. **Completes** process in Amanda HD folder
5. **Adds** CMS name to People record in HD folder
6. Until there is a process in Amanda for CMS contracts where a date can always be found, **Adds** date contract accepted under Comments tab in HD Amanda folder
7. **Sends** contract to file

Development Services

8. **Images** contract and attaches to Amanda folder