

PERFORMANCE EXPECTATIONS Pumper Firms and Pumpers

The following is a summary of Article IV, Section 23 of the Thurston County Sanitary Code, Thurston County Pumpers' Manual and department performance expectations that applies to Pumper Firms and Pumpers. Performance of Pumper Firms and Pumpers will be assessed using Article IV, the Pumper's Manual, and these stated expectations.

Conditions of Certification in Thurston County

- Renewal of Pumper Firm certification requires that renewal applications and fees be submitted to the department by December 31. Late fees and loss of certification apply after this date.
- Pumper Firm certification applications must include the Pumper Firm's business name, business location, mailing address and phone number, truck license numbers and dispatch location. Applications must also list employees working as Pumper's and their continuing education attendance information.
- As of January 1, 2010, all newly hired persons working as Pumpers are required to pass the Thurston County pumper examination.
- Pumpers without current CEUs are not authorized to conduct work as Pumpers in Thurston County. Pump and Service Reports received from uncertified Pumpers will not be accepted.
- Pumper Firms must meet all zoning and planning regulations of the municipality or county where the trucks will be parked and from where the trucks will be dispatched.
- Pumper Firms must be licensed and bonded contractors as required by the State of Washington Department of Licensing.
- Addition or replacement of pumper trucks or employees must be reported to TCEH as soon as possible.
- All pumper trucks operating in Thurston County and all septage storage facilities within the County will be visually inspected every third year.

Requirement for Proof of Continuing Education Units

- To maintain certification, all Pumpers must attend related continuing educational classes every two years and give proof of attendance to their employer.
- Each Pumper Firm must submit copies of any certificates showing that **required** continuing educational classes have been attended and passed by each Pumper employed by the firm.
- For new Pumpers, application to pump in Thurston County can be submitted at any time during the year.
- A list of available classes can be obtained by contacting Washington On-Site Sewage Association at www.wossa.org/classes.html or TCEH at 360-867-2626.

PERFORMANCE EXPECTATIONS

Pumpers and Pumper Firms

Page 2

Authority and Responsibilities

- Pumpers and Pumper Firms are authorized and responsible to perform the activities stated in Article IV, Section 23.8.2 and other enabling documents such as the Thurston County Pumper's Manual and department policies.
- Before repairing rusting metal tanks or baffles, contact TCEH staff, who will determine whether the tank can be repaired or needs to be replaced. Pumpers and Pumper Firms **are not** authorized to replace/install septic tanks.
- Pumpers' and Pumper Firms' authority for making repairs to on-site sewage systems is limited to those items listed in Section 23.8.2. Pumpers and Pumper Firms **are not** authorized to repair drain fields or mounds **except** for replacement of short sections of pipe (2 feet or less) which have been damaged while locating the tank, or damaged during de-rooting or flushing of clogged gravity lines.
- Pumpers and Pumper Firms are authorized to do on-site sewage system inspections required for operational certificate renewals, property sales (time of transfer), and permit reviews for the following types of systems: 1) standard gravity, 2) pump-to-gravity, 3) standard pressure distribution, 4) mound, and 5) proprietary Glendon systems.
- For sand filter systems, **only Pumpers who have completed sand filter operation and maintenance training through the Washington On-Site Sewage Association OR Thurston County are authorized to inspect sand filter systems.** Otherwise, the inspection must be performed by department-certified installers or certified monitoring specialists.

Pumping Procedures

- Tanks must be pumped through manhole lids, **NOT** baffle inspection ports, to prevent damage.
- **Both** compartments of a two-compartment tank must be pumped, even if only one has too much sludge or scum.
- Pump tanks should be pumped if there is any scum or sludge accumulation.
- On systems where effluent filters are present, clean the effluent filter when inspecting or pumping the septic tank.
- Septic tank inlet and outlet lids and pump tanks must be left exposed if a Thurston County Environmental Health (TCEH) inspection is required.
- Inlet and outlet baffles must be cleaned.
- Determine when to pump a septic tank using the method and criteria in the department brochure "*Inspecting Your Septic Tank: It's not so bad...really!*". A copy of the brochure is available on the department web site at www.co.thurston.wa.us/health/ehoss/inspect_septic.html, or one can be requested by calling TCEH at (360) 867-2626.

PERFORMANCE EXPECTATIONS

Pumpers and Pumper Firms

Page 3

Reporting and Record Keeping

- A Pump and Service Report must be submitted to the department for every pump job performed by the Pumping Firm.
- **NEW! Effective January 1, 2011**, Pump and Service Reports **must** be submitted electronically through OnlineRME (www.onlinerme.com). The Reports must be submitted no later than the 10th of each month for work performed in the previous month. The record for the owner, per Article IV, can be an enhanced receipt or a paper copy of the electronic report. **Paper Pump and Service reports for work performed after January 1, 2011 will not be accepted for any purpose.**
- The Pump and Service Report submittal fee is \$15 per report, which became effective on January 1, 2010.
- Pump and Service Reports must be filled out completely and accurately. Use the comments box to note repairs made or problems observed with any component of the system, including signs of surfacing sewage, wetness in drain field area, or sewage backup in crawl spaces or plumbing.
- For **inspections**, Pumpers and Pumping Firms must use department-provided inspection forms or use and submit the electronic inspection report available through OnlineRME (www.onlinerme.com). All components of the on-site sewage system must be inspected and the inspection form filled out accurately and completely.
- Records of all Pumper work must be maintained at the Pumper's place of business for a period of three years, and be must be made available for inspection upon request by the Health Officer.

Significant Change for 2011

Effective January 1, 2011, Pump and Service Reports must be submitted electronically through OnlineRME (www.onlinerme.com). Paper Pump and Service Reports for work performed after January 1, 2011 will not be accepted for any purpose.

Resources:

Laserfiche records access system (including septic records) for properties in Thurston County. <http://www.co.thurston.wa.us/permitting/index.htm>. Click on the "Search the Permit Archives" box on the right side of the page. Enter property Tax ID number in search box to retrieve records.

Property addresses, Tax ID numbers, Henderson Watershed Protection Area properties and all kinds of other useful information is available on the Thurston County GIS website. Go to www.geodata.org for this information. You can search by property address or Tax ID. The Main Map allows several "layers" of information to be displayed including 2009 aerial photos. There is and "ID" function to identify properties and property owners.

PERFORMANCE EXPECTATIONS

Pumpers and Pumper Firms

Page 4

For questions regarding Pumper Firm and Pumper regulations and expectations, call Dave Tipton at (360) 867-2651

For questions regarding the Henderson Watershed Protection District or Operation and Maintenance Programs, call (360) 867-2626.

For questions regarding Time of Transfer applications, call (360) 867-2639.