Maintenance contracts are required for certain types of on-site sewage systems. (ONST.08.POL.605) These contracts are between homeowners and Certified Monitoring Specialists.

1. **Maintenance contracts shall include:**

   - Owner’s name & address
   - Property address & parcel number
   - Local health jurisdiction permit requirements, including notifying the Health Department when a contract is terminated
   - Specific contact information for owner, service provider, and local health jurisdiction
   - Description of the service to be provided
   - Detail of sampling to be conducted
     - What data is to be reported
     - To whom the reports are to be submitted
     - The format for presenting sampling results
     - The frequency of reporting
   - Schedule of service provider duties
   - Length (time period) of service contract
   - Details of product warranty
   - Owner’s responsibilities under the contract for routine operation of the wastewater treatment and disposal system
   - Document any recording, such as notification to the mortgage-holder or attachment to the deed of trust
2. **Contracts must be submitted to the Department.**

   A. For new construction, contract must be submitted and accepted before Sewage Construction Permit is issued.

   B. For repairs and voluntary upgrades, contract must be submitted within 30 days of installation.

   C. For existing systems, contract must be submitted to the Department at time of OPC renewal.

3. **Department must review and accept contracts.**

4. **Certified Monitoring Specialists must notify in writing the O&M program of the Department when contracts are terminated.**