

**CHECKLIST
FOR
HOMEOWNER MAINTENANCE APPLICATIONS**

- Homeowner Maintenance Application
- Notarized and signed affidavit
- DHH-OPH Central Office letter of passing Onsite Wastewater Homeowner Maintenance class
- Proof of possession of operation and maintenance manual for the make and model of mechanical plant installed at their residence
- Comments: _____



HOMEOWNER CERTIFICATION INSTRUCTIONS

Louisiana Department of Health and Hospitals - Office of Public Health
Onsite Wastewater Program (<http://www.privatewaterandsewage.dhh.louisiana.gov>)

In accordance with Louisiana Revised Statutes 40:1156 A. & B., A homeowner is only allowed to install and/or maintain his/her individual mechanical treatment plant (MTP) located at and servicing their primary residence. To obtain homeowner certification information, contact your Onsite Regional Coordinator or Regional Sanitarian Director listed below, who will issue and maintain your certification. Please note the insurance requirement and \$100.00 license fee paid to the department is waived.

The certification to **install and maintain** a MTP requires you to attend an onsite wastewater installers' training workshop and achieve a passing grade of 70% every five years. If you are applying to install a MTP on your property, an original endorsement from a licensed manufacturer for the brand of MTP you are going to install must be submitted with your application. The endorsement states that the applicant is qualified to install said plant in compliance with the requirements of Title 51, Public Health Sanitary Code, as well as the manufacturer's installation requirements. Applications will not be processed unless accompanied by the required endorsement. The homeowner must also submit a notarized affidavit and maintenance/service check inspection reports every six months. Additionally the homeowner must show possession of the maintenance or owner manual for the system.

The certification to **maintain** the MTP at your primary residence requires you to attend either the Homeowners Maintenance class (for aerobic wastewater treatment systems) and achieve a passing grade of 70% every five years **or** the Onsite Wastewater Installers Workshop **and** Homeowners Maintenance Program and achieve a passing grade of 70% every five years. The homeowner must also submit a notarized affidavit and maintenance/service check inspection reports every six months. Additionally the homeowner must show possession of the maintenance or owner manual for the system.

The training classes are offered through the continuing education department of the University of Louisiana at Lafayette. You may contact ULL, phone 337-482-5712, or visit their website at www.ce.louisiana.edu for a schedule of available courses and fees involved. All installer workshop and homeowner maintenance tests are sent to the Office of Public Health's Central Office in Baton Rouge for grading. Notification of results will be sent by e-mail or mail. Once notification of a passing grade is received, the homeowner will need to complete the homeowner's application and affidavit forms.

Please note the following differences in the requirements to install or maintain a MTP. If you are applying to perform perpetual maintenance on your existing MTP, an endorsement is **not** required. For homeowners wanting to install and maintain a MTP or seeking maintenance certification who take the Onsite Wastewater Installers Workshop, the applicant must attend and pass the department's homeowner maintenance certification program which consists of informative brochures explaining residential mechanical treatment systems and National Standard 40 guidelines. The homeowner will be required to complete a short 10 question quiz and achieve a passing grade of 70% every five years. You will also be required to show proof of possession of your MTP manufacturer's operation and maintenance manual which you should have received from the manufacturer or installer of your MTP. The department's homeowner maintenance certification program packet can be obtained from your Onsite Regional Coordinator, Regional Sanitarian Director or Sanitarian Parish Manager as appropriate. The last page of the maintenance certification packet must be signed by a sanitarian and the homeowner upon successful completion of the program.

NOTE: See the check list at the bottom of the homeowner application to ensure you have completed all required steps to become certified to install and /or maintain your mechanical treatment plant.

Onsite Wastewater Coordinators

Regions	Coordinator /Director - Phone Number	Parishes
Metropolitan- Region I	Erroll Farness - 504- 599-0113 (Director)	Jefferson , Orleans, Plaquemines, St. Bernard
Capitol Region II	Teresa Benton - 225- 925-7226 (Coordinator)	Ascension, E Baton Rouge, E. Feliciana, Pointe Coupee, W. Baton Rouge, E. Baton Rouge, W. Feliciana, Iberville
Teche Region III	Chasity Cheramie- 985-449-5007- ext 351 (Coordinator)	Assumption, St. Charles, St. James, St, John, St. Mary, Lafourche, Terrebonne
Acadian Region IV	Jody Guidry - 337-262- 5607 (Director)	Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, Vermillion
Southwest Region V	Adam Traub - 337-475- 3235 (Coordinator)	Allen, Beauregard, Calcasieu, Cameron, Jeff Davis,
Central Region VI	Gary Lincecum - 318- 484-2159 (Coordinator)	Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
Northwest Region VII	Vacant - 318-676-7439 (Director's office)	Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster
Northeast Region VIII	Greg Horne - 318-361- 7211 (Coordinator)	Caldwell, E. Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, W. Carroll
Region IX	Al Pogue - 985-871- 1332 (Coordinator)	Livingston, St. Helena, St. Tammany, Tangipahoa, Washington



HOMEOWNER APPLICATION

Louisiana Department of Health and Hospitals - Office of Public Health
Onsite Wastewater Program (OSWW)
(<http://www.privatewaterandsewage.dhh.louisiana.gov>)



A homeowner is allowed to install and/or maintain his/her individual mechanical treatment plant at their primary residence only, in accordance with Louisiana Revised Statutes 40:1156 A & B. (See below for the homeowner's installation or maintenance requirements). Please type or print in ink.

Homeowner Application
Rev. 4/13/2011

Date: _____
Name: _____
Address: _____
City, State, Zip: _____
Area Code, Phone: _____
Parish: _____
Date of most recent training (must be within five years): _____
Email Address: _____
Signature of applicant: _____

I am applying to(check one):

Install a mechanical treatment plant

Requirements to install:

- Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Obtain and submit an original endorsement from a licensed manufacturer for the brand of individual mechanical plant the homeowner wishes to install.

Maintain a mechanical treatment plant (2 options)

Option 1-Requirements to perform maintenance on a mechanical treatment plant:

- Attend an OSWW Installers Workshop and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Installers Workshop from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Complete the Department's Homeowner Maintenance Certification Program.
- Show Proof of possession of an operation and maintenance manual for the make and model of your system.

Option 2-Requirements to perform maintenance on a mechanical treatment plant:

- Attend an OSWW Homeowners Maintenance class and achieve a passing grade of 70% within the last five years.
- Submit the letter of passing the OSWW Homeowners Maintenance Class from Central Office, Baton Rouge.
- Completed and signed homeowner's application form.
- Notarized and signed homeowner affidavit.
- Show Proof of possession of an operation and maintenance manual for the make and model of your system.

Note: Meeting any of the requirements above will allow the homeowner to perform the required maintenance/service checks on the system located at their primary residence for five years. The homeowner will be required to attend an updated OSWW Installers Workshop and Homeowners Maintenance Certification Program or Homeowners Maintenance Class within five years of obtaining initial certification and submit maintenance/service check inspection reports every six months. The application and forms should be submitted to your local Onsite Regional Coordinator for approval.



Louisiana Department of Health and Hospitals
 Office of Public Health
 Onsite Wastewater Program (<http://www.dhh.louisiana.gov/offices/?ID=215>)



AFFIDAVIT FOR HOMEOWNERS

This affidavit must be submitted with the homeowner's application.

Date: _____

Affidavit
 Rev. 10/07

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, on this _____ day of _____, _____, the undersigned notary public, commissioned in and qualified for the Parish and State aforesaid, and the two undersigned competent witnesses,

personally came and appeared:

Name of Installer: _____

who, after being duly sworn did depose and say:

I hereby certify that I have obtained, read, understand and shall comply with the provisions of the Sanitary Code (Title 51), Part 13, including Chapter 7, Subchapter B of this Part, and the requirements for minimum distance to sources of contamination in Part 12, and will make installations and/or provide maintenance in compliance therewith. I also certify that I am trained in the proper installation of all components which I intend to install and/ or maintain in the State of Louisiana. Furthermore, I understand that under provisions in (Title 51), Part I, 105., violation of any part of this code may result in the implementation of the Administrative Enforcement Procedure. Once the Administrative Enforcement Procedure is implemented I understand that I can be fined up to \$100.00/day per violation, up to \$10,000/year.

Witnesses:

(Affiant)

Notary Public

Date

Mail to: LDHH OPH CEHS
 Onsite Wastewater Pgm., Box 11
 P.O. Box 4489
 Baton Rouge, LA 70821-4489