

HANCOCK PUBLIC HEALTH2024 SEPTIC REGISTRATION

IMPORTANT NOTICE:

Septic Contractors must be registered with Hancock County prior to doing any jobs in 2024

(See the rest of the packet for all details)

PAYMENT OPTIONS:

Cash, check, or card. Checks payable to "HPH."
If using card, call ahead at 419-424-7870
(4% service fee added for card use).

PAPERWORK SUBMISSION:

U.S. Mail: HPH, 2225 Keith Parkway, Findlay, OH 45840 Scan Email: EH@hancockPH.com Fax: 419-424-7872

OFFICE HOURS:

Mon 9-4:00; Tues-Fri 8-4:00, including lunch hour





Your Recognized Leader in Population Health

Karim Baroudi, MPH, Health Commissioner



DATE: NOVEMBER 10, 2023

TO: Sewage System Installers, Evaluators, Service Providers and Septage Haulers

FROM: Lindsay Summit, MPH, RS, Director of Environmental Health

RE: 2024 Registration, Bond, and CEU Requirements for Hancock Public Health

2024 SEWAGE CONTRACTOR REGISTRATION

To register with Hancock Public Health (HPH) for 2024, contractors must FIRST fill out state bond paperwork with the Ohio Department of Health (ODH). HPH will not be able to list you as a registered contractor in Hancock Co. until you are approved and listed as having a state bond. To fill out the state bond paperwork, go to odh.ohio.gov/know-our-programs/sewage-treatment-systems/forms and click on the box that applies to your type of business. Make sure you click on the appropriate 2024 bond box. You may need to scroll down on the bond page and/or go to the second page to find the bond package that applies to your business. If you are operating as a contractor in more than one bond category you will need to fill out all corresponding bond packets for each operating category (example: If you want to be a hauler AND installer, you will need to click on each separate bond box for hauler AND installer and fill out all the required paperwork separately).

Also enclosed are the 2024 Hancock County Registration Form/s that will need to be completed and returned to our office with the appropriate fee.

Sewage Evaluators will be required to register as service providers; therefore, you must complete the ODH service provider bond paperwork.

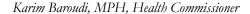
Septage Haulers who received truck inspections in their home counties must provide a copy of their inspection report/s with the registration documents to HPH. If you need a truck inspection, please contact our office to schedule an appointment. **Also, if our office has not received a pumping report from you in 2023, we will not be able to license you for 2024**. If you need a pumping report, they can be accessed at: odh.ohio.gov/know-our-programs/sewage-treatment-systems/forms/pump-report

Sewage Installers must be current on their as-builts and/or tank abandonments. Ohio Administrative code 3701-29-09(F) requires registered installers to provide drawings of completed systems. Installers will not be registered for 2024 until as-builts have been received for 2023 installs.

TURN PAGE OVER FOR CONTINUING EDUCATION REQUIREMENTS, FEES, AND CHECKLISTS



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CONTINUING EDUCATION:

Contractors are required to submit a total of **6 hours of continuing education** that were obtained during 2023 to renew the 2024 registration.

2024 SEWAGE REGISTRATION FEES:

Installers	\$210.00
Evaluators	\$25.00
Service Providers	\$29.00
Septage Hauler Per	
Truck	\$71.00

Contractors must have a completed registration on file prior to starting a job

CHECKLISTS:

An applicant will not be registered until all required information is on file at the Health Department. Required information includes the following:

Installer, Evaluator, Or Service Provider		Septage Hauler			
	Hancock County Application		Hancock County Application		
	Correct Fee		Correct Fee		
	Proof of 6 CEU's		Proof of 6 CEU's		
	Certificate of Liability		Certificate of Liability		
	Proof from ODH that all bonding requirements have been met		Proof from ODH that all bonding requirements have been met		
	Outstanding as-builts and/or tank abandonments		Truck Inspection (If Applicable)		
			Pumping Reports (If Applicable)		



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Karim Baroudi, MPH, Health Commissioner

APPLICATION FOR REGISTRATION OF SEWAGE SYSTEM INSTALLER & INSPECTOR/EVALUATOR

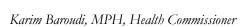
Please check the categories for which you will be making application:

☐ INSTA	ALLER		PECTOR/EVALUA	TOR	
Legal Company Name:					
Applicant:					
Address:		City	State	Zip Code	
Phone:	Cell Phone:		one:		
Fax:					
E-mail:					
Exam Certification Holder:					
am also registered in (Other J			e Code.		
Applicant(Signature)		Date			
PRIOR TO ISSUING R		FICE USE O		E FOLLOWING:	
CEU's (6)-Contractor to provide	EU's (6)-Contractor to provide				
Bond-ODH Website					
Amount Paid:	d: Permit Number:				
Date Registration Approved:	e Registration Approved: Issued By:				

Revised 11/08/22



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APPLICATION FOR REGISTRATION OF SEWAGE SYSTEM SERVICE PROVIDER

I hereby apply for registration to Service household sewage disposal systems in the Hancock County General Health District.

Legal Company Name:							
Applicant:							
Address:	City		State	Zip Code			
Phone:	Cell Phor		ne:				
Fax:							
E-mail:							
I agree to comply with the Hancoc Chapter 3701-29 List the systems that you are certified/qua certification/qualification, please include p	of the	Ohio Administrative (Code.				
Applicant(Signature)	Date						
OFFICE USE ONLY BELOW PRIOR TO ISSUING REGISTRATION OUR OFFICE MUST HAVE THE FOLLOWING:							
	ON OU						
☐ CEU's (6)-Contractor to provide ☐ Bond-ODH Website		☐ Cert. of Liabili	ty-Contractor t	to provide			
Amount Paid:	Per	mit Number:					
Date Registration Approved:		ued By:		Ravised 11/08/22			



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APPLICATION FOR REGISTRATION OF SEWAGE HAULER/TANK CLEANER

Legal Company Name:								
Applicant:								
Address:	City		State	Zip Code				
Phone:		Cell Phone:	1					
Fax:		<u>I</u>						
E-mail:								
Make of Truck	Year							
License Plate Number		Truck ID	Tank	Capacity				
Method of Disposal								
County General Health District. I agree to comply with Chapter 3701-29 of the Administra Code. Applicant Date (Signature)								
OFFICE USE ONLY								
PRIOR TO ISSUING REGISTRAT								
☐ Bond-ODH Website		☐ Cert. of Liability-Contractor to provide						
CEU's (6)-Contractor to provide		☐ Truck Inspection-May be from another county						
Amount Paid:	P	Permit Number:						
Date Registration Approved:	Registration Approved: Issued By:							

Revised 11/08/22