



# Clallam County Department of Health and Human Services

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## INCENTIVE REBATE PROTOCOL

- WHAT:**            ***\$100 REBATE ON SEPTIC SYSTEM LOCATES AND INSPECTIONS***
- WHEN:**           ***WORK PERFORMED BETWEEN MARCH 1, 2018 and MAY 31, 2018***
- WHERE:**           ***ENTIRE CLALLAM COUNTY***  
***([MARINE RECOVERY AREA](#) RECEIVING A HIGHER PRIORITY)***
- HOW:**             ***AWARDED ON A PRIORITY-BASED RANKING***  
***(See Specifics Below)***
- WHO:**             ***WORK COMPLETED BY LICENSED [MAINTENANCE PROVIDERS](#)***
- CONTACT:**       ***[EnviroHealth@co.clallam.wa.us](mailto:EnviroHealth@co.clallam.wa.us)***

### **Background:**

Clallam County Health & Human Services, Environmental Health is tasked by state law with ensuring that septic systems are identified, inspected, repaired (if needed), and documented in a database. Since 2007 Washington State Law (WAC246-272A-0270) has required that On-Site Septic (OSS) owners are “responsible for operating, monitoring, and maintaining the OSS to minimize the risk of failure.” **Specifically, OSS owners need to have their gravity septic systems inspected every 3 years and all other systems inspected annually.** For more details on the state law see [WAC246-272A-0270](#). In order to help OSS owners in Clallam County to comply with state law, Environmental Health has acquired grant funding through the Washington Department of Health (DOH) to provide rebates **up to \$100** to assist with payment of OSS locates, inspections, and riser installation.

### **Rebate Requirements**

Rebates will be processed for residential and commercial OSS within Clallam County for:

1. **System locates** - locating your septic tank, drainfield, and other parts of your system if their location is unknown in County Permit Database.
2. **Septic system inspections** – full system inspection by a licensed maintenance provider. PUMPING IS NOT THE SAME AS A FULL INSPECTION.
3. **Installation of risers** may also be considered for rebates if there are funds still available after rebates for system locates and inspections have been processed.

In order to disburse funds in a manner that both meets the highest use intent (locating, inspecting, and improving access to OSS, if needed), and being fair and equitable in rebate reimbursements, the following protocol will be followed for reimbursing **residential** and **commercial** OSS owners.

### **Priority Order for Allocation of Funds (Highest priority to lowest priority)**

Funds are available for septic systems county-wide but with priority given to properties in the Marine Recovery Area (MRA). The boundaries of the MRA are the Bagley Creek watershed east to the county line, and from the National Park boundary north to the Strait of Juan de Fuca. More simply put, if you have a Sequim address, you live in the MRA. If you live east of Bagley Creek Road, you live in the MRA. If you live east of Deer Park Road, you **may** live in the MRA.

**Properties in the MRA and then the rest of the County will be prioritized according to the following protocol:**

#### **Priority 1. Properties with no septic system permit records - system locate required.**

Clallam County Environmental Health is charged with knowing the location and status of all septic systems in the county. Priority for rebates will be processed for those systems that predate records or have no record on file and require a system locate.

#### **Priority 2. Properties for which septic permit records exist, but there are no records of inspection.**

This is part of the goal to bring all systems into compliance with the inspection requirements per WAC246-272A-0015(1)(d & e). Rebates up to \$100 are intended to reduce the financial burden of inspections.

#### **Priority 3. Properties for which inspection records exist, but are not current on inspection.**

This is part of the goal to bring all systems into compliance with the inspection requirements per WAC246-272A-0015(1)(e). Rebates up to \$100 are intended to reduce the financial burden of inspections.

#### **Priority 4. Properties current on inspection but would like to install risers to facilitate inspections.**

This is part of the goal to bring all systems into compliance with the inspection requirements per WAC246-272A-0015(1)( e). Rebates for risers will be processed only if there are funds still available after rebates for system locates and inspections have been processed.

**Note: Residential as well as commercial properties within Clallam County are eligible for rebates.** Reimbursement for locates, inspections, and riser installation is only allowed work performed between **March 1, 2018** and **May 31, 2018**.



### **Conditions for obtaining rebates**

1. The intent of providing reimbursements is to document OSS and have them professionally located and inspected. Reimbursement will **only** be paid for system locates performed **with a professional inspection** (no DIY inspections). Reimbursement will **not** be processed for system locates and riser installation without a **current** inspection report on file. A **current inspection** is defined as an inspection that has taken place in the prior 36 months for a gravity system, and in the prior 12 months for all other systems. The system status will show as **Reports Current** in the County septic system database.

2. If a system locate is required, it must be an electronic locate performed by a qualified professional. “Witching” of systems will not be accepted. A drawing must be submitted showing the location of the septic tank, drainfield, and any other components in reference to the building the system serves. The measurements shown must be sufficient to locate all parts of the system per [WAC246-272A-0265](#) Record Drawings.
3. Reimbursement will **not** be provided for installation of risers required for a building permit.
4. Reimbursement will **not** be provided for inspections for sale of a property.
5. Reimbursement will **not** be provided for tank pumping – this is not a complete system inspection.
6. The maximum amount of the rebate will be **\$100 per property**.
7. Reimbursements are limited to one per household or business per year depending on funding availability.
8. Reimbursement for locates, inspections, and riser installation is only eligible if the work occurred during the time period of **03/01/18 to 05/31/18**.

## **2 Ways to Determine Rebate Eligibility**

### **Onsite Septic System Inspection Status Map**

1. To determine if your septic system is due for an inspection, visit [www.clallam.net/septic](http://www.clallam.net/septic) and click on [Onsite Septic System Inspection Status Map](#) under the **General Information** tab and  zoom into your area of interest in order to see the color designations of septic system inspection status until you can find your parcel. Use the  identify tool to find out about your OSS status.
  - If the parcel is RED and says below “Septic System Suspected” then there is not a septic permit case associated with this parcel, so the septic system is unknown in the EH Permit database, needs to be located and inspected, and is eligible for the rebate.
  - If the parcel is YELLOW and says “Required Inspection NOT Current” then your system is due for an inspection and is eligible for the rebate.
  - If the parcel is GREEN and says “Required Inspection Current” then your system is current on its inspections and is not eligible for the rebate unless for the addition of risers to facilitate future inspections.

**Or**

### **Use the Online Permit System (see also [Septic Permit & Inspection Info Available Online](#))**

2. To determine if your septic system is eligible for the rebate program, visit [www.clallam.net](http://www.clallam.net) and click on [‘Online Permit System’](#) under the Online Services tab.

Click on the link [‘Find information about a Parcel of Land’](#) and enter either your parcel number (the 12 digit GeoID found on your tax statement), or your address. Select the appropriate parcel number from those available on the next screen.

If there is not a '**SEP**' or septic permit case listed, the septic system is unknown and needs to be located and inspected, and is eligible for the rebate.

If the '**SOM**' or Septic Operation and Maintenance case Status is "**No Reports**" or "**Reports NOT Current**", your system is due for an inspection and is eligible for the rebate.

A list of currently licensed [Inspection and Maintenance \(O&M\) providers](http://www.clallam.net/septic) is available online at [www.clallam.net/septic](http://www.clallam.net/septic).

### **Procedure for Processing \$100 Rebate Request**

1. Homeowner must submit a **completed, signed rebate request form and a copy of receipt(s)** for work done by **May 31, 2018**.

Work must have been accomplished between **March 1, 2018** and **May 31, 2018**. The submittal form can be downloaded below.

There must be a **current** inspection report on file. (**Note:** If you have a professional, certified inspection performed, the results must be filed with EH before your rebate can be processed.)

#### **Rebate Request Form**

2. The receipt must clearly state the type of work done, the cost, and the property site address. Reimbursements will not exceed the cost of the work. Multiple receipts may be submitted to maximize the amount of the reimbursement.
3. Homeowner mailing address must be noted if different from site address.
4. Include your e-mail address to be informed of future rebate programs, OSS classes, and inspection status.
5. Rebate recipient must route copies of receipts and the requested information by **May 31, 2018** to EH Staff at the EH counter at the Clallam County Courthouse, or mail to:

Clallam County Health & Human Services  
EH OSS Rebate Program  
111 East 3<sup>rd</sup> Street  
Port Angeles, WA 98362

**NOTE:** If you have additional questions, please contact Andy Perham at Environmental Health at 360-417-2350 or email [EnviroHealth@co.clallam.wa.us](mailto:EnviroHealth@co.clallam.wa.us). Please include the physical address of your septic system in your message.