



**Public Health**  
Prevent. Promote. Protect.

**Butler County  
General Health District  
Operation Permit Terms and Conditions**

No person shall operate a Sewage Treatment System (STS) or a type 2, 3 or 4 Gray Water Recycling Systems (GWRS) without an approved and valid operation permit from the board of health.

The owner and/or a responsible management entity when applicable, shall comply with the terms and condition of the permit. Operation and Maintenance (O&M) shall be met in accordance with manufacturer's instructions as a condition of an operation permit, as part of a STS or GWRS product approval, or as otherwise required in 3701-29.

The STS or GWRS owner is responsible for ensuring that a STS or GWRS is maintained in proper working condition. No STS or GWRS or part thereof shall create a public health nuisance, as defined in section 3718.011 of the Revised Code, or safety hazard. The STS or GWRS owner is responsible for ensuring that a STS or GWRS is maintained in proper working condition. The board of health shall inspect the completed system again not later than twelve months after the approval of the installation to observe the system's operation. The board of health shall make an assessment to determine if the system is operating properly and not causing a public health nuisance or safety hazard. If the system is causing a public health nuisance as provided in section 3718.011 of the Revised Code, repairs are to be made to the system that eliminate the public health nuisance as determined by the board of health.

Board of health operational permit requirements instituted, prior to 01/01/2015 for the monitoring or assessment of Sewage Treatment Systems shall continue as established, on an annual basis.

Operation permits for non-discharging units to natural soil absorption shall expire in ten years after issuance.

An operation permit shall be in effect upon board of health approval of an installation, a replacement, or an alteration of a STS. An operation permit may be renewed, suspended, or revoked by the board of health.

A person may demonstrate the required O&M of their system in lieu of having a board of health inspection conducted when an inspection is otherwise required.

- a) The board of health shall advise the owner of the ability to demonstrate required O&M through the use of a service contract or owner certification.
- b) This may include a person securing a service contract or to becoming a service contractor to perform the duties on their personal residence and being certified for O&M service by a manufacturer.
- c) The owner shall provide proof of servicing and maintenance appropriate to the STS or GWRS to the board of health that includes, but is not limited to:
  - i. A copy of the appropriate system type service report that is signed and dated by a registered service provider or owner who is certified by the manufacturer to service the installed STS or GWRS.

- ii. Service providers shall notify the board of health when service contracts are not renewed;
- iii. Service reports must include minimum information as required by the department for a specific technology or product, the board of health, and the manufacturer as applicable for every component of the system.
- iv. Service checklists that provide a comprehensive listing of the minimum service requirements shall be used when applicable or available for a product or system type;
- v. Provide a copy of septic tank pumping receipts, tank and distribution box inspections, and cleaning of effluent filters as applicable; and
- vi. Any other information that demonstrates maintenance of the system as required by the operation permit.

Owners of Household Sewage Treatment System (HSTS) that have obtained coverage under the household general National Pollutant Discharge Elimination System (NPDES) permit shall obtain effluent samples for monitoring as required by the household general NPDES Permit. Effluent samples shall either be collected by the board of health, or a registered service provider in accordance with protocols established by the department or Ohio EPA. Effluent samples shall be collected in accordance with rule 3701-29-13 of the Administrative Code or as approved by the director from either the installed sampling port or the point of discharge for the STS installation; Effluent samples shall be collected in accordance with rule 3701-29-13 of the Administrative Code or as approved by the director from either the installed sampling port or the point of discharge for the STS installation;

Maintenance, repair, servicing or alteration of the system as required to meet the action limits established by Ohio EPA when system effluent quality exceeds the limits established in the household general NPDES permit or more often as necessary to meet the action limits.

All records and information regarding a system's operation and maintenance shall be provided to the board of health within sixty days of any operation and maintenance inspection.

NOTE: Failure for the owner and/or a responsible management to provide proof of the required maintenance of the system within a three month period after permit issuance shall be subject to inspection by the board and the reasonable cost of the inspection must be paid by the person.

*Adopted by the Butler County Board of Health on May 18, 2017.*