



# Oregon

Theodore Kulongoski, Governor

Department of Environmental Quality

Headquarters

811 SW Sixth Avenue  
Portland, OR 97204-1390

(503) 229-5696

FAX (503)229-6124

TTY (503) 229-6993

December 10, 2010

## Annual Reports are due!

Dear Oregon Certified Maintenance Provider:

In accordance with Oregon Administrative Rules (OAR) 340-071-0345, 340-071-0302, and 340-071-0290, Alternative Treatment Technologies, Recirculating Gravel Filters and Commercial Sand Filters are allowed to be installed in Oregon under a construction-installation permit provided that they are **inspected and serviced by a certified maintenance provider at least once every six (6) months.** It is your responsibility as the certified maintenance provider to submit an annual report and the annual report evaluation fee to the local regulatory agency. If you are unclear who your local regulatory agency is, please refer to the attached map and follow the instructions below.

If the county where your client is located in is a DEQ direct service county (shown in white on the enclosed map), please send your report and the \$60 report evaluation fee to DEQ Headquarters, 811 SW 6th Avenue, Portland OR 97204. When you are sending reports, make sure you are very specific about what sites you are providing maintenance for and what sites the fees you submit are covering. For systems in DEQ direct service counties, you have the option of submitting the report forms electronically (see enclosed pilot project instruction sheet for details).

If the county where your client is located in is a contract county (shaded in grey on the enclosed map), please refer to the enclosed list of mailing addresses for each county. You will need to send your report and fee to the address on that list. Before mailing please contact the county office to verify who the contact person is, what the annual fee is for that county and any other special instructions.

If you have clients in multiple counties you will need to send a report to each regulatory agency (DEQ directly or county office) overseeing the area in which you work. A blank copy of the required annual report form is attached. Please make copies of the form for additional inspections and service visits. Please note that you only need to submit a report evaluation fee for sites that are currently in use. If the house is not yet connected to the system please indicate that information on your report.

All reports for the 2010 calendar year are due January 15, 2011. Please understand that the failure to submit a report and fee for each site you are responsible for is a violation of Oregon environmental law and may result in a formal enforcement action.

If you have any questions regarding this letter, please call me at 541-686-7905 or toll free in Oregon at (800) 844-8467 extension 7905.

Thank you,

Lisa Fincher

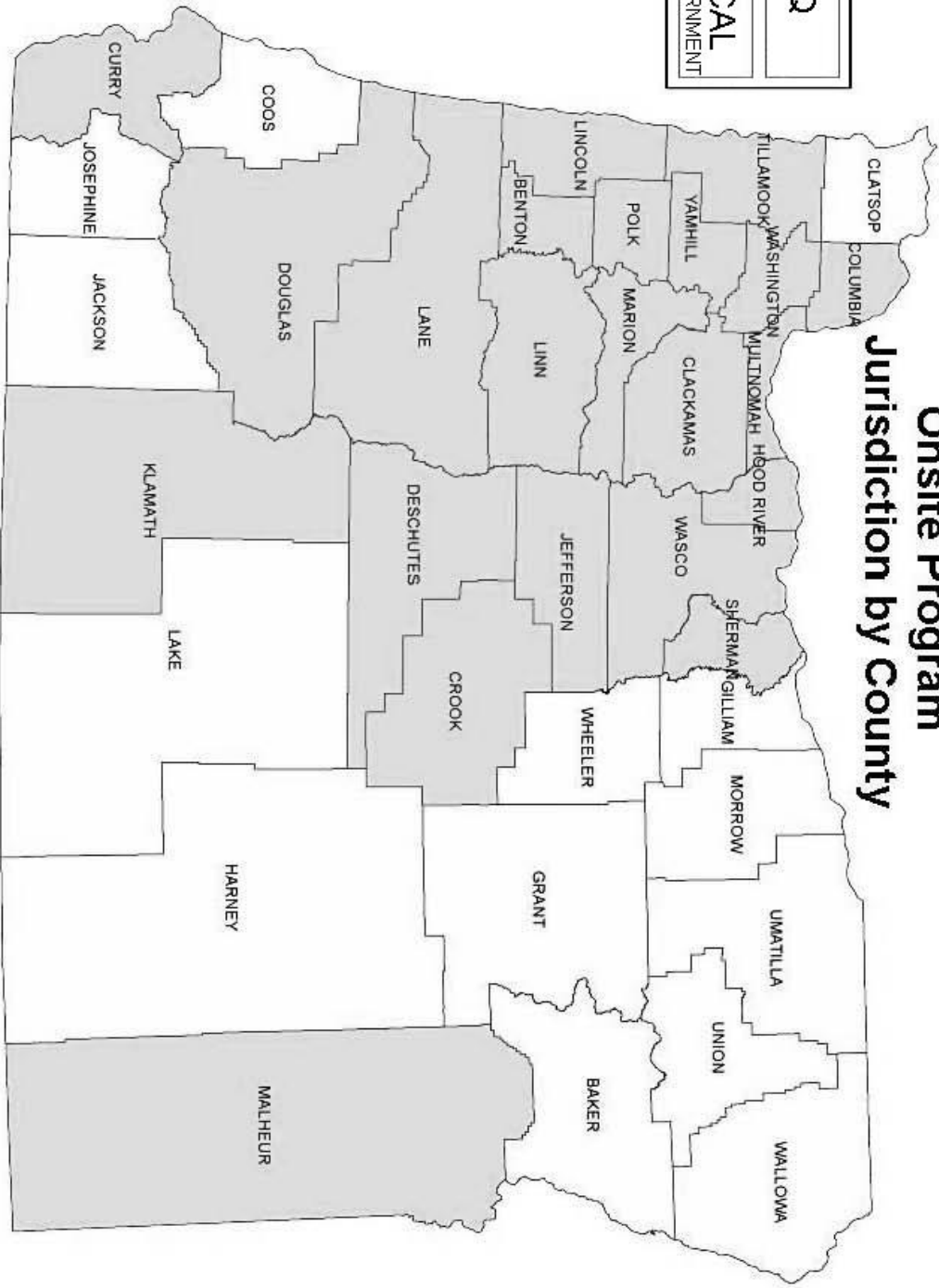
Onsite Program Licensing and Support Specialist

ec: All DEQ regional offices  
All Contract Counties

Encl: Map of Counties  
List of Mailing Addresses  
Annual Report Form  
Pilot Project Instruction Sheet

# Onsite Program Jurisdiction by County

DEQ
LOCAL GOVERNMENT



**DEQ Onsite Program  
Where to Send Annual Maintenance Reports**

<p><b>Baker County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>	<p><b>Benton County</b> County Health Department 530 NW 27th , Corvallis 97330 Telephone: 541-766-6841</p>
<p><b>Clackamas County</b> Water Environment Services 150 Beaver Creek Rd., Oregon City OR 97045 Clackamas 97015</p>	<p><b>Clatsop County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>
<p><b>Columbia County</b> County Land Development Services 230 Strand, County Courthouse, Room 130A St. Helens 97051</p>	<p><b>Coos County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>
<p><b>Crook County</b> County Environmental Health Department Crook Co. Courthouse 300 NE 3rd St., Prineville 97754</p>	<p><b>Curry County</b> County Public Services Curry Co. Courthouse P.O. Box 746, Gold Beach 97444</p>
<p><b>Deschutes County</b> County Community Development Department 117 NW Lafayette Ave., Bend 97701</p>	<p><b>Douglas County</b> Douglas County Planning Dept. Douglas Co. Courthouse, Justice Bldg. Rm. 106 Roseburg, OR 97470</p>
<p><b>Gilliam County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>	<p><b>Grant County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>
<p><b>Harney County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>	<p><b>Hood River County</b> County Health Department 1109 June St., Hood River 97031</p>
<p><b>Jackson County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>	<p><b>Jefferson County</b> Community Development Department 66 SE D Street, Madras 97741</p>
<p><b>Josephine County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>	<p><b>Klamath County</b> Klamath County Community Development Dept. Onsite Wastewater Treatment Program 305 Main Street Klamath Falls, OR 97601-6332</p>
<p><b>Lake County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011</p>	<p><b>Lane County</b> Lane County Land Management Division 125 E. 8th Ave., Eugene 97401</p>

<b>Lincoln County</b> County Public Works Department Onsite Waste Mgmt. Section 210 SW 2nd St., Newport 97365	<b>Linn County</b> County Environmental Health Department Courthouse, Room 115 P.O. Box 100, Albany 97321
<b>Malheur County</b> County Environmental Health Department 251 "B" St., West, Box 9, Vale 97918	<b>Marion County</b> County Building Inspections Department PO Box 14500, Salem 97309-5036
<b>Morrow County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011	<b>Multnomah County</b> City of Portland/Office of Planning and Development Review 1900 SW Fourth Avenue, Portland 97201
<b>Polk County</b> County Community Development Department Polk County Courthouse 850 Main St., Dallas 97338	<b>Sherman County</b> Wasco-Sherman Public Health Department 419 East 7th St., The Dalles 97058-2607
<b>Tillamook County</b> County Dept. of Planning & Community Development 201 Laurel Ave., Tillamook 97141	<b>Umatilla County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011
<b>Union County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011	<b>Wallowa County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011
<b>Wasco County</b> Wasco-Sherman Public Health Department 419 East 7th St., The Dalles 97058-2607	<b>Washington County</b> County Department of Health/Human Services 155 North First Avenue, Hillsboro 97124
<b>Wheeler County</b> DEQ HQ Business Office 811 SW Sixth Ave., Portland 97204-1390 Telephone: (503) 229-5269 or (800) 452-4011	<b>Yamhill County</b> County Department of Planning and Development 525 NE 4 <sup>th</sup> St., McMinnville 97128



**STATE OF OREGON**  
 Department of Environmental Quality  
 Onsite Program  
 Water Quality Division

Annual Operation and Maintenance Report Form  
 (copy this form for each visit)

**General Information**

Date of Service: \_\_\_\_\_ Inspection #: \_\_\_\_\_ of \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ Permit #: \_\_\_\_\_ Startup Date: \_\_\_\_\_  
 System Model #: \_\_\_\_\_ System Serial #: \_\_\_\_\_  
 Maintenance Provider Name (please print): \_\_\_\_\_  
 Certification #: \_\_\_\_\_ Service Contract Period from: \_\_\_\_\_ to \_\_\_\_\_

**Is the system failing?**

Yes No

- Discharge of sewage to the ground surface
- Discharge of sewage to drain tiles or surface waters
- Sewage backup into plumbing fixtures

**Onsite wastewater treatment system status:**

- Failing       Maintenance Required       Owner has applied for repair permit
- Not Failing       Maintenance Performed

**Maintenance:** Reference relevant recommendations, corrections, replacements, and/or upgrades of the onsite wastewater treatment system for all identified components in inspection report.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Attach individual inspections forms**

I certify that I have performed O&M services in accordance with the requirements in OAR chapter 340, division 071, for the above-referenced property, and that this report is complete and accurate to the best of my knowledge. I understand that falsification of this report is grounds for revocation of my certification and/or civil penalties.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Pilot Project Instruction Sheet For Annual Report Submittal in DEQ Direct Service Counties

On November 18, 2009 DEQ sent a letter informing those of you who maintain ATTs, Recirculating Gravel Filters and Commercial Sand Filters in DEQ direct service counties (shown in white on the enclosed map) of the option of participating in a pilot project for submitting reports for the 2009 calendar year. DEQ is continuing this reporting option for the 2010 reporting year. If you do not maintain systems in DEQ direct service counties or if you are not interested in participating in this pilot project, please follow the instructions in the cover letter signed by Lisa Fincher for submitting your annual reports. If you do maintain systems in DEQ direct service counties and are interested in participating in this pilot project, please read on.

To participate in this pilot project you will need to do the following:

1. Enter all of the inspections you conducted in 2010 in the OnlineRME web-based service. Training for this service and account access may be obtained by contacting OnlineRME either via email at [info@onlineRME.com](mailto:info@onlineRME.com) or via phone at 866-425-2600. This can be done at any time once you have received the training and account access but all entries for the 2010 calendar year must be made by January 15, 2011.
2. Submit a list of all the systems you are reporting on including the property address, property owner name and the county in which the system is located. Send the list together with the \$60 reporting fee for each system to:

DEQ HQ Business Office  
Onsite Program Annual Report Pilot Project  
811 SW Sixth Avenue  
Portland 97204-1390

You may submit a \$60 check for each report or one check for the total number of reports. The list and reporting fee(s) must be submitted no later than January 15, 2011.

You are not required to participate in this pilot project – you may choose to submit your annual report and evaluation fee using the standard method of mailing both the report and fee to DEQ as instructed in the cover letter signed by Lisa Fincher.

Failure to submit a report and fee either using the standard method or by participating in this pilot project by January 15, 2011 may result in enforcement action and could also result in a site inspection and additional fees for the system owner.

If you have any questions about this pilot project, please feel free to call us at (541) 686-7838 or toll free in Oregon at (800) 844-8467.

