



WATER QUALITY PROGRAM

2026 Sewage Treatment System (STS) Contractor Memo

General reminders for submitting paperwork, department procedures and accessing records and forms.

Alterations to Existing STS:

- No alterations or tank replacements to existing illicit discharges (discharging systems without an NPDES permit), dry/leach wells, or sites where sewer connection is available will be permitted.

STS Installations:

- Requests for installation inspections must be submitted three business days in advance.
- Spray and LPP systems require an on-site start up test as part of the inspection.
- LPP installations require inspection of piping to verify orifice size and spacing prior to install.
- Newly installed components may not be covered prior to inspection by the health department. If extenuating circumstances arise, contact the area inspector.
- As-builts must include a disclaimer that the STS was installed in accordance with OAC 3701-29 and be signed by the installer.

Maintenance Reports:

- Reports must include: address, company name, inspection date, overall condition of system, as well as any applicable treatment components listed on the form.
- If the overall condition of the system is marked "Poor," comments are needed to describe the issue.

Service Contracts:

- Service contracts must include an address and the length of the contract.
- It is not necessary to send each individual contract. A list of contracts will suffice as long as it contains all addresses, start dates and expiration dates.

Pumping Reports:

- Pumping reports must include: Address, date, gallons pumped, disposal location, overall condition and company name.
- If the overall condition is marked as "Poor," comments are needed that describe the issues observed.

Email Addresses:	Use For:
servicereports@scph.org	Submitting maintenance reports, pumping reports, and service contracts. <ul style="list-style-type: none">• Email or mail within 60 days of completion.
wqsts@scph.org	Submitting STS permitting documents for review.
ehpayments@scph.org	Submitting STS applications or services that require payment <ul style="list-style-type: none">• Call 330-926-5600 after emailing paperwork.

**SCPH records and inspection report forms can be accessed by visiting our website:
scph.org/water-quality**