



# OPERATION PERMIT PROGRAM IN DARKE COUNTY

Sophie O'Connor, RS

Darke County General Health District

# INFORMATION REQUEST FORM

- Provided on a **yellow** sheet of paper
- Anytime I am talking about a document on that form, it will be **highlighted in yellow**
- If you would like us to email you these forms, fill out the bottom portion of your yellow paper and hand it in at the end



# DARKE COUNTY STATS



- Population: 53,300
- 4.5 million gallons/day flow to municipal waste
- 4.5 million gallons/day flow in to the ground or waterways through septic systems
  - Rural County – over 11,000 septic systems
  - Houses with permitted septic systems: 9,500
  - Houses without permitted septic systems: 1,850 (approx. 738,800 gallons/day of untreated sewage discharging off lot)



# 5 YEAR O/M PLAN

- Established and adopted by board of health January 2013
- Objective: to have all permitted septic systems on the O/M program by the end of 2018, and have all non-permitted systems updated by the end of 2023.



# 5 YEAR PLAN (2)

## Permitted septic Systems

- Add 160 properties per month for 5 years
- Start with state routes, then go alphabetically by road name (able to because of database and est. program before new rules)
- Properties added before we get to their road if:
  - Sewage complaint
  - Point of sale/land split/remodel inspections
  - New/alteration permit purchased

## Non-Permitted Systems

- Send letters stating they have 3 years to upgrade septic system, start with soil testing
  - Same order as the permitted systems (state routes, then alphabetically)
  - Have the option to prove to us they have a system (dig up d-box and ends of leach lines)
  - ORC 3718.011 “a sewage treatment system is causing a public health nuisance if it is not operating properly due to a missing component, incorrect settings, or a mechanical or electrical failure”
- 

# 5 YEAR PLAN MODIFIED – NOW A 6 YEAR PLAN

## Permitted septic Systems

- Taking a one year break to get caught up on monitoring/inspections
- Will resume with new properties April 2016
- Currently have permitted 3300 properties

## Non-Permitted Systems

- Have sent out 250 letters since April 2013
- 43 homeowners had sites approved, purchased permits, or have completed the work
- Several properties proved they had leach beds and we updated their records and placed them on O/M program
- Also taking a break from sending more letters.



## PROGRAM SETUP

- First step: septic system data base
- Darke County: HDIS holds 90% of our homes already entered with septic system information



# 319 GRANT

- Ohio EPA 319 Grant - \$775,000 award
  - 2004-2007
  - Overall Goal:
    - Protection of the Stillwater watershed from non-point pollution of sewage treatment systems
  - County Goals:
    - Repair/replace failing septic systems with grant money
    - Homeowner education
    - Inventory/GPS on every septic tank and well
    - Match up old septic permits



McKIBBEN, WALTER  
Permit # 278

R R # 1 Rossburg

5-13-54

Tank 800 gal filter bed 240 Sq. Ft.

*Riede-Bell?*

Directions: 2 miles West of Rossburg and  $\frac{1}{2}$  mile South in Allen twp,

Final inspection Apprived 8-6-54 HJ

APPLICATION AND RECORD OF SEWAGE DISPOSAL INSTALLATION

Name

May, Mrs. Cecilia

Date

9-17-1964

I, or We hereby apply for a permit to install change a privy sewage disposal system

on the property located at

Marque Rd. - 1st place North of

Goubeaux Road

in

York

Twp.

and owned by

Mrs. Cecilia May

(name)

R. # 3 - Versailles

(address)

I agree to comply with the rules and regulations of the Board of Health of the Darke County General Health District governing the installation and operation of privies, privy vaults, sewerage and sewage disposal equipment.

I further agree that I will call for final inspection and approval by the Health Department of this installation at least 48 hours prior to its being covered with earth.

Sylvester Muller  
(Applicant's Signature)

R. # 1 - Versailles, Ohio  
(Address)

PERMIT NO.

2360

DATE PERMIT ISSUED

9-17-64

SEWAGE TANK

1000 Gallon - 2 compartments

TILE DISPOSAL

FIELD

240 sqft filter bed

SEWER MATERIAL: Cast Iron

Cement Asbestos

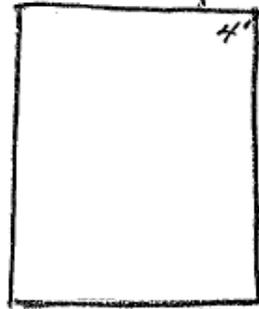
Vitrified with bituminous joints

DRAINAGE INTO DISPOSAL SYSTEM

REMARKS

Insp. by

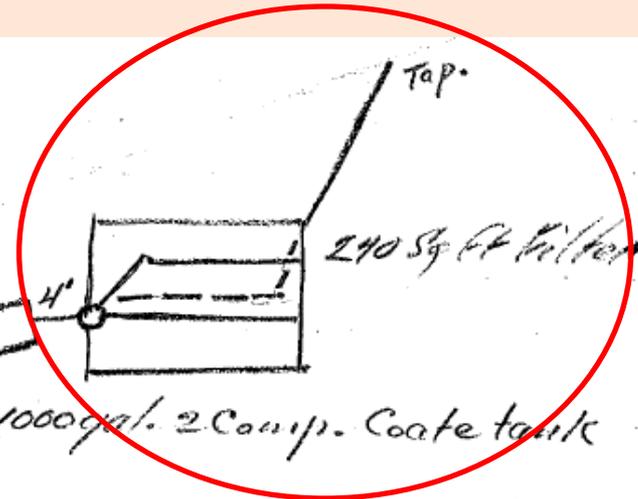
A



20



1000 gal. 2 Comp. Coate tank



Tap

240 Sq Ft Filter

9-25-64  
BCH

Mangan Rd.



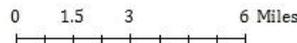
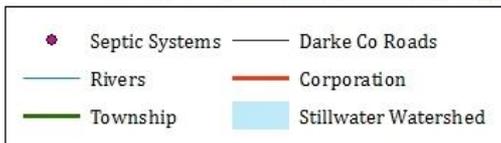
# PROGRAM SETUP - MATCHING UP OLD PERMITS

## ○ Useful tools:

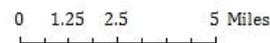
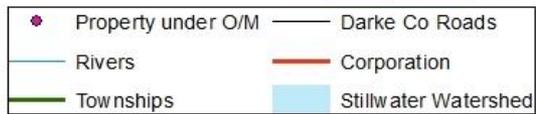
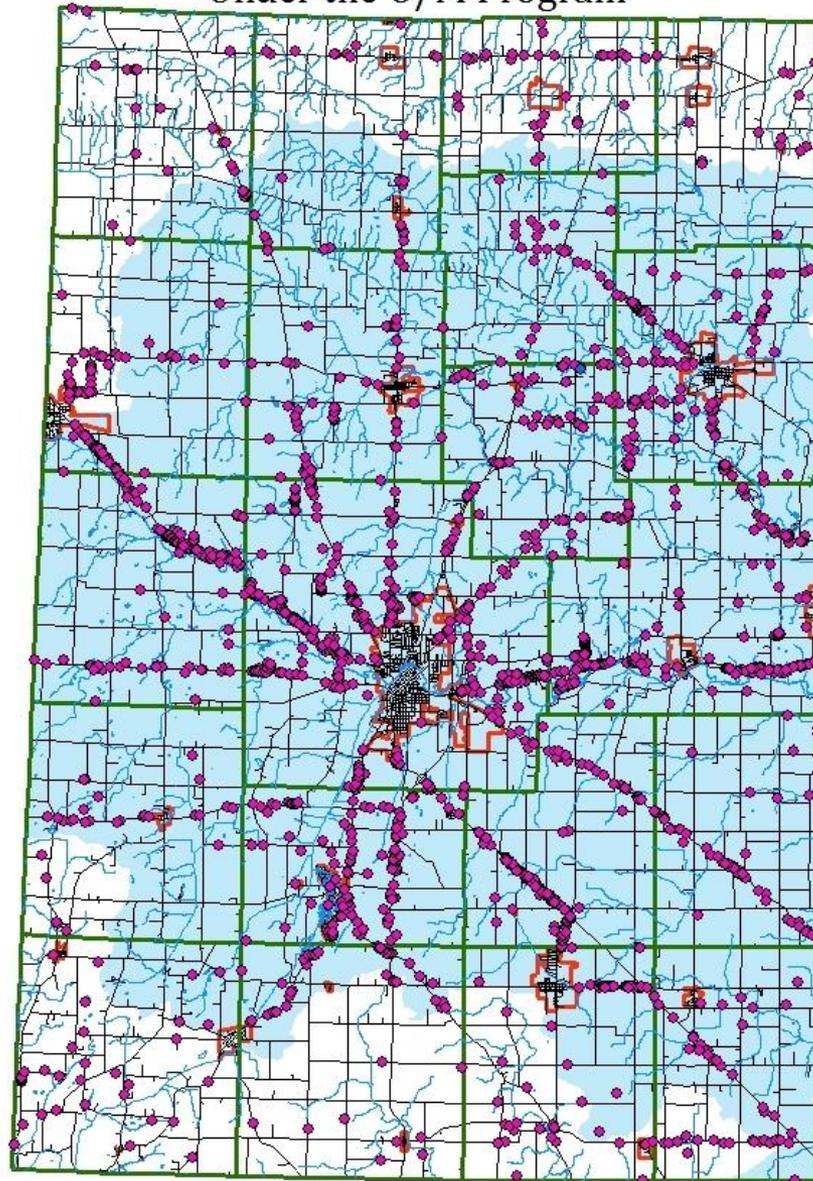
- Auditor's website – print off every address for every road in the county (not always accurate, but good place to start)
  - Also gives when the house was built, acreage, and some previous homeowners
- Recorder's office – trace properties back to see if previous homeowners match old permits.
- Pictometry/ArcGIS
- Field work



# Household Sewage Treatment System Locations Darke County, Ohio



# Household Sewage Treatment Systems Under the O/M Program



Feb. 2015



# PROGRAM SETUP - WHERE TO START

- Counties with no database: recommend conducting inventory/monitoring first, then enter addresses in the database to conduct billing
  - 3701-29-19 (A2) “Board of Health shall work with interested stakeholders to develop a timeline and process for phasing in O&M management for prior installed systems and should consider risk factors such as system age, complexity and risks to public health...”
  - May need to consider the watershed approach



# PROGRAM SETUP – WATERSHED APPROACH

- Pollution Concentration - EPA
- Public Meetings
- Press Releases
- Mass mailings to rural routes
- County grants office – maybe provide \$ for risers/pumping/baffles?



# PROGRAM SETUP - STAFF

- Darke County Staff
  - Sanitaricians: 1 full-time
  - Secretaries: 1 part-time
  - 2 other sanitaricians and 1 plumbing inspector help out with monitoring
  - Will need to expand soon, maybe hire summer intern(s) help to keep up with monitoring while weather is fit.



# PROGRAM SETUP - ORGANIZATION

- Each property given:
  - A month in which their permit will expire and their payment is due by
  - Permit number – helps with organization
  - **Monitoring card** – only take this card out with us to do monitoring – prevents loss of paperwork



# FRONT OF MONITORING CARD – LEACH BED

#341

O & M Month: JULY

Township: TWN

Final Approval Date: 7/8/2011

System Address: 3 OTTERBEIN ITHACA RD

Homeowner: L. M. ...

Type of System:  Aeration  Upflow filter  Leachfield  Mound  Drip  
 Dry Well  Subsurface Sandfilter  Pond  Other

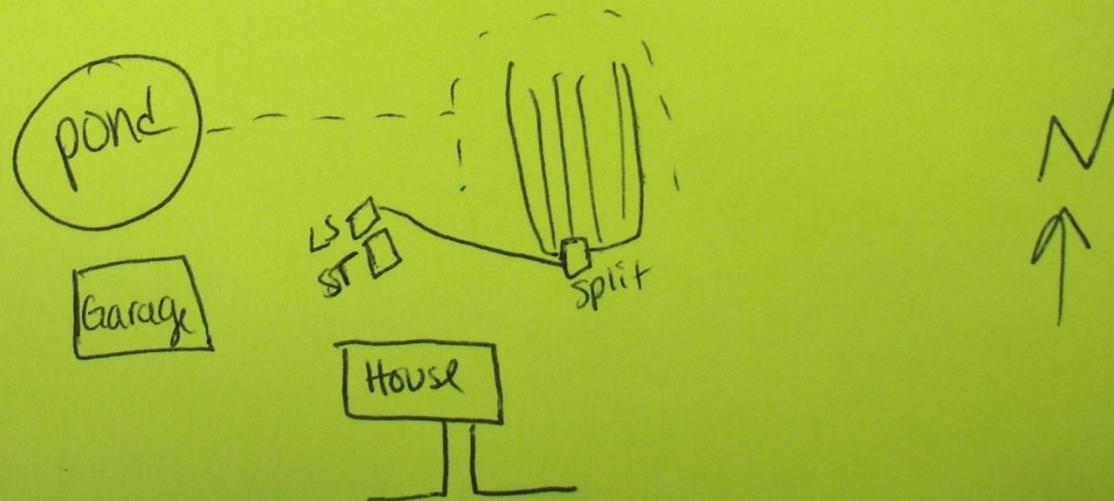
Curtain drain?  Yes  No

Inspection Port/Animal Guard?  Yes  No

Observation Ports?  Yes  No

Lift Pump?  Yes  No

Drawing of system:





# INFORMING HOMEOWNERS

## 1 Year Notice

- Issue an **operation permit** to expire in one year in the month they were assigned
- Enclose a **letter** explaining the program and citing the OAC
- Also enclose any other informational **pamphlets**
- This gives them 1 year to ***put risers on their tanks***, splitter boxes, and anything else applicable (sampling ports on sand filters)

## 2 Month Notice

- Approximately 2 months before that permit expires send them a **notice** again explaining what the system is and a bill for the appropriate amount
  - After their permit is paid for, we mail them the new permit and let them know their system will be monitored before the permit expires (unless they hired a service provider)
- 



### Common Problems Identified

- Aeration motor absent or not working
- Too much water in septic tank
- Deteriorated baffles in septic tank
- Deteriorated distribution box
- Sludge build-up in septic tank
- Sewage surfacing in yard.

### How to protect your system

- Pump your septic tank every 3-5 years
- Switch your flow-diverter once per year
- Divert surface water away from your system
- Save water to avoid overloading the system. Repair leaky faucets or toilets.
- Use bleach, disinfectants, toilet & drain cleaners sparingly.
- Plant grass over your leachfield.
- **Do not flush:** cigarette butts, coffee grounds, condoms, dental floss, disposable diapers, fat, grease, oil, kitty litter, medications, paper towels, sanitary napkins, tampons, and hazardous chemicals.

## Registered Service Providers

- Bill Ahrens Plumbing & Heating  
Versailles, Ohio 1-937-526-4706
- Coate Concrete Products, Inc  
West Milton, Ohio 1-800-762-4066
- Deaton Plumbing & Heating  
Union City, Ohio 1-937-968-7213
- Gehle's Aerations Service  
Maplewood, Ohio 1-937-538-6305
- J & A Construction, Inc.  
Greenville, Ohio 1-937-547-1723
- Mikesell Excavating, Inc.  
New Paris, Ohio 1-937-997-3113
- Stewart Aeration Service  
Piqua, Ohio 1-888-778-1383
- Westfall Plumbing & Heating Ltd  
Greenville, Ohio 1-937-548-2530
- Wiley Well Drilling  
Union City, IN 1-765-584-8648

[www.darkecountyhealth.org](http://www.darkecountyhealth.org)

300 Garst Avenue  
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45331

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Find us on Facebook & Twitter.



## SEWAGE OPERATION & MAINTENANCE PROGRAM

*An Explanation of  
the Operation Permit  
Program*



Tel: 937-548-4196

# OPERATION PERMITS

## About the Program

*The Operation permitting program promotes a proactive and preventative approach to managing home sewage treatment systems. It is required by Section 3701-29-09(I) of the Ohio Administrative Code.*

## Who needs an Operation Permit?

Every homeowner with a septic system is required by law to have an operation permit to operate their sewage treatment system. Since the Darke County Health Department did not require monitoring as a condition of renewing a systems operation permit until 2007, most homes in the county have not been monitored under this program. However, since 2007, homes have slowly been added to the monitoring program through installation, mapping and system upgrades. This process will continue until all homes in the county are included in the program.

## Health Department Monitoring

The Health Department operation permit monitoring of a home sewage treatment system is performed to be sure that the system is not creating a nuisance and to make suggestions about corrections. **The homeowner is responsible for having the system fixed if corrections are required by the Health Department.**



Please note that the operation permit monitoring is not the same inspection the Health Department performs for a home sale, land split, or room addition. A separate inspection is required for those (special service inspection). If interested, please contact the Health Department for additional information.

## Maintenance in Lieu of Health Department Monitoring

Instead of having the Health Department monitor their septic system for an Operation Permit, a homeowner may choose to demonstrate maintenance in lieu of a Health Department monitoring. This can be done by having a registered service provider perform monitoring and complete any necessary maintenance. Please note, it may be particularly beneficial for homeowners with aerators and mounds to contract with a service provider who may do maintenance while they perform the monitoring, as these system types require more maintenance than the traditional leach bed, sandfilter, or dry well. It is important to contact the service providers listed to see what type of services they provide when they perform monitoring. A list of registered service providers is available on the back of this pamphlet.

## Monitoring Schedule & Fees

### Aeration or Mound Systems

Every 2 years the owner of an aeration or mound system will receive a notice in the mail regarding the renewal of their operation permit. Homeowners who have a contract with a service provider will be required to provide a copy of their service contract with their service provider and include a \$10.00 permit fee for 2 years. If the homeowner does not have a contract with a service provider, then the Health Department will perform monitoring of the system annually and the permit fee is \$100.00 for 2 years. Once the fee has been paid the homeowner will be mailed their operation permit, and the monitoring will be conducted at least once a year.

### Leachfields

Every 5 years the owner of a leachfield will receive a notice in the mail regarding the renewal of their operation permit. Currently, the permit fee is \$75.00 for 5 years and the Health Department will mail you a 5 year operation permit. Within that 5 years either the Health Department or a registered service provider must conduct monitoring to ensure proper maintenance. A reduced fee is not yet offered if a service provider is hired to do maintenance in lieu of Health Department monitoring.

### Subsurface Sand Filters or Dry Wells

Every 3 years the owner of a subsurface sand filter or dry well will receive a notice in the mail regarding the renewal of their operation permit. Currently the permit fee is \$100.00 for 3 years and the Health Department will mail you a 3 year operation permit. Within that 3 years either the Health Department or a registered service provider must conduct monitoring to ensure proper maintenance. A reduced fee is not yet offered if a service provider is hired to do maintenance in lieu of Health Department monitoring.

### All Systems

The Health Dept. provides a \$25 fee reduction to any homeowner that can provide proof of having their tank pumped. The reduction can only be applied one time every 5 years, and does not apply to aerators or mounds that hire a service provider.

**NOTE: The Health Department will charge an additional \$55.00 each time they have to re-check any system corrections.**

## Typical septic tank effluent

- 76 million bacteria per 100ml
- No dissolved oxygen
- Biological Oxygen Demand: 140mg/l
- Total solids: 820mg/l
- Nitrogen: 36mg/l

As you can see, septic tank effluent can be harmful to human and aquatic life that may come in contact with it.



Source: Salvato, J.S., (1992) *Environmental Engineering and Sanitation*, [pp. 479] New York: John Wiley & Sons, Inc.

## Why is it important to maintain your household sewage treatment system?

Since approximately half of Darke County's septic waste flows directly into the ground, having a properly maintained and permitted septic system protects our water quality and groundwater resources. Keeping the septic waste out of the streams and rivers also promotes healthy wildlife and makes our waters a safer place for recreational activities.

## What is the Health Department doing to protect surface and ground water?

From 2004 to 2007, the Health Department implemented a 319 Grant that provided homeowner education on septic systems and proper maintenance. Over \$380,000 was distributed to repair or replace failing septic systems. Septic systems were inventoried providing valuable information to assist communities with sanitary sewer projects and people buying and selling homes.

In 2007, the Health Department started an operational permit program to monitor new and some existing systems within the county. In 2013, The Board of Health adopted a plan to add all existing permitted systems within 5 years. Through this program, sewage problems are being identified and corrected as needed. The Operational Permit Program is a vital and integral tool the Health Department uses to protect the surface and ground waters of Darke County.



300 Garst Avenue, Greenville, OH  
45331

Phone: 937-548-4196 ext. 209  
Fax: 937-548-9654



## Why do we care about septic systems in Darke County?



Sewage surfacing out of a broken field tile.  
Verified by dye test.

# Household Sewage Treatment Systems in Darke County

## *Did you know?*

Darke County residences and businesses produce approximately 9 million gallons of sewage per day. Approximately 4.5 million gallons (50% of the sewage) flow to municipal wastewater treatment plants where it is treated and monitored daily to determine if treatment of the sewage is in compliance with Federal and State regulations. The remaining 4.5 million (50% of the sewage) flow into the ground or waterways of Darke County through septic systems.



**Aerial view of the City of Greenville Municipal Wastewater Treatment Plant**

## **Permitted Septic Systems**

There are approximately 9,500 households in Darke County that have a permitted septic system. These systems include leachfields, mounds, aeration systems, dry wells and subsurface sand filters.

## **Non-Discharging Systems**

Leachfields and mounds are non-discharging systems. This means that the sewage is treated on the property, is absorbed into the ground and does not discharge off of the lot. 62% of all permitted septic systems in Darke County are non-discharging. However the life expectancy of a leachfield is 30 years, and 41% of the leach beds in Darke County were installed prior to 1980. The question remains, how many of these older leach beds are failing and/or have been illegally tied into field tiles; thus adding to the amount of untreated waste polluting the ground and surface waters of Darke County?

## **Discharging Systems**

Aeration systems, dry wells and subsurface sand filters are all discharging systems. These systems flow into a tile and discharge off the property. These systems dis-

charge 1.4 million gallons of sewage per day and often do not meet Ohio EPA National Pollutant Discharge Elimination System (NPDES) standards. 38% of all permitted systems in Darke County are discharging.



**Outlet pipe for a malfunctioning aeration system.**

## **Properties without a permit**

There are approximately 1,850 properties in Darke County that do not have a legal septic system. These properties often have a septic tank that is tied into a field tile. These properties generate 738,800 gallons of untreated sewage per day that discharges off lot.



**Sewage surfacing from an illegal tank to tile.**

# MONITORING VS. INSPECTION

## Monitoring

- Use the term Monitoring when the health department goes out to see if the system is in compliance with their operation permit
- Eases the conversation with homeowners

## Inspection

- Use the term when actually inspecting the system for:
  - point of sale/refinance
  - remodel/room addition
  - subdividing ground.



# FEES AND MONITORING SCHEDULE

## Aerators/Mounds

- Billed every two years
- Monitored once a year
- \$100 if Health Department does monitoring
- \$10 if they hire a service provider to conduct maintenance

## Sand filters/Drywells

- Billed and monitored every three years
- \$100
- \$75 if provide proof of having tank pumped
- Can hire a service provider, but no fee reduction



# FEES AND MONITORING SCHEDULE (2)

## Leach Fields

- Billed and monitored every 5 years
- \$75
- \$50 if provide proof of having their tank pumped
- Can hire a service provider, but no fee reduction

## NPDES

- Billed once a year
- \$5 per year
- Have to provide proof of hiring a service provider



# SERVICE PROVIDERS

- Definition: any person who services, monitors, evaluates or samples, but does not install or alter, sewage treatment systems or gray water recycling systems.
- Register yearly with the county. (state bond, test, CEU's)
- Benefits to hiring a Service Provider: provides maintenance (Health Department does not), and possible fee reduction
  - Mostly benefits aerators and mounds



## SERVICE PROVIDERS (2)

- Must only maintain systems that they are qualified to do so
- OAC 3701-29-03 (C3) “proof of compliance with any system specific training, qualification, or certification required as a condition of a system’s approval by the director”
  - NPDES systems (whether discharging or installed as pretreatment for a soil depth credit)



## SERVICE PROVIDERS (3)

- SP's and local HD's should work closely
  - Send letters explaining the program and what is expected of them (**Service Provider Q&A**)
- Length of contracts for aerators should coincide with the HD's billing
- Provide a standard **Compliance Report** for each SP to fill out and submit to HD
- Provide an example **service contract** if asked for



**Routine Septic System Compliance Report**

Address of Property: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner's Name: \_\_\_\_\_

Mailing Address of Homeowner: \_\_\_\_\_

Date system was installed: \_\_\_\_\_ Type/Size of system: \_\_\_\_\_

**Basic Tank Requirements**

- Risers present and in good condition:  Yes  No  
Water levels satisfactory:  Yes  No  
Baffles present and in good condition:  Yes  No  
Effluent filter present and in good condition:  Yes  No  N/A  
Solids present in the outlet of the tank:  Yes  No \*If yes, have your tank pumped as soon as possible  
Has the tank been pumped out recently?  Yes  No

If Yes, When: \_\_\_\_\_ Who Pumped it out: \_\_\_\_\_

If No, What are the sludge levels: \_\_\_\_\_

**Aeration/NPDES**

- Odor in tank:  None  Musty  Septic  Other  
Color of Effluent:  Clear  Gray  Brown  Black  
Motor Present:  Yes  No  
Motor Working:  Yes  No  Undetermined  
Upflow Filter Present:  Yes  No  
Upflow Satisfactory:  Yes  No  N/A  
Sampling Taken:  Yes  No \*If yes, please attach results  
Chlorinator Satisfactory  Yes  No  N/A  
UV Satisfactory  Yes  No  N/A

**Mound**

- Lift Pump Working:  Yes  No  
Cover on Mound Sufficient:  Yes  No  
Mound Damaged:  Yes  No  
Seepage on Mound:  Yes  No  
Head Pressure (inches): Port #1 \_\_\_\_\_ Port #2 \_\_\_\_\_ Port #3 \_\_\_\_\_ Port #4 \_\_\_\_\_

**Leachfield**

- Splitter Box Present:  Yes  No  
Splitter Box Satisfactory:  Yes  No  N/A  
Splitter Valve Present:  Yes  No  
Splitter Valve in Good Condition:  Yes  No  N/A  
Curtain Drain Present:  Yes  No  
Curtain Drain Inspection Port Condition:  Yes  No  N/A  
Color of Water in CD Tile:  Clear  Gray  Brown  Black  
Odor of Water in CD Tile:  None  Musty  Septic  Other  
Signs of Sewage Surfacing on the Ground:  Yes  No



**Sandfilter**

Inspection Port Present:     Yes             No  
 Inspection Port Satisfactory:  Yes             No  
 Color of Water in IP:         Clear         Gray         Brown     Black         N/A  
 Odor of Water in IP:         None         Musty        Septic        Other         N/A

**Drywell**

Riser Present and in Good Condition:     Yes             No  
 Water Levels in Drywell Satisfactory:     Yes             No  
 Solids Present in Drywell:                     Yes             No        \*If yes, have drywell pumped as soon as possible

Maintenance Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Maintenance Needed but not Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Corrections needed that require a septic permit. Please contact a septic installer and Health Department.*

I certify the above to be a true and accurate report as of the date listed above.

Service Provider's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*\*Please DO NOT flush/pour any of the following items down any plumbing fixture into your septic system:**

- |                         |                               |                        |
|-------------------------|-------------------------------|------------------------|
| Plastic                 | Cooking oils or Grease        | Paper Towels           |
| Solvents                | Cloth of any kind             | Paints                 |
| Rubber products/condoms | Excess drain cleaners         | Disposable Diapers     |
| Smoking by products     | Kerosene, gasoline, motor oil | Sand or grit           |
| Floor waxes             | Coffee Grounds                | Excess fabric softener |
| Garbage disposal        | Excess liquid bleach          |                        |

**\*\*Note about *discharging aeration systems*:** Failure to maintain the system, or if a nuisance complaint is filed, may result in the system having to be updated to meet discharge standards. Aeration systems that discharge are dependent upon the receiving outlet tile. Failure of the tile system will result in the failure of the septic system. Those systems that are not under a general Ohio NPDES permit are not designed to meet those standards, and this report does not determine compliance/noncompliance with discharge standards of those systems.



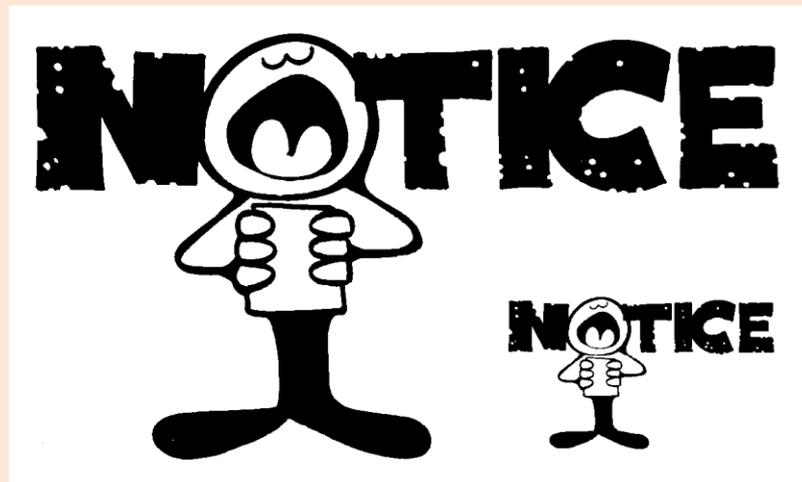
# SERVICE PROVIDERS (4)

- Can a homeowner be a service provider for their own septic system?
  - OAC 3701-29-03 (G):
    - Only his personal residence (no rentals)
    - Exempt from liability insurance and surety bond
    - Board of Health may waive registration fee and CEU requirements
    - Still required to take exam
  - Darke County's Policy:
    - Only his personal residence (no rentals)
    - Exempt from liability insurance and bond
    - Still required to take exam
    - Waive \$125 of the \$175 registration fee (pay \$50/year)
    - Waive 2 of 6 CEU's
    - Must have testing done twice a year for discharging systems



## 2<sup>ND</sup> & 3<sup>RD</sup> NOTICES

- 2<sup>nd</sup> notice – just another reminder, similar to first notice, warns them of late fee
- 3<sup>rd</sup> notice – apply late fee – can no longer receive fee reductions



# FINAL NOTICES

- Final notice - ORC 3709.091
  - Requires **bold** wording from ORC 3709.091 (B)
    - **"You have 30 days to object to the amount of the unpaid operation permit or inspection fee for your household sewage treatment system or small flow on-site sewage treatment system, as applicable, as designated in this notice, which may include accrued penalties for late payment of the fee. If you do not pay this amount as instructed herein within 30 days of receipt of this notice or object to this amount during that time period in accordance with the procedures set forth herein, the amount will be placed as a lien on your real property."**
  - Must be sent certified mail, overnight delivery service, hand delivery, or any other method that includes written evidence of receipt



## FINAL NOTICES (2)

- Homeowner has 30 days to submit objection, then the prosecutor has 60 days to file a civil action. If this doesn't happen, the fee cannot be applied to taxes that year
- If they fail to pay and do not submit objection, the accrued fees are submitted to the county auditor and placed on the property's taxes and collected the following year with other property taxes (ORC 319.281)



# MONITORING

## ○ Most common issues:

- No risers
- Broken risers
- Deteriorated baffles
- Deteriorated splitter boxes
- No splitter valve
- Needs pumped
- Aerator motor not working

## ○ Major Issues:

- Sewage surfacing in the yard
- Sewage in outlet tile of sand filter
- Water levels high in tank and/or splitter box
- Sewage in curtain drain inspection port
- Tank collapsing

❖ Report filled out in HDIS with notes on what needs fixed





# DETERIORATED SPLITTER BOX



0



2



4



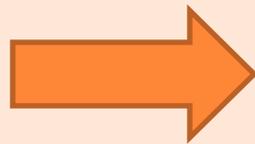
Needs Pumped!





Good Baffle

Bad Baffle





# SEWAGE SURFACING





# SEWAGE SURFACING





# COLLAPSING TANK



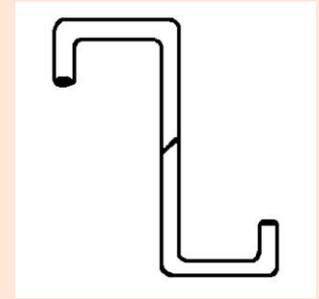
# UNSATISFACTORY MONITORING

- *First notice:* 30 days
- *Second notice:* 2 weeks
- *Third notice:* letter from the prosecutor
- *Fourth notice:* second letter from the prosecutor
- *Fifth notice:* should have complaint filed in the court (hopefully your county judge will support the local Health Department)
  - Keep good records/notes and copies of all letters



# MONITORING TOOLS

- Gloves
- Hook
- Small shovel
- Dipper/Scooper
- Cordless drill/variety of bits
- Pliers
- GPS Device



# SAFETY DURING MONITORING

- Give options on sheet they return with bill
  - 1) Do not care when you come to monitor
  - 2) Please call before you monitor to set up an appointment. My phone number is \_\_\_\_\_
  - 3) I have hired a service provider
- If they chose #2 and do not answer door, do not proceed
- Make note if 2 people or even sheriff should go with you
- Right to inspect OAC 3701-29-23 (A)



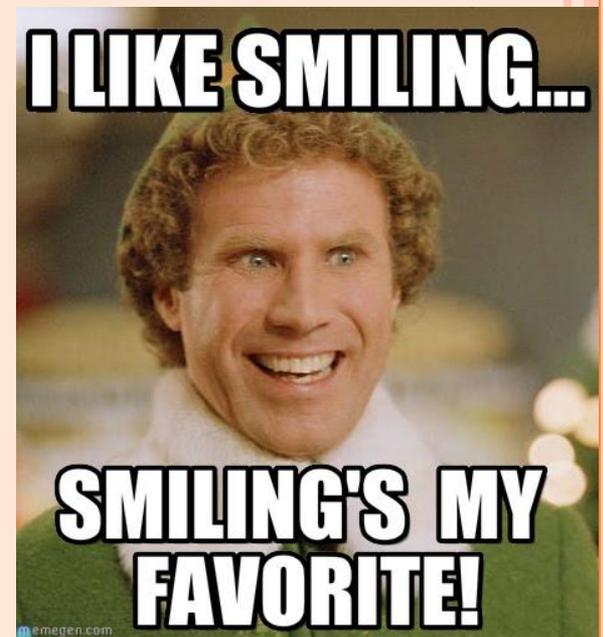
## SAFETY DURING MONITORING (2)

- Clothing
  - Identification/Badge with picture
  - Vests/hats/shirts
- Car magnets
- Knock loudly AND ring doorbell
- Don't approach door with tools or hands in pockets
- Be cautious of dogs
- Watch your step



## MONITORING ETIQUETTE

- Introduce yourself: name and health department
- Explain why you are there
- Let them know it will not take long and they do not need to do anything
- If no one is home, leave a door hanger so they know someone was there
- Leave the property exactly the way it was (gates, landscaping)
- If they tell you to leave, just say OK and leave! No sense in arguing on their property



# QUESTIONS

