

Eastgate Environmental Health Services

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MEMORANDUM

April 17, 2020

TO: On-site Sewage System (OSS) Maintainers and OSS Pumpers

FROM: Meagan Jackson, OSS Operation & Maintenance Supervisor

RE: Time of Sale reporting updates, Tracking falling hazards, Homeowner manuals

Time of Sale Updates

The OSS Operation and Maintenance (O&M) team has been working to continuously improve processes based on feedback from OSS professionals, the public, and other stakeholders. The first process to tackle has been the Time of Sale inspection report process. Based on feedback from OSS professionals, the public, and other stakeholders, the process was revised with the intent to reduce redundancies in data entry and clarify high-priority deficiencies for readers.

OSS Time of Sale Inspection Report and Guidelines

The OSS Time of Sale Inspection Report, previously titled the OSS Property Transfer Inspection Report Application, and accompanying guidelines have been revised. The application name itself was shortened to OSS Time of Sale Inspection Report to clarify that this is the document sellers need to provide to the buyers prior to the transfer of a property served by OSS. In addition to the Time of Sale Inspection Report changes in SkipThePaper, some questions will be moved to the OSS Operation/Performance Monitoring reports in OnlineRME.

Please review the [Guidelines for Maintainers Conducting Time of Sale OSS Inspections](#) and share with any staff connected with inspecting or entering data in OnlineRME.com and SkipThePaper.com. If there are any questions, please contact a member of the OSS O&M team. **The OSS Time of Sale Inspection Report updates will go into effect May 1, 2020.**

Reminder: Additional Structures Generating Wastewater

Several Time of Sale Inspection Reports have been submitted recently that omitted structures on the property with plumbing and/or OSS connections. **The OSS TOS Inspection Report must include an inspection of all accessible on-site wastewater treatment components for all structures generating wastewater. If the components are not accessible, the report must include a comment describing the current conditions.** Please be sure to review King County Assessor's records, verify with the client, and check aerial photos or real-estate listings to determine whether there are additional structures on the property that might have wastewater connections. The property owner needs to disclose all connections to

the residential OSS, as well as any other OSS serving any other building on the property, including any former OSS that have not been properly abandoned.

Falling and Drowning Hazards Related to OSS

The OSS O&M team is now tracking hazards such as broken or missing OSS tank lids or tops that can create falling or drowning hazards to ensure that they are corrected. Thank you for your positive response and support to address these hazards quickly and effectively. As a reminder, **do not leave tanks open when leaving a site to help prevent dangerous conditions.**

Homeowner OSS Manuals

An [updated OSS Owner's Manual](#) is available on the Public Health website. These will be included in a packet of OSS-related materials that will now be sent to buyers who purchase a property in King County served by an OSS. The packet will be sent within six months after the buyer pays the OSS Education fee.

Communication Options In Lieu of Industry Meeting

Prior to the COVID-19 outbreak and response, the OSS O&M team had intended to schedule the annual meeting with OSS industry professionals in the spring. As mass gatherings are no longer possible and may not be for the foreseeable future, the team would like to explore other options, such as virtual meetings or email announcements to keep OSS professionals informed and to gather feedback. We aim to have an in-person meeting in the Fall to provide a continuous education unit opportunity. Please complete [this 1-question survey](#) to let us know what communication options work best for you. Your participation is welcomed and appreciated.