



ASHTABULA COUNTY HEALTH DEPARTMENT
12 WEST JEFFERSON STREET
JEFFERSON, OHIO, 44047
440-576-6010 x 3

Sewage Treatment System Installers, Service Providers, Septage Haulers
Ohio Department of Health Requirements for 2025 Registration

1. All sewage treatment system installers, service providers and septage haulers must use the **State of Ohio Registration Bond Forms** for the current year available on the Ohio Department of Health website. Continuation Certificates will not be accepted. **Submit Original Bond with original signatures and corporate seal, to the Ohio Department of Health.** Photocopies or Faxes will not be accepted. **Bonds must be signed by company owner and insurance agent.**
2. Make sure you are using the correct bond form. A surety bond form must be completed for each type of work conducted.
3. Submit Power-of Attorney (POA) for the Registration Bond.
4. Submit Sewage Contractor Contact Information Form.
5. **Mail Complete Bond Packets out as soon as possible to:**
Ohio Department of Health
BEHRP/Residential Sewage Program
246 N. High Street
Columbus, Ohio 43215-0278
614-644-7551

The complete bond package can also be emailed to SewageBonds@odh.ohio.gov

IMPORTANT!

6. **Mailing out completed Bond Packets to the Ohio Department of Health in mid-December will likely delay renewal of your registration. Submit Early!**
7. ***Bond Packets must be reviewed and approved for your company to be listed on the Ohio Department of Health Bonding List for sewage treatment system installers, service providers and septage haulers.**
8. ***Your company must be listed on the Ohio Department of Health Website before registration in the Ashtabula County Health District can be processed by Ashtabula County Health Department. ***

Sewage Treatment System Installers, Service Providers, Septage Haulers

Requirements for 2025 Registration with the Ashtabula County Health Department

1. Ashtabula County Health Department Registration Application
2. Registration Fee - **MAKE CHECK PAYABLE TO ASHTABULA COUNTY HEALTH DEPARTMENT OR ACHD** (A returned check fee will be charged by the Treasurer's Office per ORC Rule 321.48 for any returned check)
 - **HSTS Installer: \$150.00**
 - **Service Provider: \$150.00**
 - **Septage Hauler: \$200.00 Primary Septage Hauling Vehicle
\$100.00 for Each Additional Septage Hauling Vehicle
Payments received after January 1st
\$280.00 Late Payment Primary Vehicle
\$160.00 Late Payment for Each Additional Vehicle**
3. Submit Copy of State of Ohio Registration Bond and Power of Attorney for the Registration Bond to the Ashtabula County Health Department– Bond must be signed by Company Owner/Representative and Attorney in Fact/Insurance Agent.

A Surety Bond Form must be completed for each type of work conducted.

- **HSTS Installer: 1 system \$25,000 or equal to system cost (One system in registration year) ODH Bond Form HEA5448**

**More than 1 system (Multiple Systems) - \$40,000 bond
ODH Bond Form HEA5439**
- **Service Provider: \$25,000 Bond -ODH Bond Form HEA 5438**

**Dual Registration as Installer & Provider - \$15,000 Bond
ODH Bond Form HEA5438**
- **Septage Hauler: \$25,000 Bond - ODH Bond Form HEA 5440**

4. ** Submit Certificate of Liability Insurance with the Ashtabula County Health Department listed as the “Certificate Holder” (no less than \$500,000 coverage).

5. **NEW Registrations** – Submit Copy of Certificate of Completion for successfully passing the ODH Sewage Treatment System Contractor Test to the Ashtabula County Health Department. Additional testing will not be required for additional registration years once a passing score has been received.

*Home sewage treatment system installers, service providers and septage haulers registered for the first time must obtain 6 hours of CEU’s during their initial registration year for their next registration year (6 CEU’s in 2023 for 2024 registration year).

6. **RENEWAL Registrations** - Continuing Education Unit (CEU) Requirements - **(6 CEU’s must be taken in the year prior to the registration year (e.g., obtained in 2024 for 2025 registration year).** Proof of completion of (6) CEU’s is required for registration with the Ashtabula County Health Department. Submit copy of certificate of completion.