



Individuals proposing to pump septic tanks in Snohomish County must first be certified by the Snohomish County Health Department (Health Department). Certified pumpers may also conduct limited repairs and/or perform maintenance and monitoring on conventional gravity sewage systems. On-site sewage system pumpers who possess a certification from a county other than Snohomish must also be certified by the Health Department prior to conducting business here.

### **Requirements to Become Certified**

**Submit the [Certification Application Form](#)**

Complete this form and email it to [SHD-EHQ@snoco.org](mailto:SHD-EHQ@snoco.org). Your application will be reviewed by the Health Department and an invoice will be sent to pay the exam fee.

The following three items can be submitted any time before paying the annual certification fee (can be submitted before or after taking the exam). Send these documents to [SHD-EHQ@snoco.org](mailto:SHD-EHQ@snoco.org)

**Submit Current Department of Labor & Industries State Contractor's License**

**Health Department Inspection of Pump Truck & Related Equipment:** Complete the [Pump Truck Inspection Form](#) and email it to [SHD-EHQ@snoco.org](mailto:SHD-EHQ@snoco.org). Once the Health Department receives this form, we will schedule an inspection at the storage location of your pump truck. (Please note: If you or your company have already submitted this form for the year and there have been no changes to your fleet, skip this step).

**Submit Confirmation of Approved Dump Site:** Obtain a letter from the dump site you will use that clearly states you have permission to dump septage at that specific facility.

**Pay the Exam Fee**

You will be notified via email to pay this fee after your application has been reviewed. You can [pay this fee online](#). Once you have paid, the Health Department will send you an invitation to choose an exam date through Public Safety Testing (our testing partner). See current fees on our [fee schedule](#).

**Register for the Exam**

Instructions to register will be in the invitation email that you will receive after paying the exam fee. You can choose to take the exam in-person at the testing facility in Lynnwood, or at home online. Follow all instructions carefully prior to taking the exam. Failure to do so will make you ineligible to take the exam on the date you chose.

**Study for the Exam**

It is highly recommended you review the [Certified On-site Sewage System Pumper Manual](#) provided by Health Department prior to taking the exam.

**Pass the Exam**

**Written Exam:** The written exam is comprised of true/false and multiple-choice questions. The exam is worth 100 points with a total of 70 points needed to pass (70%). The exam will take approximately 2 hours to complete. Resource materials, cell phones or other electronic devices are not allowed during the exam. Once results from your written exam become available, any remaining certification requirements must be completed **within 90 days**. If more than 90 days passes, you will be required to reapply and retest.

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Oral Review: The oral review follows the successful completion of the written exam. The oral review consists of discussing your exam results with an Environmental Health Specialist and an opportunity to ask further questions.

**Pay the Annual Certification Fee**

After passing both portions of the exam, you will receive another invoice via email to pay the annual certification fee. Certificates are valid for the calendar year in which they are applied for and are renewed annually every January. You can [pay this fee online](#). See current fees on our [fee schedule](#).

**Register in OnlineRME**

Once you have paid the annual certification fee, you will be emailed your certificate number and a link to register in OnlineRME. You will need to use your certificate number to register. After you have registered, email your OnlineRME number to [SHD-EHQ@snoco.org](mailto:SHD-EHQ@snoco.org).

**Receive Your Certificate**

When all the certification requirements have been met, you will be sent an electronic copy of your certificate over email and a paper copy will be sent in the mail. Once you receive your certificate, you are eligible to perform work as an on-site sewage system pumper in Snohomish County.

Updated 10/2/25