



Septic Community of Professional Experts (SCOPE) Meeting Minutes

Date	08/7/2025	Time	9:30-10:30am	Location	Online (Zoom)
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Time	Topic & Presenter	Attached Reference Slides	Summary
9:30am – 9:33am	Welcome & Agenda Andrea Pellham <i>Land Use Program Supervisor Snohomish County Health Dept.</i>	Slide 1 & 2	
9:34am – 9:36am	Septic App & Treatment Level N Antonia Weiss <i>Environment Health Specialist III Snohomish County Health Dept.</i>	Slide 3	<ul style="list-style-type: none"> For designers, recent WAC code update added treatment level N as an option for designing and it is required on some smaller lots. We decided to change our permit app cover sheet to add a Treatment Level N box (TLN) so that our staff can look for requirements of Treatment Level N to be met. Will start in a few weeks after we notify all designers through an email/memo. <p>Bruce: If proposing treatment with a device that reduces nitrogen, do we need to state this on the application only if it's a requirement? Antonia: Yes, just if it's a requirement (if treatment level N is not required, you don't have to state).</p>
9:37am – 9:39am	New Site Plan Requirements Antonia Weiss <i>Environment Health Specialist III Snohomish County Health Dept.</i>	Slide 5	<ul style="list-style-type: none"> This change came with the recent WAC update, as a couple of minimum application requirements were added. New site plan requirements include <ul style="list-style-type: none"> A legend of symbols used A plan scale and graphic scale bar Vertical datum used such as "assumed", "NAVD 88", "NSRS", or "unknown" Contact information of the designer A statement of limitation of use indicating the site plan is not a survey

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			<ul style="list-style-type: none"> This technically went into effect with the WAC change in April, but we will begin checking once we send out an update to the industry. <p>Bruce: Graphics scale bar is worthless after first printing. Does it ever come out being correct again?</p> <p>Antonia: I don't disagree, gets warped with copies that get made. But it still a requirement set forth by the state, so we still have to require it.</p>
<p>9:40am – 10:13am</p>	<p>Code Updates</p> <p>Hailey Fagerness <i>Healthy Communities Specialist Snohomish County Health Dept.</i></p>	<p>Slides 7-26</p>	<ul style="list-style-type: none"> Our website got a major update this week – Best place to stay updated, see what materials we have, learn of opportunities for input, timelines, etc. is our code webpage 2025 Code Changes so Far (See Slides 8-9) <ul style="list-style-type: none"> Several changes this year so far, though not all are relevant to septic professionals. Related to the septic field, we made sure our code aligns with the WAC. The rest of changes made so far is just code clean up. For example, uniform variance processes – this doesn't change what people have been doing but just put it in code. Remaining code projects for the rest of the year and into 2026: <ul style="list-style-type: none"> Reorganizing wastewater code Property transfer inspection requirement Clarifying public sewer connections Annual fee schedule adjustment Septic contractor reporting requirements There is room for other work in wastewater for other things that may come up. Fairly booked up for the rest of 2025, but could work on other topics as we go into 2026. Reorganization wastewater code (See Slides 10-12) <ul style="list-style-type: none"> Have not changed policy, just changed layout and standardized language. We also merged sections to remove redundancies A summary of change chapter by chapter for Title 5 is available on our code updates webpage.

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			<ul style="list-style-type: none"> ○ The proposed reorganization will be sent to the Board of Health this month, and if voted on to be adopted that will happen in September. ○ If you have comments on the reorganization, let us know between now and Sept. 8th. ● Property Transfer Inspections (See slides 13-18) <ul style="list-style-type: none"> ○ There is a new state requirement that all OSS must be inspected before a property is sold. ○ We are looking to codify a process to support compliance of that code. ○ We want to ensure buyers will be aware of the requirement and that we don't hold up the sale of a home. ○ [The proposed process was discussed step by step in the slides. It can also be found in this flowchart showing the proposed process. ○ The proposed process is not set in stone, if you have questions/comments, let us know. ○ We are working with the real estate community to make sure they have this information and have input ○ To clarify concept of contractual compliance agreement, this is to help prevent the hold up of sales by transferring responsibility from seller to buyer. <ul style="list-style-type: none"> ▪ We are working with real estate community regarding concept of a contractual compliance agreement to ensure it meets their standards and needs. ○ Anticipated workload – The assessors office estimated that there are 2,000 homes on septic that change hands per year in Snohomish County. About half of those already go through some informal process. Therefore, it would be about 1000 new inspections per year that would need to occur to meet this requirement at 100%. ○ Report of Sale would be valid for 12 months from date of acceptance – This encourages sellers to complete this requirement early. ○ We know this change is big for Snohomish County. Want to get early feedback and propose a more formal process come October.
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Septic Community of Professional Experts (SCOPE) Meeting Minutes

			<p>Bruce: In the instances of no as-builts, will there be minimum standards for the site plans that are submitted by M&M specialists? Will there be a way to differentiate them from as-builts? Would not want people to interpret them as as-builts as a site plan is not at the same level.</p> <p>Hailey: We've defined site plan as "a graphic and written record of the approximate location of all system components of an undocumented OSS relative to existing structures and prominent site features for a developed property; typically, an unofficial record for informational purposes only."</p> <p>Corinna: We are thinking of creating our own site plan template for contractors to use. Wouldn't need to be scaled, but approximate location relative to existing features. It would be an unofficial record for informational purposes only. It would be stamped with something that indicates that to help differentiate from an as-built.</p> <p>Andrea: As the years go on and as there are different site plans, the dates on them could help people differentiate. The site plans would be more similar to what we see for building clearances. But template we plan to create will help keep it more standardized.</p> <ul style="list-style-type: none"> • Public Sewer Connections (See slides 19-20) <ul style="list-style-type: none"> ○ Existing language in WAC that gives Local Boards of Health the authority to require only NEW developments to connect to sewer. ○ We are looking to move authority from BOH as they are not the subject matter experts. ○ We would like to make it so the Health Officer and their staff would be able to make that call. ○ This is currently under legal review. ○ To clarify, the Health Officers decision would not influence other agencies such as PDS. ○ This concept is still under development, and we will have more to share at end of August and in September.
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- Fee Schedule Adjustment (See slides 21-22)
 - Every year the fee schedule is updated.
 - We are looking at 5% increase this year across the board to keep up with inflation and cost of doing business.
 - Will be adding a side-by-side comparison of fees to our code webpage soon so that you can have a chance to review before they become official.
 - New fees usually become official Nov 1st.

- Septic Contractor Reporting (See slides 23-24)
 - We are interested in looking for clarification in what should be submitted in report submittals.
 - Draft of reporting guide and other updates will be ready sometime in September.
 - Are there any gaps you've noticed for this topic? Wishlists regarding what you'd like to see?

Bruce: For contractor reporting, are you talking about monitoring and maintenance stuff?

Hailey: Yes, inspection, pumping, and minor repairs.

Bruce: I've noticed something that is used and often abused is flow tests. Reports aren't just getting observations, they are creating information. So they are giving you results of a test, but not indicating how they do the test. I don't know of two garden hoses that have the same output. If there is validity to flow tests, then it would help to have standardization for them. That way, if someone is told "your system failed a flow test" that it means the same thing. Otherwise this can create a lot of angst at property sales. Decisions to put in a new drainfield may be based on what M&M specialist turns into you, but there's no standardization for how they came to that decision. Not sure how to fix, but can ensure what we accept in with reports is accurate.

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			<p>Art: We carry around gallon meters so that we can take readings on hoses. [Explained the way that they conduct flow tests]. Does Bruce have a suggestion of what it should be tested for?</p> <p>Bruce: No, but it should specify a certain amount of water, etc. Need to think through industry standard, encouraging to know you're doing that. And for you it means same thing from one to the next, but it may not be the same from one person to the next.</p> <p>Annie: We'll take this into consideration, as currently the flow test means little when we see it on reports. We'll see what we can come up with, and we agree it would be helpful to standardize.</p> <p>Art: With OnlineRME there are some confusing moments with OSCAR systems and ATU. How do you list an ATU when there's no generic tank for it?</p> <p>Hailey: That's good to know.</p> <ul style="list-style-type: none"> • Future code updates & opportunities (See slides 25-26) <ul style="list-style-type: none"> ○ Want wastewater code updated to be a two-way street. Subscribe to the newsletter and check our website, as we'll continue to update it. ○ Newsletters are sent once a month ○ Planning to host a listening session/feedback opportunity in October.
<p>10:13am – 10:17am</p>	<p>Open Q&A</p>		<p>Bruce: A lot of the ATUs meet the treatment level that allows you to increase the application rate. Do we need to do anything in the design other than just state that in the cover sheet? Would it be weird if it's marked ATU, then soil type 4, application rate .8? Do we need to note that it meets the certain treatment level that WAC requires?</p> <p>Antonia: If you can note it on the app, that would get ahead of any confusion it could cause.</p> <p>Bruce: Should we just type it out/where should we note this?</p> <p>Antonia: Putting it in the comment sections would work.</p>



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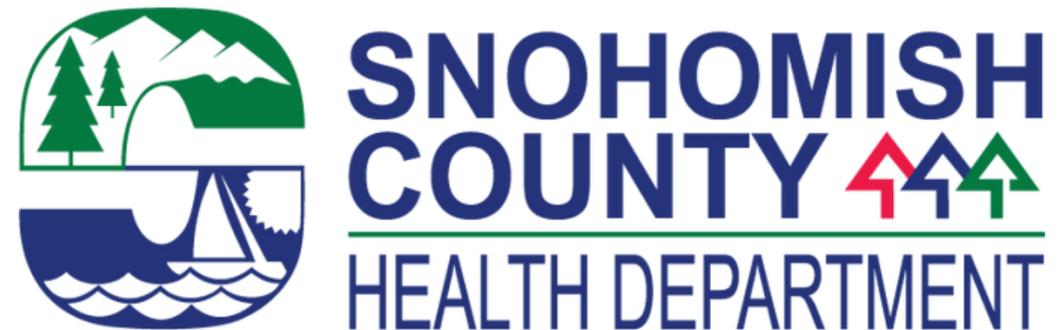
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Next SCOPE meeting will occur in November – Specific date TBD.

Welcome!

Septic Community of Professional Experts

08/07/25



Agenda

- **Septic App & Treatment Level N**
- **New Site Plan Requirements**
- **Code Updates**
 - Code Reorganization
 - Property Transfer Inspections
 - Public Sewer Connections
 - Fee Schedule Adjustment
 - Septic Contractor Reporting
- **Q&A**

Septic App Update: Treatment Level N

What's happening?

Adding a box for Treatment Level N (TLN) on septic application.

Why?

- WAC 246-272A-0320
- DOH Technical Guidance for Contaminates of Concern in Wastewater

When will this start?

A box for TLN will be on septic apps starting this month after a notice is sent a memo to all designers.

SNOHOMISH COUNTY HEALTH DEPARTMENT
Application For An On-Site Sewage System Permit

GENERAL APPLICATION INFORMATION					
PROPERTY TAX ACCOUNT #:	LOT #:	Sec:	Twp:	Rg:	
<input type="checkbox"/> New <input type="checkbox"/> Expedited <input type="checkbox"/> Renewal <input type="checkbox"/> Redesign <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Waiver Review					
Applicant Name:		Plat / SP Name:			
Mailing Address:		City:	State:	Zip:	
Applicant Phone:		Applicant Email:			
Installation Address:		Installation City:	Zip:		
Water Supply:	Individual Well <input type="checkbox"/>	Public <input type="checkbox"/>	Name:		
SEWAGE DISPOSAL SYSTEM DESIGN INFORMATION					
Type of Building:	<input type="checkbox"/> New <input type="checkbox"/> Existing	<input type="checkbox"/> SFR <input type="checkbox"/> Duplex <input type="checkbox"/> Commercial <input type="checkbox"/> Other	# of Bedrooms:		
Pretreatment Type:	<input type="checkbox"/> SF <input type="checkbox"/> ATU <input type="checkbox"/> PBF <input checked="" type="checkbox"/> TLN <input type="checkbox"/> Other				
Dispersal Type:	<input type="checkbox"/> Gravity <input type="checkbox"/> LPD <input type="checkbox"/> SSD <input type="checkbox"/> Mound <input type="checkbox"/> SLB <input type="checkbox"/> Other				
Lot Size:	Operating Capacity:	(gallons/day)	Design Flow:	(gallons/day)	
% Slope in Drainfield Area:	Depth to Water Table/Restrictive Layer:	(inches)	Soil Texture Type (1-6):		
Application Rate:	(gal/sq ft/day)	Absorption Area:	(sq ft)	Installation Depth:	(inches)
Septic Tank Size:	(gallons)	Pump Chamber Size:	(gallons)	Date Soils Logged:	
Required Cover Soil: Volume:	(cubic yards)				
DESIGNER INFORMATION					
Designer Name (Printed):		Designer Signature:			
Address:		License Number:			
Email:		Phone:			

Questions about Treatment Level N on Septic Apps?

New Site Plan Requirements

What's happening?

SCHD will be checking for new, additional site plan requirements.

Why?

- Due to April 1st WAC revisions
- WAC 246-272A-0200 Permit requirements

When will this start?

We will begin checking for these site plan requirements once a notice is sent all designers. Please keep an eye out for the memo this month.

New Things We Will Check for on Site Plans:

- A legend of symbols used
- A plan scale and graphic scale bar
- Vertical datum used such as “assumed”, “NAVD 88”, “NSRS”, or “unknown”
- Contact information of the designer
- A statement of limitation of use indicating the site plan is not a survey

Questions about New Site Plan Requirements?

Snohomish County Board of Health Code Update

SCOPE Briefing | August 7, 2025

Hailey Fagerness, Healthy Communities Specialist



**SNOHOMISH
COUNTY** 
HEALTH DEPARTMENT

2025 Code Changes So Far

Code Project	Status	Ordinance(s)
Wastewater code WAC updates	Adopted by BOH in March	BOH25-01
Unplumbed espresso stands	Adopted by BOH in April	BOH25-02 , BOH 25-03
Appeals clarification; SEPA appeals	Adopted by BOH in May	BOH25-04
Fee schedule reorganization	Adopted by BOH in July	BOH25-05
Uniform variance process	Adopted by BOH in July	BOH25-06
Pending wastewater concepts	Under development	TBD

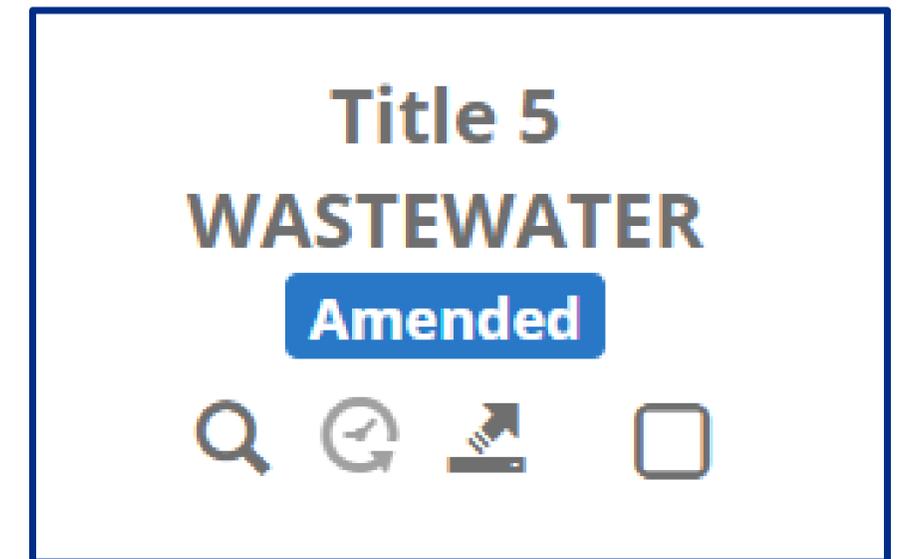
Remaining 2025 Code Projects

- Reorganize wastewater code
- Require property transfer inspections
- Clarify public sewer connections
- Annual fee schedule adjustment
- Standardize septic contractor reporting
- Other TBD work in wastewater title



Wastewater Code Reorganization

- Code reorganization will set up future changes
- What's changing:
 - Standardizes layout and language
 - Improves code navigation
 - Updates terminology
- What's not changing:
 - Rules, policies, or procedures



Wastewater Code Reorganization

Current State

- Chapter 5.05** On-Site Sewage Disposal Regulations
- Chapter 5.10** Vertical Separation
- Chapter 5.15** Supplemental On-Site Sewage Disposal Policies and Procedures – Repairs and Remodels
- Chapter 5.20** Land Division Review, Restricted Use of Easements
- Chapter 5.25** Community Systems
- Chapter 5.30** Use of Sand Filter System/Mound System on Sites with 12 Inches to 18 Inches...
- Chapter 5.40** On-site Sewage Disposal Installer Certification Program and Installation Requirements
- Chapter 5.50** Septic Tank Pumper Program
- Chapter 5.55** On-site Sewage System Pumper Certification and Reporting Requirements
- Chapter 5.60** On-Site Sewage System Application Permit and Installation Procedures
- Chapter 5.65** System Permit Application Design and Record Drawings (As-Built) Standards
- Chapter 5.70** On-Site Sewage System Monitoring and Maintenance Specialist Certification Program

Future State

- Chapter 5.05** (~~On-Site Sewage Disposal Regulations~~) [General Provisions](#)
- Chapter 5.10** (~~Vertical Separation~~) [Permit Application and Installation Procedures for New On-Site Sewage Systems](#)
- Chapter 5.11** [On-Site Sewage System Design and Record Drawings \(As-Built\) Standards](#)
- Chapter 5.15** (~~Supplemental On-Site Sewage Disposal Policies and Procedures~~) Repairs and Remodels
- Chapter 5.20** Land Division Review (~~Restricted Use of Easements~~)
- Chapter 5.25** Community Systems
- Chapter 5.30** Use of Sand Filter System/Mound System on Sites with 12 Inches to 18 Inches...
- ~~(Chapter 5.40 On-site Sewage Disposal Installer Certification Program and Installation Requirements)~~ [Merged into chapter 5.55](#)
- ~~(Chapter 5.50 Septic Tank Pumper Program)~~ [Merged into chapter 5.55](#)
- Chapter 5.55** On-site Sewage System (~~Pumper Certification and Reporting Requirements~~) [Contractor Regulations](#)
- ~~Chapter 5.60 On-Site Sewage System Application Permit and Installation Procedures~~ [Relocated to chapter 5.10](#)
- ~~Chapter 5.65 System Permit Application Design and Record Drawings (As-Built) Standards~~ [Relocated to chapter 5.11](#)
- ~~Chapter 5.70 On-Site Sewage System Monitoring and Maintenance Specialist Certification Program~~ [Merged into chapter 5.55](#)

Wastewater Code Reorganization

Discussion:

 Questions

 Feedback

 Concerns

Public comment period:

- Open through 9/8/25

Where to learn more:

- [Health Code update webpage](#)
- [Document: summary of changes](#)

How to share your thoughts:

- [Email the Health Code team](#)

Property Transfer Inspections

- New state requirement: all OSS must be inspected before a property is sold
- Developing local program in partnership with OSS contractors and real estate industry
- What's changing:
 - Codifies local inspection process
 - Establishes structure to support compliance



Property Transfer Inspection Process

Once **SCHD** codifies new requirement, **real estate professionals** should be aware of and inform their clients of the main responsibilities for the parties involved.

1

Seller needs the following prior to closing:

- Full septic system inspection within past 12 months
- Septic tank pumped within past 12 months
- As-built record drawing of septic system

Inspection and pumping must be done by a **certified septic professional**. If no as-built record drawing is on file, they must also create a site plan at the time of inspection or pumping.

2 **Seller** submits an application for an OSS “Report of Property Transfer” and pays a fee prior to closing.

Property Transfer Inspection Process

3 **SCHD** reviews the OSS Report of Property Transfer application and related septic records.

If system has no issues...

There are no additional requirements.

Proceed to step 4.

If system needs minor repairs...

SCHD sends notification letter and may conditionally accept the OSS Report of Property Transfer.

SCHD may investigate depending on the type of deficiency.

If system is failing and a permit is needed...

SCHD requires 90-day compliance schedule and does not accept the OSS Report of Property Transfer.

SCHD will investigate in the event of surfacing sewage.

Property Transfer Inspection Process

3, cont.

If system needs minor repairs...

Seller must hire a **certified septic professional** to complete repairs and submit a follow-up report to **SCHD**.

Corrections must be completed prior to closing.

If system is failing and a permit is needed...

Seller contacts a licensed septic designer to submit an application to **SCHD**.

If the system cannot be repaired prior to closing, the **seller** can transfer responsibility to the **buyer**. A contractual compliance agreement* must be submitted to **SCHD** prior to closing.

Template is provided by **SCHD and must be signed by all parties.*

Property Transfer Inspection Process

4 **SCHD** completes OSS Report of Property Transfer and provides copy to the **seller** (valid for 12 months from date of acceptance).

Exemptions:

- Septic system was installed within the past 12 months
- Septic system has been abandoned and property is connected to public sewer
- Property will be connected to public sewer (must provide proof of letter from sewer district)
- Property is new construction and has never been occupied (must provide proof of vacancy)

Property Transfer Inspections

Discussion:

 Questions

 Feedback

 Concerns

Public comment period:

- Early feedback now
- Formal period likely in October

Where to learn more:

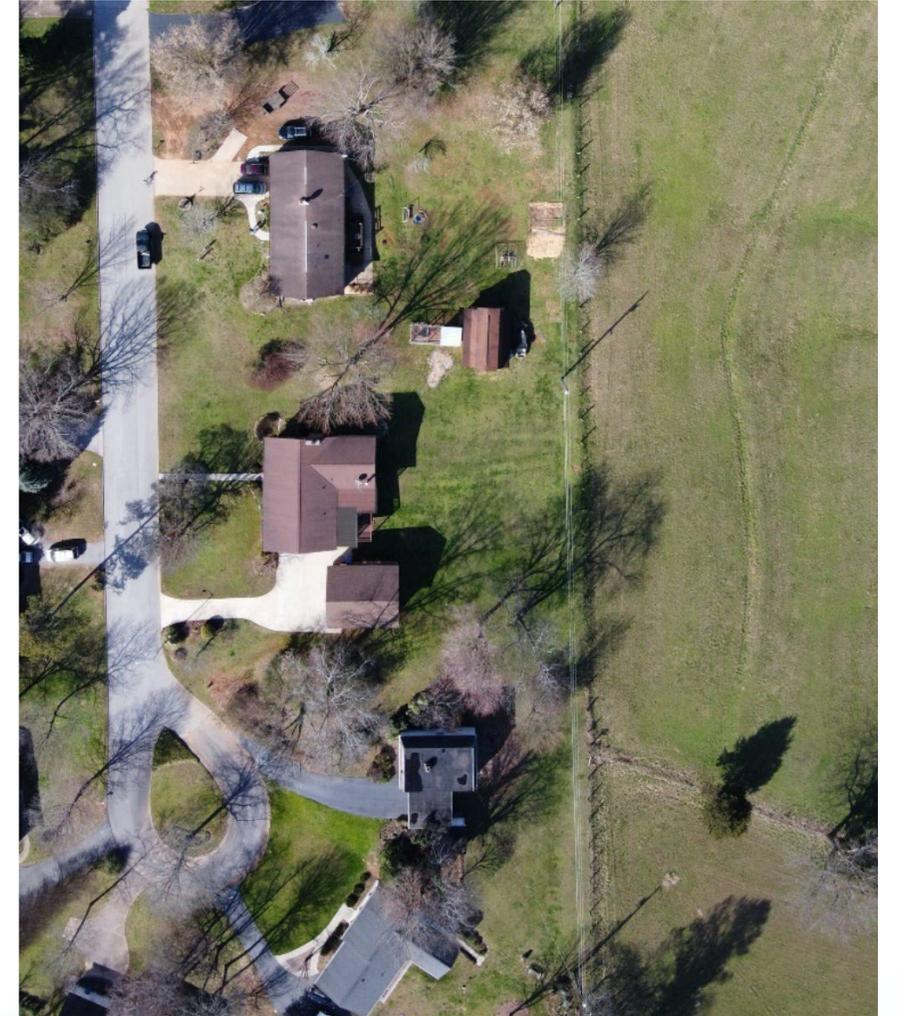
- [Health Code update webpage](#)
- [Proposed program flowchart](#)
- [Draft code language](#)

How to share your thoughts:

- [Email the Health Code team](#)

Public Sewer Connections

- WAC gives local health boards authority to require new developments to connect to sewer
- What's changing:
 - Delegate authority from Board of Health to Health Officer/designee
 - Establishes criteria for connection
 - Clarifies that HO's decisions don't influence land use decisions by other agencies



Public Sewer Connections

Discussion:

 Questions

 Feedback

 Concerns

Public comment period:

- Starting in September

Where to learn more:

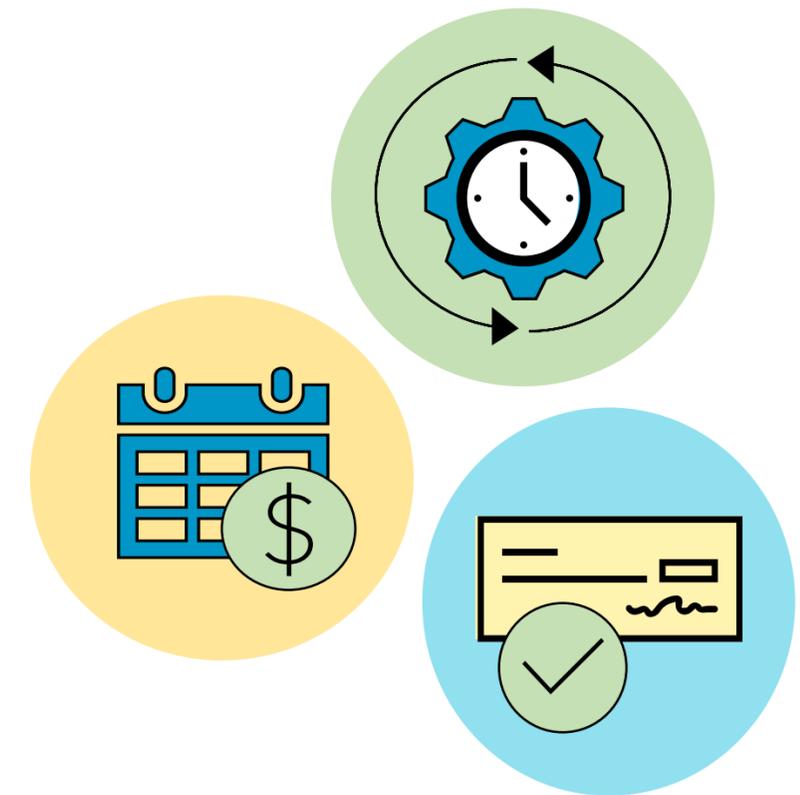
- [Health Code update webpage](#)
- [Sign up for newsletter updates](#)

How to share your thoughts:

- [Email the Health Code team](#)

Fee Schedule Adjustment

- Environmental Health fees strive to cover the cost of permitting and regulatory services
- What's changing:
 - Adjusting fees to reflect program needs
 - Most fees increasing by ~ 5%
 - Food establishment fees increasing by ~ 10%



Fee Schedule Adjustment

Discussion:

-  Questions
-  Feedback
-  Concerns

Public comment period:

- Starting in September

Where to learn more:

- [Health Code update webpage](#)
- [Sign up for newsletter updates](#)

How to share your thoughts:

- [Email the Health Code team](#)

Septic Contractor Reporting

- Reports document an accurate service history when details are sufficient
- What's changing:
 - Adds/revises reporting definitions
 - Specifies minimum info for reports
 - Recommendation to follow SCHED OSS Contractor Reporting Guide



Septic Contractor Reporting

Discussion:

 Questions

 Feedback

 Concerns

Where to learn more:

- [Health Code update webpage](#)
- [Sign up for newsletter updates](#)

Public comment period:

- Starting in September

How to share your thoughts:

- [Email the Health Code team](#)

Stay Informed & Get Involved



Stay informed about code updates

- [Subscribe to the code update newsletter](#)

Get involved with code updates

- Comment during public reviews
- Listening session in October
- [Email us](#) to share ideas for code projects

Questions?

PUBLIC HEALTH
always working for a safer & healthier
SNOHOMISH COUNTY

Hailey Fagerness | SCBHC@snoco.org

Open Q&A

Next Meeting: November



**SNOHOMISH
COUNTY** 
HEALTH DEPARTMENT