

Registered Onsite Wastewater Practitioner Category Information Sheet – Maintenance Provider

I Want To Maintain Onsite Systems...

What does a ROWP Maintenance Provider do?

A Maintenance Provider is responsible for following the Operation & Maintenance Plan created by the system Planner, following the minimum maintenance requirements set out in the [BC Sewerage System Regulation \(SSR\)](#) and the [BC Standard Practice Manual \(SPM\)](#), determining the needs of the property owner/user and working with the Planner to customize the O&M Plan where needed, and creating a simple maintenance plan for any system which was installed under a regulation in place before the SSR. Maintenance Providers are responsible for monitoring and maintaining the entire onsite system as well as reporting on the work to the client in a manner that is suited to a lay-person. Maintenance Providers, like all ROWPs, must also follow all ASTTBC policies. [ROWP Practice Guidelines](#), [Code of Ethics & Practice Guidelines](#)

Complete the required experience:

Certification as a Maintenance Provider requires evidence of work completed by the applicant while under supervision of an Authorized Person (AP) for maintaining onsite wastewater systems.

Currently, the experience required to become a ROWP Maintenance Provider is as follows:

5 Complete project files that demonstrate the range of system types the applicant has experience with. (Actual Sites of which at least one must use pressure distribution and one must use type 2 treatment).

Maintenance Provider-Specific Competencies. Successful achievement of the competencies specified in the [OWCB policy](#).

Items to be reviewed - each project file submitted should contain the following

The documents should be combined for one project and uploaded to the attachment section of your online account- labeled accordingly as one specific project. If you entered information under the work experience section regards this project, you may refer to your documents, like: see attachment under 'Other 1'.

Provide related documentation showing proof of your diligence to meet Standard Practice and ROWP guidelines. Examples of relevant documents shall include but are not limited to:

1. Client Contact Information
2. Client Expected Usage / Needs Form
3. Copy of System Details/Plan/Filing/Permit
4. Copy of Easement / Covenant / Right-of-Way / Health Order if applicable
5. Copy of Any Correspondence with System Planner
6. Copy of Operation & Maintenance Plan
7. If System Installed before SSR, O&M Plan Created by MP
8. Copy of Effluent Sample Results (if applicable)
9. Documentation of Maintenance – Photographic & Field Notes
10. Report Contains: the date of the work, file or reference number, name of the client, address of the site

11. Report Contains: Evaluation of the Filing document, O&M Plan or original permit, in relation to the actual system found and the current usage
12. Report Contains: General description of the system type and components
13. Report Contains: Summary of what was or was not located and tested with explanation if it was not
14. Report Contains: Thorough evaluation of the system's current performance in lay-man's terms using standard performance terminology
15. Report Contains: Listing of required repairs and recommended improvements with explanation of what it means for the system and the urgency or importance
16. Correct Use of Stamp with Signature and Date

1. Please provide a list of all of the tools and equipment you have and use during the maintenance of an onsite system: Such as sampling tools, testing devices, flow meters, etc.