Registered Onsite Wastewater Practitioner Endorsement Information - Maintenance Provider

What does a ROWP Maintenance Provider do?

Registered Onsite Wastewater Practitioners (ROWP) Maintenance Providers (MP) are responsible for monitoring and maintaining in proper operating condition the entire onsite wastewater system. Upon completion of each job, MP's must prepare a written report of the services provided and clearly explain to the client the work done and the condition of the system. The written report and verbal explanation should be in a manner understood by a layperson.

MPs are expected to follow the Operation and Maintenance Plan prepared by the Authorized Person that planned the system. The plan should include the minimum maintenance requirements as set out in the BC Sewerage System Regulation (SSR) and the BC Standard Practice Manual (SPM). In situations when a maintenance plan is not available such as older systems constructed before the SSR, the Maintenance Provider should prepare a basic maintenance plan for the client. Further information on requirements and practices of all ROWPs is available in the ROWP Practice Guidelines and ASTTBC Bylaws.

How do I register as a ROWP Maintenance Provider?

1. Meet the Admission Requirements

Meet the admission requirements for practicing registrants outlined in the ASTTBC Bylaws Part IV section 36.

2. Complete the Required Competencies and Experience

COMPTENCIES

A ROWP Maintenance Provider must meet the competencies found in sections 1-3 and 6 of Schedule A, Part 5 of the ASTTBC Bylaws (page 114), and be competent in monitoring and maintaining a sewerage system servicing domestic strength sewage wastewater using a Type 1 or Type 2 treatment method for daily design flow of domestic sewage less than 9,100 liters, in accordance with the SPMv3 pursuant to the SSR and Public Health Act.

Details on competencies and experience will be completed as part of the onsite wastewater online application form. The onus will be on the applicant to provide details and evidence to demonstrate how and when they have met the required competencies through education and/or work experience.

Note: when completing the competencies section of the application, if you are providing any attachments which support the competency, please add a note for example: See attachment, page 5 of project file 123 River Rd, Delta.

EXPERIENCE

Registration/certification as a Maintenance Provider requires submission of documentation of **maintenance work completed on 5 different onsite wastewater systems. One system must be pressure distribution and one must use a type 2 treatment.** The maintenance work is to be completed by the applicant under the supervision of an Authorized Person. Maintenance work on 5 actual systems is needed to demonstrate the applicant's experience on a range of system types.

Maintenance records of each system must be in full compliance with the SSR, SPMv3 and ROWP Practice Guidelines. Documentation shall be submitted in the online application form as project files, please see step number 4 below for details on submission requirements.

The expectation is that the completed system maintenance documentation (project files) submitted for review to ASTTBC is the work of the applicant which was confirmed/reviewed by the Authorized Person. It cannot be the work of the Authorized Person.

3. Complete the Online Application Form

You can start your online onsite wastewater application form at any time by creating an account at www.asttbcapply.ca.

Remember your username and password and be sure to save your entries regularly, you can return to application in progress at any time.

Applications must be completed within two years. Submission procedures and requirements are subject to change, requirements in place at the time of application completion will apply.

Note: if you have created an account in the past, do not create a new account, contact registration staff to get access your existing account.

4. Submit Project Files - Detailed Reports of Maintenance Completed

You will need to submit at least 5 detailed reports of maintenance work that you have completed. Each report will be prepared as described below and include the information listed in the checklist on the next page.

Documentation for each system that you completed maintenance work will need to be combined into one PDF project file per system maintained and uploaded to the attachments section of your online application.

- The project file submission checklist on the next page must be inserted as the first page in each project file.
- Documents in the file should be clearly labelled/bookmarked.
- Maximum file size for upload is 20MB. Files should be saved as 'reduced PDF's'. If you find the combined file size is larger, it can be combined and broken down into parts. It's best to use Adobe Pro to do this. If you don't have the program, a free trial version can be downloaded when you are ready to combine files.
- For any pictures that will be submitted, be sure it is clear that you are doing the work, you should be in the picture wherever possible.
- There is a maximum of 30-40 pictures per system. Label each picture to indicate what is being done/shown. (Tip: create a Word document file for your pictures, paste the image and provide a description below.)

5. Submit a List of Tools and Equipment

In a separate document, 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.

Save the file as "Maintenance Provider List of Tools" and upload the file to the attachments section of the online application.

Project File Submission Checklist – Maintenance Provider

Please complete and include this checklist as the first pages in each project file PDF.

Provide documentation showing proof of your diligence to meet Standard Practice Manual and ROWP Practice Guidelines; complete maintenance report describing work done on the system. Examples of relevant documents shall include but are not limited to those listed below. Use the rows 17-22 to list any other information you'd like to highlight, attach an additional sheet if more space is required.

File Name (name file by site address example: 13 River Rd, Delta)	

No	Information Required	Provide details on where the information can be found in your file, e.g., page 5 If it's not included, please explain why.	For Office Use Only
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 Evidence & 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		
17	Other:		
18	Other:		
19	Other:		
20	Other:		

Applicant Declaration

I confirm that I completed the documentation provided in this project file with the exception of

Print First and Last Name	Applicant Signature*	Date (yyyy-mm-dd)

- - - -