Registered Onsite Wastewater Practitioner Endorsement Information – Private Inspector

What does a ROWP Private Inspector do?

A Private Inspector inspects existing onsite wastewater treatment systems to determine if all components are functioning as intended when the system was originally planned. The inspection must also take into consideration the prevailing health and environmental regulations to protect the environment and the public. The BC Sewerage System Regulation (SSR) and the BC Standard Practice Manual version 3 (SPMv3) do not specify Private Inspector as a distinct category of Authorized Person. However, all ROWPs must follow all ASTTBC policies including: ROWP Practice Guidelines and ASTTBC Bylaws.

How do I register as a ROWP Private Inspector?

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

- **Private Inspector – Residential**
  A ROWP conducting residential inspections must meet the competencies set out at sections 1-3 and 7 of the ROWP competencies found in Schedule A, Part 5 of the ASTTBC Bylaws (page 114), and be competent in inspecting residential sewerage systems using a Type 1, 2 or 3 treatment method.

- **Private Inspector – Commercial**
  A ROWP conducting commercial inspections must meet the competencies set out at sections 1-3 and 7 of the ROWP competencies found in Part 5 of the ASTTBC Bylaws (page 114), and be competent in inspecting a commercial sewerage system, using a Type 1, 2 or 3 treatment method.

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 Private Inspector also requires evidence of inspections conducted under the supervision of an Authorized Person or during field training that include the following:

1. residential gravity system
2. pressure distribution system, and
3. treatment plants and processes.

Records of each inspection consistent with all applicable Inspection Guidelines as per ROWP Practice Guidelines shall be submitted in the online application form as a project file, please see #4 below for details on submission requirements.

The expectation is that the completed inspections (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. If you are not able to find suitable mentorship, please email ASTTBC and explain why; work examples without supervision may be accepted.

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 Evidence (Project Files) of Completed Inspections

You will need to complete the online work log and upload at least 3 project files to be included in the application, one each for the following:

1. residential gravity system
2. pressure distribution system, and
3. treatment plants and processes.

Documentation for each completed inspection need to be combined into one PDF project file 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 inspection of an onsite system such as pipe and tank cameras, pipe locator, testing devices, etc.

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

Project File Submission Checklist - Private Inspector

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. Examples of relevant documents shall include but are not limited to those listed below. Use the rows 20-24 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 project 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 Operation & Maintenance Plan		
6	Copy of Effluent Sample Results (if applicable)		
7	Documentation of Inspection – Photographic & Field Notes		
8	Report Contains: the date of the inspection, file or reference number, name of the client, address of the site, description of inspection methods and equipment used.		

9	Report Contains: Evaluation of the Filing document, O&M Plan or original permit, in relation to the actual system found and the current usage		
10	Report Contains: General description of the system type and components		
11	Report Contains: Summary of what was or was not located and inspected with explanation if it was not		
12	Report Contains: Thorough evaluation of the system's current performance in lay-man's terms using standard performance terminology		
13	Report Contains: Listing of required repairs and recommended improvements with explanation of what it means for the system and the urgency or importance		
14	Report Contains: Basic drawing or photographs for client showing component locations if performance inspection		
15	Report Contains: Detailed drawing for client showing component locations with confirmed setback distances and all applicable details if compliance inspection		
16	Report Contains: Explanation of maintenance requirements w. O&M Plan (if one does not already exist)		
17	Report Contains: System use & care information		
18	Report Contains: Letter of Assurance (if applicable)		
19	Correct Use of Stamp with Signature and Date		
20	Other:		
21	Other:		

22	Other:		
23	Other:		
24	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)

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