



256 Williamstown Road
Ottawa, OH 45875
Phone: 419-523-5608
Fax: 567-538-5076

Email: pchd@putnamhealth.com
Website: www.putnamhealth.com

“Working towards a healthy and safe Putnam County”

November 1, 2022

Property Address:

Dear Property Owner,

As you are aware, In January 2015, the Ohio Department of Health (ODH) adopted new Sewage Treatment System rules (Ohio Administrative Code (OAC): Chapter 3701-29). There is a requirement in the rules that all Sewage Treatment Systems (STS), also known as septic systems, must be incorporated into an Operation and Maintenance (O&M) Program. As part of the program, each STS must have an operation permit and be maintained to ensure that the STS is working as designed. Your system received an operational permit 5 years ago and it is time to renew that permit.

The terms and conditions for the permit remain the same and are as follows:

1. Evaluation of the STS. The evaluation is visual and will look at the tank area, secondary treatment. You, as the homeowner, have the option to have a registered STS Service Provider or the Putnam County Health Department (PCHD) perform the evaluation. If your preference is for PCHD to perform the evaluation and you would like to be present, please call PCHD within the first year to schedule the evaluation. If you have an off-leash dog, for the safety of our employees, you MUST be present during the evaluation. If you are contacting a Registered Service Provider, be sure to mention the evaluation is for the O & M requirements.
2. Pumping of the tank at least once every 10 years by a registered sewage hauler.
3. Maintaining any system specific contracts, if applicable.
4. Maintaining an Operation and Maintenance Permit for the life of the system-renewable every 5 years.

Please complete and sign the enclosed application. Send the completed application, along with payment, to Putnam County Health Department, 256 Williamstown Rd., Ottawa OH 45875 by January 1, 2023. Once the application and payment are received by our office, staff will process the application and mail your permit, educational material regarding your STS, and a list of Registered Service Providers to the mailing address provided on the application. The STS Operation Permit is valid for 5 years, expiring on December 31, 2027. At that time, you will be sent another application for renewal.

If you have questions or concerns, please do not hesitate to contact the Putnam County Health Department at 419-523-5608.

Respectfully,

Brandi Schrader, M.Ed, REHS
Director of Environmental Health

Lisa Pope
Environmental Health Technician

Abigail Greve
Environmental Health Administrative Assistant