

## **Massachusetts Title 5 System Inspector and Soil Evaluator Renewal Update**

According to Title 5 (310 CMR 15.000), all System Inspectors and Soil Evaluators are required to renew their approval on a three year cycle. In addition, you must obtain 10 hours of approved continuing education training, during this three year renewal period. In order to maintain your System Inspector and/or Soil Evaluator approval, you must submit a renewal form and return it with the appropriate fee on or before June 30, 2010. This renewal is for all System Inspectors and Soil Evaluators who were approved prior to January 1, 2005 and who renewed previously by December 31, 2006.

A reduced renewal fee of \$60 has been authorized for System Inspectors and Soil Evaluators who are Board of Health employees. To be eligible, you must be a municipal employee and serve as a Board of Health inspector, health agent, or director.

### ***Frequently Asked Questions***

#### ***When will I receive my renewal application?***

All System Inspectors and Soil Evaluators with an approval that expires on June 30, 2010, will receive their renewal application in early March of 2010.

#### ***If I am both a System Inspector and Soil Evaluator, should I send in \$95 for each separate renewal application?***

Submission of the renewal form, along with the renewal fee is required of all System Inspectors and Soil Evaluators who wish to renew. If you are currently an approved System Inspector AND Soil Evaluator, you will receive and must return a separate renewal form and fee for EACH approval. NEIWPC must receive both forms and fees by June 30, 2010.

#### ***Do I need to submit 10 Training Contact Hours (TCH) with my renewal application?***

No, you will be required to certify that you have obtained the required 10 TCH's by June 30, 2010. A percentage of the renewal submittals will be sent a letter indicating they have been selected for audit. All persons selected for audit must submit documentation that they have obtained 10 TCH between January 1, 2007 and June 30, 2010.

***If I am both a Soil Evaluator and System Inspector do I need to obtain 10 TCH's for each?***

Yes, as a Soil Evaluator and System Inspector you will be required to obtain 10 TCH's for both approvals. You may submit the same 10 TCH's **IF** the classes were approved for both. Classes that are approved for both System Inspectors and Soil Evaluators will be designated as SE/SI on the list of approved classes. If only one is listed (either SE or SI) then that class is approved for **ONLY** one. A list of approved classes is available on the NEIWPC website at:  
<http://www.neiwpc.org/training/title5TCH.asp>

***Is NEIWPC tracking the TCH's from approved classes so that documentation will not be required to be submitted with my renewal?***

No, each approved Soil Evaluator and System Inspector is responsible for tracking their own TCH's obtained during the renewal period (January 1, 2007-June 30, 2010). This should be done by keeping the certificate of attendance that is given for your attendance at an approved class.

***Where can I obtain a list of the approved courses for TCH credit?***

Approved classes for TCH credit are listed at; [www.neiwpc.org/training/title5.asp](http://www.neiwpc.org/training/title5.asp)  
Information on classes is updated on a regular basis, as classes are submitted and approved.

***What if I attended a program that is not approved or how can I submit a program for approval?***

Information on program approval may be obtained on the NEIWPC web site at [www.neiwpc.org/training/title5TCH.asp](http://www.neiwpc.org/training/title5TCH.asp) Download the Training Contact Hours Approval Form and submit with all relevant information with regard to the program that approval is being requested. The TCH approval form along with program information must be submitted to NEIWPC for review by the Onsite Advisory Committee.

***What if I am currently approved and a renewal application was not received?***

You should verify that your correct address is on file by checking the list of approved System Inspectors and/or Soil Evaluators at the DEP website

[www.mass.gov/dep/water/wastewater/soilsys.htm](http://www.mass.gov/dep/water/wastewater/soilsys.htm)

If the address is not current or you are not listed, contact NEIWPC.

***What if only one application form was received but I am both a Soil Evaluator and System Inspector.***

Forms may be requested by contacting NEIWPCC for assistance. The proper form must be submitted for each renewal.

***As a Registered Sanitarian, Professional Engineer or Certified Health Officer, who is not currently approved, I am automatically eligible to become a System Inspector, do I have to send in an application form and \$95 fee?***

Yes, if you would like to be listed as an approved System Inspector and conduct inspections as per Title 5 you must submit a System Inspector eligibility form and the \$95 fee. The form is available on our website at; [www.neiwpcc.org/training/title5certification.asp](http://www.neiwpcc.org/training/title5certification.asp)

***Is there a reduced renewal rate for government employees?***

Yes, the Onsite Advisory Committee has authorized a reduced renewal fee of \$60 for System Inspectors and Soil Evaluators who are Board of Health employees. To be eligible you MUST be a municipal employee and serve as a Board of Health inspector, health agent or director. If you are eligible and are both a System Inspector and Soil Evaluator the combined discounted renewal fee is \$120. To receive the discount, proper verification in the form of a letter from either a Board of Health office or Town Clerk MUST accompany the completed renewal application.

**For additional information:**

*Due to an anticipated large volume of inquires associated with this renewal process; we are encouraging correspondence by email to expedite responses.*

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