

Massachusetts Title 5 System Inspector and Soil Evaluator RENEWALS – General Information and Frequently Asked Questions (FAQs)

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 (training contact hours, or TCHs), during this three year renewal period if this is a *subsequent* (2nd, 3rd, etc.) renewal for you. TCHs are *not* required for *first-time* renewals. In order to maintain your System Inspector and/or Soil Evaluator approval, you must submit a renewal form, proof of 10 TCHs (if subsequent renewal) and fee (\$100) by or before your approval expiration date.

A reduced renewal fee of \$75 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. Volunteer Board members and private contracted agents/inspectors are NOT eligible.

Frequently Asked Questions

When will I receive my renewal application?

All System Inspectors and Soil Evaluators will receive their renewal application approximately 3 to 4 months prior to their approval expiration date.

If I am both a System Inspector and Soil Evaluator, should I send in \$100 for each separate renewal application?

Yes. Submission of the renewal form, along with the renewal fee, and proof of TCHs (if *subsequent* renewal), 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 the approval expiration date; otherwise, an additional late fee will apply and approval will be subject to revocation.

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

If this is your *first* renewal, TCHs are NOT required. If this is a *subsequent* (2nd, 3rd, etc.) renewal, you WILL need to provide proof that you have obtained the required approved 10

TCHs by your approval expiration date. These TCHs must be acquired during the 3-year period prior to the approval expiration date.

If I am both a Soil Evaluator and System Inspector, do I need to obtain 10 TCHs for each?

If you are both a Soil Evaluator (SE) and System Inspector (SI), and this is a *subsequent* (2nd, 3rd, etc.) renewal, you will be required to obtain 10 TCHs for both approvals. You may submit the same 10 TCHs **IF** *the classes were approved for both SE and SI*. 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 that one. Listings of approved classes are available on the NEIWPC website at: <http://taylordesigndev.net/neiwpc/wp/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/>

Can someone take the same course during the renewal period for TCH credit?

NO. A Soil Evaluator or System Inspector cannot take the same course during the 3-year renewal period for TCH credit for their renewal.

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

NO. As there are many different training providers that have been, and are continuing to be, approved for their courses, seminars, etc., NEIWPC does not have the ability to track and record all completed training. Therefore, each approved Soil Evaluator and System Inspector is responsible for tracking their own TCHs obtained during their renewal period (if *subsequent* renewal). This should be done by keeping the certificate or letter of attendance/completion (which should have a Title 5 approval number on it) that is given for your attendance at an approved class. Copies of these should be sent in along with completed renewal form and payment.

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

Approved classes for TCH credit are listed at: <http://taylordesigndev.net/neiwpc/wp/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/>

Information on classes is updated on a regular basis, as classes are submitted by training vendors and approved by NEIWPC. Please note that this list(s) should not be considered all-inclusive, as other approved TCH courses may exist that are not on this list(s).

What if I attended a program that is not approved?

Information on program approval may be obtained on the NEIWPC web site at <http://taylordesigndev.net/neiwpc/wp/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/> If the program or class you attended is not on the approved list, no TCHs can be

granted. Attendees are free to contact the training vendor to request that they download the Request for TCH Approval/Evaluation form and submit with all relevant information with regard to the program that the approval is being requested for. The TCH approval form along with program information must be submitted by the training vendor ONLY (not the attendee) to NEIWPCCC for review by the Onsite Advisory Committee.

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

You should verify that the address NEIWPCCC has on file for you is correct/current by contacting NEIWPCCC at 978-323-7929 (x105).

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

The proper form must be submitted for *each* renewal. If this is your *first* renewal, these forms can be downloaded at: <http://taylordesigndev.net/neiwpccc/wp/our-programs/wastewater/mass-title-5/title-5-forms/> If this is a *subsequent* (2nd, 3rd, etc.) renewal, please contact NEIWPCCC.

As a MA Registered Sanitarian, Professional Engineer (Civil, Environmental or Sanitary) or Certified Health Officer who has been pre-approved as a System Inspector, do I need to renew my approval?

YES. You must renew your approval in the same manner as all others who have become MA Title 5 System Inspectors. This includes submittal of a renewal form, proof of TCHs (if *subsequent* renewal; no TCHs needed for *first-time* renewal) and \$100 fee. Renewal forms will be mailed out approximately 3 to 4 months prior to your approval expiration date. *First-time* renewals forms (only) are also available on our website at: <http://taylordesigndev.net/neiwpccc/wp/our-programs/wastewater/mass-title-5/title-5-forms/> Renewal forms for *subsequent* (2nd, 3rd, etc.) renewals will be mailed out (only).

Is there a reduced renewal rate for government employees?

YES. The Onsite Advisory Committee has authorized a reduced renewal fee of \$75 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. Volunteer Board members and private contracted agents/inspectors are NOT eligible. If you are eligible and are both a System Inspector and Soil Evaluator, the combined discounted renewal fee is \$150. 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, contact:

Paul Spina
Information Officer,
Wastewater and On-Site Programs
NEIWPCC
650 Suffolk Street, Suite 410
Lowell, MA 01854
978-323-7929
pspina@neiwpc.org

OR

Tom Groves
Director,
Wastewater and On-Site Programs
NEIWPCC
650 Suffolk Street, Suite 410
Lowell, MA 01854
978-323-7929
tgroves@neiwpc.org

For more information, visit the Title 5 section on our web site at:

<http://taylordesigndev.net/neiwpc/wp/our-programs/wastewater/mass-title-5/>