

1. How can I submit a RSS application?

You can submit a RSS application and make payment with a Visa or MasterCard online by creating an account at www.tpchd.org/septic. The RSS can also be submitted at our office located at 3629 South D Street MS 1035, Tacoma, WA 98418-6813.

2. How can I get a copy of the completed RSS report?

Completed RSS reports submitted online will be issued to the applicant and any eNotifications that have been added online. Inquiries for copies of the completed RSS report from others, not added as eNotifications, will be directed back to the applicant. Completed RSS reports submitted over the counter or through the mail will be faxed the same day the report is completed and a hard copy will be mailed within 2-3 business days after being completed.

3. Who submits for the RSS application?

The RSS application can be submitted by the current home owner, buyer, real estate agent or agent for the escrow company. Some septic service companies also offer this service. Please visit www.tpchd.org/septicservicecompanies to see a list of approved septic service companies.

4. What if no one submits a RSS application?

If the house sells without the RSS being completed, the new owner will be responsible for completing the RSS and may face a recording against their title if they do not comply, per Board of Health Resolution No. 2010-4221; Environmental Health Code, Chapter 1 General Provisions.

5. Does the septic company submit the RSS application?

Some septic companies will submit the RSS application on your behalf. **CLARIFY with the septic company** if they will submit the RSS application or if they will only upload their inspection report. Septic companies are required to upload their inspection report to www.onlineRME.com; this is separate from an application for Report of System Status. If the septic company does submit the RSS application on your behalf, make sure they add you as a partner in order to get a copy of the completed RSS.

6. How long is a RSS report valid?

The RSS report is valid for 12 months.

7. How long is a septic system inspection valid?

The inspection report is valid for 6 months.

8. Is there any way to rush the RSS process?

No, we are unable to expedite applications. We ask for ten business days to complete a RSS application. While it is possible for the application to be completed prior to ten business days, it cannot be expedited or guaranteed.

9. Does the septic tank have to be pumped prior to the sale?

Yes, it is a requirement that all tanks are pumped at the time of inspection by a certified septic company.

10. Why are two inspections required?

The certified septic company inspects the septic system for mechanical operations, defects and proper function. The Health Department inspects the drainfield, reserve areas and makes sure records and system types are accurate.

If you submit an online Report of System Status (RSS) application to the Health Department for the sale for your home or on behalf of your clients, please note the following updates:

Completed Report of System Status (RSS) reports will only be issued to the applicant and any eNotifications added online. All completed RSS reports submitted online are issued via email; **no copies are mailed or faxed**. eNotifications may include, but are not limited to:

- Home owner/seller
- Home buyer
- Real estate agent
- Escrow company contact

Inquiries for copies of the completed RSS report from others, not added as eNotifications, will be directed back to the applicant.

HOW TO ADD eNOTIFICATIONS ONLINE:

You can submit RSS's by creating an account at: https://www.tpchd.org/o_and_m/

Create a Login for each partner. eNotifications will receive an email giving them their Login ID and password. Make sure the box is checked for "Receive Report via email" for each partner who needs a copy of the RSS.

O & M RSS eNotifications

Status 1. eNotification 2. Application 3. Evaluation 4. Submit

You are creating an eNotification for this RSS application. This is not a requirement, if there are no eNotifications, proceed to Step 2. Application. An eNotification will be able to view this RSS Application by logging in using the parcel number, project password, and their login id. They can also be selected to receive an e-mail notification when the RSS Application has been completed by TPCHD.

* - Required Field.

Parcel #: 0320354022
 Project Password: Test
 * Login ID:
 * First Name:
 * Last Name:
 Company:
 Phone:
 Fax:
 * E-mail:
 Receive Report via E-mail:

Add eNotification Proceed to Step 2: Application

When an eNotification is added, they will be sent an e-mail notifying them, along with instructions on how to view the RSS Application.

eNotification

Currently, there are no eNotifications for this project.

Please send your questions to ehsepticssystem@tpchd.org or call (253)798-7392.