



State of Louisiana

Louisiana Department of Health
Office of Public Health

Training Requirements

All applicants for the basic, combination, or maintenance license shall obtain approved training prior to applying to the Office of Public Health (OPH) Onsite Wastewater Program (OSWW) for licensure. All persons seeking to apply for a new license or renewal must, at their own expense, attend and successfully complete a training course approved by the Sanitarian Services Section of the OPH, Louisiana Department of Health as prerequisite for licensure. This course will be offered once annually.

Under provisions of the Louisiana Administrative Code Title 51, Part XIII (the Louisiana Sanitary Code), Sanitarian Services may offer a temporary license if an approved training course is not available within 60 days provided the applicant meets all the other requirements and successfully completes an examination.

By this means, OSWW maintains training records, and it is the new applicant's responsibility to complete and submit the necessary application form(s) and affidavit when applying to OSWW for a license. These forms can be obtained from your local parish health unit or our web site listed at the bottom of this letter. If the workshop exam score does not meet the 70% minimum required by the Sanitary Code, the workshop attendee will be contacted by the Onsite Wastewater Program and advised on re-taking the course exam with a regional OPH representative. There is no additional charge for taking the exam over again, but it is necessary that the applicant pass the exam before being allowed to apply for a license.

Training is valid for five years (to the end of the fifth calendar year after taking the class) (as per Title 51, Part 13, Subchapter C, §737.E.). Please feel free to contact the OSWW at (225) 219-0179 if you need to verify your previous training.

Insurance Requirements

A certificate of general liability insurance (COI) which is valid for the duration of the license (as per Title 51, Part 13, Subchapter C, §737.H.) is required. The Louisiana Department of Health (LDH), Office of Public Health (OPH), Onsite Wastewater Program (OSWW), name and address, Bin 10, Box 11, P.O. Box 4489, Baton Rouge, LA 70821, shall be listed on the policy as a certificate holder to ensure that this office is notified in a timely manner in the event of any interruption in coverage.

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The policy shall indicate minimum coverage limits of at least \$100,000 each occurrence/\$300,000 aggregate per person. On policies that cover multiple installers the aggregate should state \$300,000 for each person (thus for two installers -\$100,000/\$600,000; three installers - \$100,000/\$900,000, etc.).

In addition, you will need to request that the COI include your name. If you prefer, or if the Certificate of Insurance cannot be amended to include your name, this office can accept the certificate of insurance with the company name. In this case you must supply a copy of the original article of incorporation of your company listing your name as a member/officer and a copy of the status of good standing of the company with the LA Secretary of State.

License Types and Requirements

Please be sure to fill out the forms in ink or type them.

1. Basic License:

This license is required by the Louisiana Public Health Sanitary Code (Title 51, Part 13, Subchapter C, §737.A.) for the installation and maintenance of septic tanks/field lines, septic tanks/oxidation ponds, septic tanks/sand filters, or limited use systems. The license application packet which needs to be submitted to LDH-OPH, OSWW for a basic license consists of:

- A completed and signed application with Basic License selected (as per Title 51, Part 13, Subchapter C, §737.A.)
- A notarized affidavit certifying the applicant has obtained, read and understands the provisions of the Sanitary Code (Title 51, Part 13 and the requirements for minimum distance to sources of contamination in Part 12). The affidavit must be signed by the applicant, two witnesses, and a notary.
- A certificate of general liability insurance (as per Title 51, Part 13, Subchapter C, §737.H). See Insurance Requirements listed above
- A check or money order payable to LDH-OPH for one hundred dollars.
- Proof of successful completion of the onsite wastewater installers' examination.

2. Combination License:

This license is required by the Louisiana Public Health Sanitary Code (Title 51, Part 13, Subchapter C, §737.B.) for the installation and maintenance of mechanical treatment plants. This license may be obtained only in conjunction with a Basic License and is considered to be a separate license. Please see the section on the Basic License, above; if the applicant meets all requirements for both combination and basic licenses, they can be

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obtained at the same time. The license application packet which needs to be submitted to LDH-OPH, OSWW for a combination license consists of:

- Basic license requirements – See Basic License section above.
- A completed and signed application with Combination License selected (as per Title 51, Part 13, Subchapter C, §737.B)
- Endorsement(s) from licensed manufacturer(s) for the brand(s) of individual mechanical plant(s) to be installed and maintained specifying that the applicant is qualified to install and maintain said plants, in compliance with the requirements of this code. Endorsement document(s) must be original(s) and signed if a signature blank is provided by the manufacturer; copies will not be accepted (as per Title 51, Part 13, Subchapter C, §737, B).
- A check or money order payable to LDH-OPH for one hundred dollars.
- (May include one check for two hundred dollars to cover the one hundred fee for the basic license and the one hundred fee for the combination license.)

3. Maintenance License:

This license is required by the Louisiana Public Health Sanitary Code (Title 51, Part 13, Subchapter C, §737.C.) for the maintenance of mechanical treatment plants (when the endorsement specifies service or maintenance only), and does not apply to installations. The license application packet which needs to be submitted to the LDH-OPH, OSWW for a maintenance license consists of:

- A completed and signed application with Maintenance License selected (as per Title 51, Part 13, Subchapter C, §737.C.)
- A notarized affidavit certifying the applicant has obtained, read and understands the provisions of the Sanitary Code (Title 51, Part 13 and the requirements for minimum distance to sources of contamination in Part 12); it must be signed by the applicant, two witnesses, and a notary. (Only one affidavit required per applicant.)
- Endorsement(s) from the licensed manufacturer(s) for the brand(s) of plant(s) the Maintenance provider wishes to maintain (as per Title 51, Part 13, Subchapter C, §737.C).
- A certificate of general liability insurance (as per Title 51, Part 13, Subchapter C, §737.H. (see Insurance Requirements, above). (Only one COI required per applicant.)
- A check or money order payable to LDH-OPH for one hundred dollars (Fee can be combined with payment for other licensing fees.)

Selecting the appropriate license on application:

- If only a Basic License is needed, please **ONLY** check the box for a Basic License.

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- If BOTH Basic and Combination Licenses are needed, please check BOTH boxes for a Basic and Combination License.
- If ONLY a Maintenance License is needed, please ONLY check the box for a Maintenance License.
- If ALL licenses are needed, please check ALL boxes for the three licenses, Basic, Combination, and Maintenance.

License Remember only one affidavit and one Certificate of Insurance is required per applicant (with each new application or renewal) regardless of the number of licenses pursued.

Packets are to be submitted by December 1st or appropriate late fees will be applied beginning December 31st.

All licenses expire on January 31st.

Mail application packets to: LDH OPH
Onsite Wastewater Program Bin 10 Box 11
P.O. Box 4489
Baton Rouge, LA 70821-4489

Onsite Wastewater Program Phone Number: (225) 219-0179
Website: (<http://www.privatewaterandsewage.dhh.louisiana.gov>)