



## HOMEOWNER CERTIFICATION INSTRUCTIONS

Louisiana Department of Health and Hospitals - Office of Public Health  
Onsite Wastewater Program (<http://www.privatewaterandsewage.dhh.louisiana.gov>)

In accordance with Louisiana Revised Statutes 40:1156 A. & B., A homeowner is only allowed to install and/or maintain his/her individual mechanical treatment plant (MTP) located at and servicing their primary residence. To obtain homeowner certification information, contact your Onsite Regional Coordinator or Regional Sanitarian Director listed below, who will issue and maintain your certification. Please note the insurance requirement and \$100.00 license fee paid to the department is waived.

The certification to **install and maintain** a MTP requires you to attend an onsite wastewater installers' training workshop and achieve a passing grade of 70% every five years. If you are applying to install a MTP on your property, an original endorsement from a licensed manufacturer for the brand of MTP you are going to install must be submitted with your application. The endorsement states that the applicant is qualified to install said plant in compliance with the requirements of Title 51, Public Health Sanitary Code, as well as the manufacturer's installation requirements. Applications will not be processed unless accompanied by the required endorsement. The homeowner must also submit a notarized affidavit and maintenance/service check inspection reports every six months. Additionally the homeowner must show possession of the maintenance or owner manual for the system.

The certification to **maintain** the MTP at your primary residence requires you to attend either the Homeowners Maintenance class (for aerobic wastewater treatment systems) and achieve a passing grade of 70% every five years **or** the Onsite Wastewater Installers Workshop **and** Homeowners Maintenance Program and achieve a passing grade of 70% every five years. The homeowner must also submit a notarized affidavit and maintenance/service check inspection reports every six months. Additionally the homeowner must show possession of the maintenance or owner manual for the system.

The training classes are offered through the continuing education department of the University of Louisiana at Lafayette. You may contact ULL, phone 337-482-5712, or visit their website at [www.ce.louisiana.edu](http://www.ce.louisiana.edu) for a schedule of available courses and fees involved. All installer workshop and homeowner maintenance tests are sent to the Office of Public Health's Central Office in Baton Rouge for grading. Notification of results will be sent by e-mail or mail. Once notification of a passing grade is received, the homeowner will need to complete the homeowner's application and affidavit forms.

Please note the following differences in the requirements to install or maintain a MTP. If you are applying to perform perpetual maintenance on your existing MTP, an endorsement is **not** required. For homeowners wanting to install and maintain a MTP or seeking maintenance certification who take the Onsite Wastewater Installers Workshop, the applicant must attend and pass the department's homeowner maintenance certification program which consists of informative brochures explaining residential mechanical treatment systems and National Standard 40 guidelines. The homeowner will be required to complete a short 10 question quiz and achieve a passing grade of 70% every five years. You will also be required to show proof of possession of your MTP manufacturer's operation and maintenance manual which you should have received from the manufacturer or installer of your MTP. The department's homeowner maintenance certification program packet can be obtained from your Onsite Regional Coordinator, Regional Sanitarian Director or Sanitarian Parish Manager as appropriate. The last page of the maintenance certification packet must be signed by a sanitarian and the homeowner upon successful completion of the program.

NOTE: See the check list at the bottom of the homeowner application to ensure you have completed all required steps to become certified to install and /or maintain your mechanical treatment plant.

#### **Onsite Wastewater Coordinators/Contacts**

Regions	Coordinator /Director - Phone Number	Parishes
Metropolitan- Region I	Erroll Farness - 504- 599-0113 (Director)	Jefferson , Orleans, Plaquemines, St. Bernard
Capitol Region II	Teresa Benton - 225- 342-7617 (Coordinator)	Ascension, E Baton Rouge, E. Feliciana, Pointe Coupee, W. Baton Rouge, E. Baton Rouge, W. Feliciana, Iberville
Teche Region III	Anthony Roussell - 985-449-5007- ext 367 (Director)	Assumption, St. Charles, St. James, St, John, St. Mary, Lafourche, Terrebonne
Acadian Region IV	Jody Guidry - 337-262- 5607 (Director)	Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin, Vermillion
Southwest Region V	Adam Traub - 337-475- 3235 (Coordinator)	Allen, Beauregard, Calcasieu, Cameron, Jeff Davis,
Central Region VI	Gary Lincecum - 318- 484-2159 (Coordinator)	Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn
Northwest Region VII	Bob Norred - 318-676- 7439 (Director)	Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, Webster
Northeast Region VIII	Greg Horne - 318-361- 7211 (Coordinator)	Caldwell, E. Carroll, Franklin, Jackson, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, Union, W. Carroll
Region IX	Merl Fagan - 985-748- 2022 (Director)	Livingston, St. Helena, St. Tammany, Tangipahoa, Washington