

**THE APPLIED SCIENCE TECHNOLOGISTS & TECHNICIANS
OF BRITISH COLUMBIA**

(ASTTBC)

**2010 ONSITE WASTEWATER CERTIFICATION
POLICY**

DISCLAIMER

This policy, prescribed by the Council of ASTTBC is issued to the ASTTBC Onsite Wastewater Registration Board as its operational document. The Policy is also provided on our website for the general information of all registrants, the public and potential applicants.

ASTTBC staff are available, upon request, to provide guidance and general explanation of the Policy. In the instance that further clarification is required, such interpretation will be made by the Board or ultimately through special decisions of the Council of ASTTBC.

Constructive suggestions are welcomed and will be forwarded to the Board.



Onsite Wastewater Registration Program

ONSITE WASTEWATER REGISTRATION PROGRAM – March 25, 2010

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Policy Revisions

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1.0 The Onsite Wastewater Registration Program

1.1 Purpose of the ASTTBC Onsite Wastewater Registration Program

The Onsite Wastewater Registration Program is required under the Sewerage System Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, section 8 for the issuance, by the **ASTTBC**, of a **registration certificate**, that certifies that the holder is a competent **registered practitioner**, as defined in the **Regulation**. **ASTTBC** has the authority under the **ASTT ACT** to register practitioners and classify these technical specialist registrants as Registered Onsite Wastewater Practitioners, who may identify themselves with the designating initials **ROWP**.

To be granted a registration certificate, and deemed qualified to act as a registered onsite wastewater practitioner, an individual must have successfully completed a post-secondary training program recognized by the Applied Science Technologists & Technicians of British Columbia. In lieu of the education requirement, a person may be granted a registration certificate if it can be demonstrated to the Applied Science Technologists & Technicians of British Columbia that the person may be competent to construct and maintain a sewerage system that uses a treatment method classified as Type 1 or Type 2.

The **Regulation** recognizes that an **authorized person** can construct and maintain a **Type 3** sewerage system provided that a **professional** supervises the services provided. Therefore, this policy document includes the voluntary **Registration** of persons providing installation and maintenance of **Type 3 sewerage system** services provided the sewerage system is designed and supervised by a **professional** and has a maintenance plan provided by a **professional**.

The Onsite Wastewater Industry, through **BCOSSA**, identified a need for a voluntary Registration of **Private Inspectors**, in both **Residential** and **Commercial Sewerage Systems** categories, which are services not covered under the **Regulation**. These unregulated categories of Registration are recognized and dealt with in this policy document in a similar manner as per the Registration standards established for the **ROWP** categories of Registration required under the **Regulation**.

The policies defined in this document govern the function of the Onsite Wastewater Registration **Board**.

1.2 ASTTBC Members Are Required To Be Registered

Certified **ASTTBC** members “**are required**” to be registered under the Onsite Wastewater Registration Program before providing **Onsite Wastewater Services** as an **authorized person**.

The Applied Science Technologist (AScT) and Certified Technician (CTech) are exempted from the registration requirement to complete the **ASTTBC** Professional Practice Examinations provided that these examinations were previously completed during their original certification.

Certified **ASTTBC** members must satisfy all the training requirements required under the **Regulation** by the **BCOSSA/WOWTC**.

Certified **ASTTBC** members are exempted from providing the required **References**, as defined in Section 6.4 of this Policy Document, with the exception of the requirements for registration as a **professional Type 3 Planner**, but are required to provide two (2) **References** verifying their **Onsite Wastewater** experience for **Type 1 and Type 2 ROWP** certification.

1.3 Definitions

‘**ASTT ACT**’ means British Columbia Applied Science Technologists and Technicians Act, R.S.B.C. 1996, c.15, and Regulations.

‘**ASTTBC**’ means the Applied Science Technologists and Technicians of British Columbia.

‘**Authorized Person**’ means, under the **Sewerage System Regulation**, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, section 8, “a **registered practitioner** or a **professional**” as defined in Section 7 of the aforementioned **Regulation**.



‘**Board**’ means Onsite Wastewater Registration Board.

‘**BCOSSA**’ means, British Columbia OnSite Sewage Association.

‘**Commercial Sewerage System**’ means a sewerage system under the Regulation that receives non-residential domestic sewage or has a daily sewage flow greater than 9100 litres.

‘**Construct**’ per the definition stated in the **Regulation**; “ includes (a) to plan or conduct a site assessment in respect of a **sewerage system**, (b) to install, repair or alter a **sewerage system**, and (c) in the case of a **professional**, to supervise the doing of any matter listed in paragraphs (a) and (b)”

‘**Mentoring**’ means as outlined in Appendix ‘H’

‘**Onsite Wastewater System**’ also means, for the purposes of this policy, **Sewerage System** and the terms can be used interchangeably.

‘**Oversight**’ means as outlined in Appendix ‘D’

‘**Professional**’ means, under the **Regulation**, “a person who meets the requirements of section 7 (3)” of the **Regulation**.

‘**References**’ means as defined in Section 10.0 of this policy document.

‘**Registrar**’ means the Registrar of the **ASTTBC** or their designate.

‘**Registration Certificate**’ means, under the **Regulation**, “a registration certificate issued by the Applied Science Technologists and Technicians of British Columbia that certifies that the holder is competent to construct and maintain a sewerage system that uses a treatment method classified as **Type 1 or Type 2**”.

‘**Registered Onsite Wastewater Practitioner**’ means a person registered with the **ASTTBC** as an **authorized person** pursuant to the Regulation.

‘**Registered Practitioner**’ means, under the **Regulation**, “a person who is qualified to act as a registered practitioner under section 7 (1) or (2)” of the **Regulation**.

‘**Regulation**’ means the Sewerage System Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, Section 8.

‘**ROWP**’ means **Registered Onsite Wastewater Practitioner**.

‘**Sewerage System**’ also means, for the purposes of this policy, **Onsite Wastewater System** and the terms can be used interchangeably. The **Regulation**, and thereby this policy document, defines a **sewerage system** as meaning “a system for treating domestic sewerage that uses one or more treatment methods and a discharge area, but does not include a holding tank or a privy”.

‘**Standard Practice Manual**’ means the current issue of the Sewerage System Standard Practice Manual published and issued by the Ministry of Health Services.

‘**Type 1, Type 2 or Type 3**’ means sewerage system types as defined in the **Standard Practice Manual**.

‘**WOWTC**’ means the Westcoast Onsite Wastewater Training Centre, governed and administered by **BCOSSA**.

1.4 Onsite Wastewater Registration Board (**Board**)

Pursuant to the **ASTT ACT**, the **Board** is established for the purpose of certifying and registering approved candidates for a **registration certificate** and to set standards of Registration for individuals as an **authorized person**, as defined by the **Regulation**. In addition, the **Board** is required by **ASTTBC** Council to set standards of voluntary Registration for a **ROWP** who wishes to be identified as being qualified to provide Type 3 onsite wastewater services under the supervision of a professional or practitioners registered as a **ROWP** in the categories of Private Inspector – Residential and/or Private Inspector – Commercial.



1.5 Responsibilities of the **Board**

- 1.5.1 The **Board** shall consider applications for Registration and may:
- Approve the application;
 - Refuse the application; or
 - Defer the approval of the application until it is satisfied that the applicant has complied with a requirement made under this section.
- 1.5.2 While all applicants must satisfy the **ASTTBC** training requirements prior to Registration being granted, the **Board** may, in its discretion, require an applicant for Registration:
- To pass one or more examinations;
 - To obtain more experience of a kind satisfactory to the **Board** for a period set by the **Board**;
 - To obtain more education than the minimum required by **ASTTBC**; or
 - To provide any other requirements, as may be reasonably determined by the **Board**.
- 1.5.3 The **Board** shall send a written notice of any decision made by it to the applicant. If the decision made by the **Board** is to refuse or defer Registration of the applicant, reasons for the decision shall be sent in writing to the applicant following the decision.
- 1.5.4 Subject to the approval of the **ASTTBC** Council, the **Board** shall establish and implement policies and procedures relating to:
- Registration;
 - Standards for Registration;
 - Standards for Continued Registration;
 - Standards for **Onsite Wastewater** Practice;
 - Requirements to adhere to the **ASTTBC** Code of Ethics, which are subject to the **ASTTBC** complaints and discipline Regulations and Policies;
 - Use of the **ROWP** Stamp; and,
 - Such other matters as may be determined by the **ASTTBC** Council.
- 1.5.5 The **Board** shall regularly review its policies and methods and recommend changes to the **ASTTBC** Council as required.
- 1.5.6 To meet its obligations, the **Board** shall have the power to appoint File Reviewers to assess whether applicants for Registration satisfy the requirements of all the various Registration Categories and Levels. The **Board** shall have the responsibility for the consistency of recommendations made by File Reviewers.

1.6 Membership of the **Board**

The **Board** shall consist of a Chairperson and at least six (6) other individuals appointed annually by the **ASTTBC** Council. Each member of the **Board** shall have onsite wastewater experience that is commensurate with their appointment, except for one (1) member who shall be appointed from outside the **ROWP** membership and not directly connected to **ASTTBC** or any other industry stakeholder. This **Board** member is intended to represent the interests of the general public. The Manager, Onsite Wastewater Registration Program will annually review the current membership of the **Board** and recommend nominees to the **Council**. The **Registrar** will receive the nominations and formulate a recommendation for consideration by the **ASTTBC** Council. In making the decision on appointments to the **Board**, preference will be given to individuals who are **authorized persons**, per the **Regulation**. All members of the **Board** are required to sign and abide by the **ASTTBC** Confidentiality Agreement.

1.7 Meetings and Quorum

- 1.7.1 The **Board** shall meet at such times and at such places as may be deemed necessary to fulfill the obligations of the **Board**.



1.7.2 The **Board** decisions shall require a simple majority. The **ASTT Act's** Regulations, per section 10.3.k, defines that three (3) **Board** members present shall constitute a quorum.

1.7.3 File Reviewers, who are required to attend a meeting of the **Board**, shall do so in a non-voting capacity. The Chair must invite all guests required to be present at **Board** meetings and guests must remain for only those matters for which they are required to address the **Board**. Designated Observers can attend and participate in **Board** meetings at the discretion of the Chair. Designated Observers are required to sign and abide by the **ASTTBC** Confidentiality Agreement.

1.8 Expenses

Properly authorized travel, subsistence and meeting expenses for members of the **Board** will be reimbursed by the **ASTTBC** in accordance with current **ASTTBC** practices.

1.9 Duties of the Registrar

The **Registrar** shall act as Secretary to the **Board**.

2.0 Onsite Wastewater Registration Approvals

An applicant who qualifies in one or more of the Categories and Levels, for which Registration is granted, will be recognized as an **authorized person** under the **Regulation**.

3.0 Registered Onsite Wastewater Practitioner (ROWP)

An applicant who meets the requirements of this policy, as set by the **Board** and approved by **ASTTBC** Council, will be granted the designation of "**Registered Onsite Wastewater Practitioner**" with the acronym "**ROWP**" to identify their registration as an **authorized person** under the **Regulation** or as a registrant in the voluntary categories of Installer Type 3, Maintenance Provider Type 3, Private Inspector – Residential and/or Private Inspector – Commercial.

4.0 ONSITE WASTEWATER TRAINEE

A voluntary registration, not required by the **Regulation**, where the individual is actively pursuing a career in onsite wastewater, but their required experience or training is insufficient for certification as a **ROWP**. The **Board** will define for the Onsite Wastewater Trainee the requirements needed to achieve registration as a **ROWP**. Onsite Wastewater Trainees will be required to keep a career log defining and verifying their experiences and training while a Trainee. Career log requirements are defined in the attached Appendix 'E'.

5.0 ROWP Stamp

Pursuant to the **ASTT ACT**, a **registered practitioner** will be issued a stamp, which is required under the **Regulation**. The Stamp may only be affixed to documents prepared by the **ROWP** or prepared under his/her direct **supervision**. Use of the stamp is strictly limited to documents describing work or containing information that is within the scope of practice defined by the **Board**. The Category, Level and whether the Registrant has a Restriction of Registration will be indicated on the **ROWP** Stamp. Stamps are not transferable or useable, by anyone at any time other than the individual to whom they were issued and remain the property of the **ASTTBC**. Individuals who cease to be **ROWPs** must immediately return the stamp to the **ASTTBC**. The Board will recommend 'Use of **ROWP** Stamp Guidelines' for consideration by the **ASTTBC** Practice Review Board and are currently shown as Appendix 'F'.

Individuals identified as being qualified to provide Type 3 onsite wastewater services under the supervision of a professional will have this category added to their **ROWP** Stamp. Individuals Registered as a Private Inspector – Residential or Private Inspector – Commercial will be issued a stamp and the above policies and any guidelines approved by the **ASTTBC** Practice Review Board will apply to the Private Inspector Categories.



6.0 Registration Categories

- (a) Planner
- (b) Installer
- (c) Maintenance Provider
- (d) Private Inspector – Residential
- (e) Private Inspector – Commercial

6.1 Profiles of Registration Categories

6.1.1 PLANNER

As required by the **Regulation**, shall be competent in site assessment to determine whether the site is suitable for a **sewerage system** that needs a **Type 1 or Type 2 or Type 3** treatment method. In addition, shall be competent in planning a **sewerage system**, servicing a facility generating domestic strength sewage wastewater using a **Type 1 or Type 2** treatment method for daily sewage flows less than 9100 litres, in accordance with the **Standard Practice Manual**.

The Planner may also be registered to **construct Type 3 sewerage systems** and would be considered a **Professional** under the requirements of the **Regulation**, if they also have, through education or experience, suitable qualifications in **sewerage system** construction and maintenance. While the **Regulation** does not require **Professionals** to be registered practitioners, **ASTTBC** requires its registered ASCT and CTech members to be registered as a **ROWP Planner** prior to achieving recognition for **Professional** Registration.

6.1.2 INSTALLER

As required by the **Regulation**, shall be competent to install a **sewerage system**, in accordance with local Health Authority filing documents for **Type 1 and Type 2** treatment methods. The Installer is required to provide the **Authorized Person** who planned the system with a Certification Letter that certifies that the system was installed to the plans and specifications provided, as well as to any written instructions received from the Planner/Professional subsequent to the original accepted Filing; in a manner required by the Health Authority and the **Standard Practice Manual**.

While not required by the **Regulation**, the Installer may be granted Registration in **Type 3** sewerage systems for recognition of services to be provided under the supervision of a **Professional**.

6.1.3 MAINTENANCE PROVIDER

As required by the **Regulation**, shall be competent in maintaining and servicing a **sewerage system**, in accordance with local Health Authority filing documents for **Type 1 and Type 2** treatment methods, and the **Standard Practice Manual**.

While not required by the **Regulation**, the Maintenance Provider may be granted Registration in **Type 3** sewerage systems for recognition of services to be provided under the supervision of a **Professional**.

6.1.4 PRIVATE INSPECTOR - RESIDENTIAL

A voluntary registration where the individual shall be competent in inspecting a residential **sewerage system**, which is under the jurisdiction of the local Health Authority, using a **Type 1 and Type 2 or Type 3** treatment method for daily sewage flows less than 9100 litres.

6.1.5 PRIVATE INSPECTOR - COMMERCIAL

A voluntary registration where the individual shall be competent in inspecting a **commercial sewerage system**, which is under the jurisdiction of the local Health Authority, using a **Type 1 and Type 2 or Type 3** treatment method for daily sewage flows up to 22,730 litres.



7.0 Registration – General

7.1 General Requirements

The **Board** shall approve the Registration of an applicant who proves to the satisfaction of the **Board** that:

- (a) The applicant is of good character and reputation;
- (b) The applicant is a Canadian citizen or permanent resident of Canada;
- (c) The applicant is of the minimum age for Registration which is 19 years old;
- (d) The applicant's experience meets the requirements of the **Board**;
- (e) The applicant's training and education has satisfied the **ASTTBC** requirements under the **Regulation**.

The **Board** must approve the individual's Registration unless there is insufficient documentation to substantiate that the applicant meets the Registration requirements. In the event of a refusal under 6.1(a) the matter must be in writing, recognized by the Chair and immediately referred to the **Registrar** for consideration by the **ASTTBC** Practice Review Board.

7.2 Restrictions or Conditions of Registration

The **Board**, at its discretion, may provide **ROWP** registration to individuals with a restriction(s) or condition(s), per the **Regulation** section 6 (2). The **ROWP** registered with a restriction(s) or condition(s) will be advised as to the requirements, which must be satisfied, before the **Board** may have the restriction removed.

The requirements for removal of restrictions is generally defined in Appendix 'C'

7.3 Education/Training Requirements

As defined in Section 7 of the **Regulation**, all applicants for Registration must have completed a post secondary training program recognized by **ASTTBC**, or demonstrate to the **Board** that they are competent to construct and maintain a sewerage system. The current training requirements are generally as outlined in Appendix 'A'.

7.3.1 Documented Evidence of Education

The **Board** shall grant credit for only that education which is documented and substantiated with official evidence such as diplomas, certificates, transcripts of marks, etc. Copies of originals may be accepted if notarized or endorsed by a certified member of **ASTTBC** or another professional regulated under appropriate professional legislation.

7.4 Registration and Eligibility Requirements

An applicant is eligible for Registration provided the applicant's education/training plus experience qualifications demonstrate an intent and ability to become registered in one or more of the Registration Categories. The pre-requisites for Registration for each Category are as follows:

7.4.1 Planner

An applicant is required to meet the requirements below to be registered as competent to provide planning services for **Type 1 and Type 2 sewerage systems**, as defined in the **Regulation** and the **Standard Practice Manual**.

7.4.1.1 Level **Type 1 and Type 2**

- (a) Verification of experience in the planning of **Type 1 and Type 2 sewerage systems**, as outlined in the Appendix 'B' as attached to this policy.



- (b) Minimum of one (1) **Reference** from an **Authorized Person** that will attest to the competency of the applicant's planning services provided for **Type 1 and Type 2 sewerage systems**.
- (c) Minimum of three (3) **References** from **clients** who will attest to their satisfaction with the **sewerage system** planning services provided by the applicant.
- (d) Verification of successful completion of the training requirements.
- (e) Successful completion of the **ASTTBC** Professional Practice and Ethics Examinations required at the time of application.
- (f) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.
- (g) Upon certification and prior to installation commencing, submission for review under the Practice Assessment Program, as specified in Appendix 'I' attached to this policy, the first Health Authority Filing for each system Type planned. **ASTTBC** must approve of the design prior to installation. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.1.2 Level **Type 3**

Intended for certified AScT and CTech members of **ASTTBC**, **BCOSSA/WOWTC** trained and qualified individuals or **professionals**, who are already Registered as a **ROWP** Planner in **Type 1 and Type 2** systems, who want to be recognized as a **professional** under the **Regulation**; as competent to provide planning services and **supervision** of the installation and maintenance of **Type 3** systems.

The Ministry of Health has defined a **professional** under the Regulation as a person who meets the *two* requirements of section 7(3) of the **Regulation**:

1. Section 7(3)(a) of the **Regulation** specifies the kind of training an individual must have to be a **professional**; and
2. Section 7(3)(b) of the **Regulation** establishes the type of professional association to which the person must belong as a fully trained and practicing member to be a **professional**.

To determine if a person meets the definition of a "**professional**", the person's individual qualifications must be assessed on a case-by-case basis. The person must meet *both* the individual training requirements and the requirement to be a fully trained and practicing member of a particular type of professional association. To satisfy the Ministry of Health requirement applicants for this category and level of certification must provide:

- (a) Verification of background documentation sufficient to satisfy the **Board** of the individual's competency in the planning and supervision of **Type 3 sewerage systems**.
- (b) Three (3) **References**, from **Professionals**, who have experience in **Type 3 sewerage systems**, which will attest to the competency of the applicant in **Type 3 sewerage systems**.
- (c) Verification of successful completion of the required training for planning **Type 3 sewerage systems**.
- (d) Upon certification and prior to installation commencing, submission for review under the Practice Assessment Program, as specified in Appendix 'I' attached to this policy, the first Health Authority Filing for a Type 3 system. **ASTTBC** must approve of the design prior to installation. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.2 Installer

An applicant is required to meet the requirements below to be registered as competent to provide installation services for **Type 1 and Type 2 or Type 3 sewerage systems**, as defined in the **Regulation**



and the **Standard Practice Manual**. **Type 3** systems must be done under the supervision of a **professional**.

7.4.2.1 Level **Type 1 and Type 2**

- (a) Verification of experience of installing **Type 1 and Type 2 sewerage systems**, as outlined in the Appendix 'B' attached to this policy.
- (b) Minimum of one (1) **Reference** from an **Authorized Person** that will attest to the competency of the applicant's installation services.
- (c) Minimum of three (3) **References** from **clients** who will attest to their satisfaction with the **sewerage system** installation services provided by the applicant.
- (d) Verification of successful completion of the required training.
- (e) Successful completion of the **ASTTBC** Professional Practice and Ethics Examinations required at the time of application.
- (f) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.
- (g) Upon certification and prior to commencing an installation, completion of a review under the Practice Assessment Program as specified in Appendix 'I' attached to this policy. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.2.2 Level **Type 3** (not required by the **Regulation**)

- (a) Successful completion of the pre-requisites in section 7.4.2.1.
- (b) Verification of successful completion of the required training.
- (c) Three (3) **References** from **Professionals**, who have experience in **Type 3 sewerage systems**, that will attest to the competency of the applicant's installation services provided for **Type 3 sewerage systems**.
- (d) Upon certification and prior to commencing an installation, completion of a review under the Practice Assessment Program as specified in Appendix 'I' attached to this policy. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.3 Maintenance Provider

An applicant is required to meet the requirements below to be registered as competent to provide maintenance services for **Type 1 and Type 2 or Type 3 sewerage systems**, as defined by the **Regulation** and the **Standard Practice Manual**. **Type 3** systems must be done under the supervision of a **professional**.

7.4.3.1 Level **Type 1 and Type 2**

- (a) Verification of experience in the maintaining of **Type 1 and Type 2 sewerage systems**, as outlined in the Appendix 'B' attached to this policy.
- (b) Minimum of one (1) **Reference** from an **Authorized Person** that will attest to the competency of the applicant's maintenance services provided for **Type 1 and Type 2 sewerage systems**.
- (c) Minimum of three (3) **References** from **clients** who will attest to their satisfaction with the **sewerage system** maintenance services provided by the applicant.
- (d) In the case of treatment plants, a listing of the units and the approximate number of each brand and type that you have maintained.
- (e) Verification of successful completion of the required training.
- (f) Successful completion of the **ASTTBC** Professional Practice and Ethics Examinations required at the time of application.
- (g) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.
- (h) Upon certification and prior to commencing maintenance work, completion of a review under the Practice Assessment Program as specified in Appendix 'I' attached to this policy.



Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.3.2 Level **Type 3** (not required by the **Regulation**)

- (a) Successful completion of the pre-requisites in section 7.4.3.1
- (b) Verification of successful completion of the required training.
- (c) Three (3) **References** from **professionals**, who have experience in **Type 3 sewerage systems**, that will attest to the competency of the applicant's installation services provided for **Type 3 sewerage systems**.
- (d) Upon certification and prior to commencing maintenance work, completion of a review under the Practice Assessment Program as specified in Appendix 'I' attached to this policy. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.4 Private Inspector

An applicant is required to meet the requirements below to be registered as competent to provide Private Inspector – Residential services for **Type 1 and Type 2 or Type 3 sewerage systems**. Current Standard Practice Guidelines for Private Inspectors is attached as Appendix 'G' of this policy.

7.4.4.1 Private Inspector – Residential (not required by the **Regulation**)

- (a) Verification of experience in the inspecting of **Type 1, Type 2 and Type 3** sewerage systems as outlined in the Appendix 'B' attached to this policy.
- (b) Minimum of one (1) **Reference** from an **Authorized Person** that will attest to the competency of the applicant's inspection services.
- (c) Minimum of three (3) **References** from **clients** who will attest to their satisfaction with the **sewerage system** inspection services provided by the applicant.
- (d) Verification of successful completion of the required training.
- (e) Successful completion of the **ASTTBC** Professional Practice and Ethics Examinations required at the time of application.
- (f) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.
- (g) Upon certification and prior to commencing inspection work, completion of a review under the Practice Assessment Program as specified in Appendix 'I' attached to this policy. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.

7.4.4.2 Private Inspector – Commercial (not required by the **Regulation**)

- (a) Verification of experience in the inspecting of **Type 1, Type 2 and Type 3** sewerage systems as outlined in the Appendix 'B' attached to this policy.
- (b) Minimum of one (1) **Reference** from an **Authorized Person** that will attest to the competency of the applicant's inspection services.
- (c) Minimum of three (3) **References** from **clients** who will attest to their satisfaction with the **sewerage system** inspection services provided by the applicant.
- (d) Verification of successful completion of the required training.
- (e) In the case of treatment plants, a listing of the units and the approximate number of each brand and type that you have inspected.
- (f) Successful completion of the **ASTTBC** Professional Practice and Ethics Examinations required at the time of application.
- (g) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.
- (h) Upon certification and prior to commencing inspection work, completion of a review under the Practice Assessment Program as specified in Appendix 'I' attached to this policy. Failure to successfully pass the review may result in withdrawal of the certification by the Practice Review Board.



7.4.5 Onsite Wastewater Trainee (not required by the **Regulation**)

- (a) Verification that the applicant intends to pursue a career in onsite wastewater.
- (b) Verification of an understanding of the Onsite Wastewater Trainee requirements as generally defined in the attached Appendix 'E'.
- (c) Completion of entry level training as outlined in the Appendix 'B' attached to this policy.
- (d) Successful completion of the **ASTTBC** Professional Practice and Ethics Examinations required at the time of application.
- (e) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.

7.5 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for Registration must demonstrate, to the satisfaction of the **Board**, a proficiency (written and spoken) in the English language before being registered.

7.6 Experience Requirements

The minimum experience requirements are outlined in each Category and Level of Section 7.4 of this policy document and as shown in the attached Appendix 'B'. For Registration the applicant must demonstrate, to the satisfaction of the **Board**, that the required minimum of relevant experience has been attained. The values awarded for successful completion of a **ASTTBC** approved practical hands-on experience session are also set out in Appendix 'B'.

7.6.1 Practice Assessment Program

On going competency is also verified through Practice Assessment. A Practice Assessment is also required prior to reclassification or any removal of 'Restrictions' to practice. The Practice Assessment Program is attached to the policy as Appendix 'I'.

8.0 **TILMA/AIT Inter-Provincial Transferees**

The Agreements on Internal Trade (AIT) and the BC/AB Trade, Investment and Labour Mobility Agreement (TILMA), requires that the Applied Science Technologists & Technicians of British Columbia (ASTTBC) must certify and register applicants who are currently certified / registered / licensed in another jurisdiction in Canada, in accordance with the provisions of these Agreements. The Registrar is empowered by Council to administratively process all TILMA/AIT applications.

8.1 **Application Process**

To practice in British Columbia, registration in ASTTBC is required. Registration requirements for previously certified/registered/licensed applicants from other jurisdictions are listed below:

- 8.1.1 Complete the appropriate ASTTBC Transfer Application Form in full.
- 8.1.2 Have the issuing authority in the Province from which the transfer is being made issue proof of current certification/registration/licensing appropriate for registration category sought in B.C.
- 8.1.3 Submit the completed application to ASTTBC (incomplete applications will be returned) with a transfer fee of \$125.00 plus GST, payable to ASTTBC.
- 8.1.4 Applicants who have not completed Ethics training in the jurisdiction from which they are transferring will be required to successfully complete a jurisprudence examination.
- 8.1.5 Applications will be submitted directly to the Registrar for final review and approval.



8.2 Jurisprudence Exam

The jurisprudence examination will be on the Applied Science Technologists and Technicians Act & Regulations of British Columbia, the ASTTBC Code of Ethics, the BC Ministry of Health's Sewerage System Regulation and the Standard Practice Manual for Sewerage Systems (SPM).

8.3 Letter of Affirmation

A Letter of Affirmation confirming they have read, understand, and will abide by the ASTTBC Code of Ethics, the B.C. Sewerage System Regulation and the B.C. Standard Practice Manual.

8.4 Practice Assessment Program

As required by any new applicant for registration or reclassification, Transferees will also be subject to Practice Assessment. Refer to the attached Appendix 'I'.

9.0 Oversight and Mentoring

ROWPs must provide appropriate **oversight** for Onsite Wastewater Trainees, unqualified **ROWPs** or non-**Authorized Persons** providing services as either contractors or employees per the guidelines outlined in Appendix 'D' for the planning, installation or maintenance of a **sewerage system**.

9.1 Construction Review

ROWPs must not provide **oversight** for any function for which they are not certified or registered. **ROWP** Planners are required to provide project/construction reviews to ensure that their plans and system design specifications are adhered to. If the **ROWP** Planner is not also the Installer, then the Planner must be provided with a **ROWP** Installer's letter of certification that certifies that the system was installed in accordance with the provided Planner's specifications and plans, as well as to any written instructions received from the Planner subsequent to the original accepted Filing; in a manner required by the Health Authority and the **Standard Practice Manual**.

9.2 Mentoring of ROWPs

A **ROWP** will require **mentoring** from a qualified **Authorized Person** for purposes of achieving the necessary work experience for Restriction removals or the upgrading of categories and levels of Registration. **ROWPs** providing mentoring must accept direct responsibility for all work and services being provided as part of the **mentoring**. At no time may the **ROWP** providing **mentoring oversight** simultaneously mentor more than one **ROWP** unless prior written approval is granted by the Board. **ROWPs** must adhere to the **mentoring** requirements defined in the attached Appendix 'H'.

9.3 Mentoring of Onsite Wastewater Trainees

ROWPs may only simultaneously mentor one Onsite **Wastewater Trainee** unless prior written approval is granted by the **Board**. **ROWPs** must be present on the site when **mentoring** a Trainee. **ROWPs** are required to assist the Trainee in completing their career log. **ROWPs** must be aware of the Trainee requirements per the attached Appendix 'E' and provide **mentoring** as required in the attached Appendix 'D'.

10.0 Continuing Professional Development

All **ROWPs** are required to maintain their competency by continuing professional development. The number of Continuing Professional Development Units (CPDs) required for continued Registration is at the discretion of the **Board**.



In order for training to receive CPD recognition, the following must be met:

- (a) The applicant applying for CPD credit must meet the requirements as set down by the **Board**. Acceptable documentation shall be from the provider of relevant education, stating that they have successfully completed the seminar, program, course or workshop;
- (b) The instructor who has provided the training shall be qualified in the particular program area;
- (c) The course must show responsibility, maintain administrative control and ensure program objectives are met; and
- (d) The program or courses must have relevancy.

11.0 References

- (a) Applicants applying for Registration are required to provide **References** per Section 7.4 of this policy document. The applicant will provide contact information for all their **References** and this contact information must include the name, postal address (with postal code) and day/evening telephone numbers. Other information such as email address and fax number should also be provided to speed up the Registration process. The **ASTTBC** will contact the applicant's supplied **References**. The **References** must be in a position to provide a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude and personal characteristics. The **References** should also be in a position to provide information on the positions held by the applicant; complete with approximate dates, duties involved and degree of responsibility. The returns from the **References** will be received by the **ASTTBC** and kept in strict confidence, except as required by law, for administrative purposes. **References** should be, wherever practical, **authorized persons** under the **Regulation** or Environmental Health Officers (EHOs).
- (b) **Professional References** where required per Section 7.4 of this policy document, refer to an **ASTTBC** certified and registered or other related applied sciences professional. A **professional** as defined by Section 1.3 is preferred.
- (c) An applicant should, wherever practical, include his/her immediate supervisor or manager as a reference. A self-employed applicant may provide references from clients who can verify contract work performed.
- (d) If an applicant is working in an environment where there is not a sufficient number of **authorized persons** or EHOs to satisfy the required number of **References**, the **Board** may accept other **References** at its discretion. There should be, however, at least one **Reference** who is an **authorized person** or EHO who is familiar with the applicant's work.

10.1 Soliciting Additional References

The **Board**, at its discretion, may solicit confidential **Reference** sources as to the applicant's work history, good character and reputation, in addition to those indicated by the applicant. An example of this could be a request to the local Health Authority for a **Reference** on the applicant. In the event that a **Board**-solicited **Reference** declines to reply to the request, the **Board** will take note of this information and will not construe it as a negative statement regarding the application.

12.0 Reclassification

Upon a reclassification application by a registrant, a **Board** file reviewer will note the requirements for reclassification previously outlined by the **Board** to the registrant and, taking into consideration the additional academic examinations and/or experience qualifications achieved by the applicant, make a recommendation to the **Board** as to reclassification.

The **Board** may:

- (a) Approve the reclassification;
- (b) Refuse the reclassification; or
- (c) Defer the approval of the reclassification application until it is satisfied that the applicant has complied with a requirement made under this section.



All applicants seeking reclassification will be required to complete the Practice Assessment Program as outlined in Appendix "I".

13.0 **Conditions of Continued or Cancelled Registration**

The Registration of the **ROWP** shall continue providing that the following conditions are met:

- (a) The Annual Fees, as assessed by the **ASTTBC**, are paid.
- (b) The CPD requirement for continuing professional development as set down in Section 9 above is met.
- (c) Any courses that have been deferred are successfully completed within the time frames specified.
- (d) Any other conditions as reasonably set by the **Board**, at its discretion.

The **ASTTBC** Practice Review Board may only initiate the process to cancel a Registration if the Registration was made in error, under false pretenses, if the **ROWP** becomes ineligible for Registration in one, several or all categories or as a result of a discipline hearing held by the Practice Review Board under the authority of the **ASTT ACT**.

14.0 **Appeal Process**

An applicant who is not satisfied with the decision of the **Board** has a right to appeal the decision.

The Process for an Appeal is:

Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer. The applicant, upon submitting an appeal, will be advised by the **Registrar** to address any matters that are brought to his or her attention by the **Registrar** as requiring further documentation or support. The **Board** will initiate the review and consider the appeal at the earliest reasonable opportunity.

The applicant whose application for registration has been refused, or whose appeal has been denied by the **Board** may, within 30 days of receiving a notice of final refusal, request the **ASTTBC** Council to review the application by serving on the **Registrar** a written request for a review by the **ASTTBC** Council setting out the reasons why, in his/her opinion, his/her registration or appeal should be re-considered.

Where an applicant or registrant has applied to **ASTTBC** Council for leave to appeal a decision of the **Board** the **ASTTBC** Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the **Registrar** of Council's decision concerning leave.

An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the **Registrar** not more than thirty (30) days after the date that the decision of the **Board** was communicated to the investigated person. In a timely manner the **ASTTBC** Council, on receiving a written notice of an appeal from the **Registrar**, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal (stating the date, time and place on and at which the **ASTTBC** Council will seek to hear the appeal).

Any member of the **ASTTBC** Council who has participated in any way in the decisions of the **Board**, which gave rise to the decision being appealed, shall not participate in any deliberations or in any appeal before Council.

In a timely manner, the **ASTTBC** Council on receiving a written notice of an appeal may do any or all of the following:

- (a) Decide if an appeal is warranted and grant or deny leave to appeal;
- (b) As it sees fit make any adjournment of the proceedings;
- (c) Refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the **Registrar**;
- (d) Receive further evidence in any manner it deems fit from and of the parties involved in the appeal decision;
- (e) Make a decision that ought to have been made by the **Board**;
- (f) Quash, verify or confirm the decision of the **Board** or substitute or make a decision of its own; or



- (g) An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the **ASTTBC** Council to the Court at any time within thirty (30) clear days from the date of the decision or direction.

15.0 Reinstatement of Registration

Reinstatement of registration will be determined by **ASTTBC** Council and will apply to those registered under this Policy.

15.1 Registrar Authority to Reinstatement

The **Registrar** has the authority to reinstate registrants who were cancelled for non-payment of dues or resigned. The **Registrar** will submit those reinstated to the **Board** for approval.

16.0 Storage of Files

The **Registrar** shall maintain the complete file of all Registered **Onsite Wastewater Practitioners** who were cancelled, resigned or deceased for five years following being cancelled, resigned or deceased. After being held for five years, the **Registrar** may remove and destroy by shredding all information from the file except for the following:

- (a) Original application forms;
- (b) **Board** Reviewers' Report forms;
- (c) **Registrar**'s letters of acceptance;
- (d) **Registrar**'s letters with respect to cancellation of registration; and
- (e) Any other significant correspondence.

The **Registrar** will then place these files into long-term storage.

17.0 Freedom of Information

- (a) Applicant's files are treated as confidential documents insofar as is practical; subject to the **ASTTBC** policy on privacy and the freedom of information and privacy laws of British Columbia. Access to files is privileged to **ASTTBC** Registration Staff, the **Board** and designated File Reviewers, or others, as may be reasonably authorized by the **Registrar**. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
- (b) An applicant, or registrant, may apply to the **Registrar** for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of the **ASTTBC**.
- (c) The release of files for review by the applicant or registrant is during normal working hours. If the **Registrar** has cause to refuse, the matter shall be referred to the **ASTTBC** Council.

APPENDIX 'A' - Onsite Wastewater Registration Program Policy

Onsite Wastewater Course Requirements

Lagoon – Planner, Installer & Maintenance Provider

- Successful completion of WOWTC Course LAG201

Planner

- Successful completion of WOWTC Course WOWTC101
- Successful completion of WOWTC Course SOIL201
- Successful completion of WOWTC Course PLAN201
- Successful completion of WOWTC Course PLAN202
- Successful completion of WOWTC Course PLAN203
- Successful completion of WOWTC Course PLAN204
- Successful completion of WOWTC Course PLAN205
- Successful completion of WOWTC Course PLAN206
- Successful completion of WOWTC Course PLAN207

Installer

- Successful completion of WOWTC Course WOWTC101
- Successful completion of WOWTC Course INSTALL201
- Successful completion of WOWTC Course INSTALL202
- Successful completion of WOWTC Course PLAN203

Maintenance Provider Type 1 & Type 2

- Successful completion of WOWTC Course WOWTC101
- Successful completion of WOWTC Course INSTALL201
- Successful completion of WOWTC Course PLAN203
- Successful completion of WOWTC Course MAIN201
- Successful completion of WOWTC Course MAIN203
- Successful completion of WOWTC Course MAIN205
- Successful completion of WOWTC Course MAIN206

Maintenance Provider Type 3

- Successful completion of WOWTC Course WOWTC101
- Successful completion of WOWTC Course INSTALL201
- Successful completion of WOWTC Course PLAN203
- Successful completion of WOWTC Course MAIN201
- Successful completion of WOWTC Course MAIN203
- Successful completion of WOWTC Course MAIN205
- Successful completion of WOWTC Course MAIN206

Private Inspector Residential Type 1, Type 2 and Type 3

- Successful completion of WOWTC Course WOWTC101
- Successful completion of WOWTC Course PLAN201
- Successful completion of WOWTC Course PLAN203
- Successful completion of WOWTC Course PLAN206
- Successful completion of WOWTC Course PLAN207
- Successful completion of WOWTC Course MAIN201
- Successful completion of WOWTC Course MAIN203
- Successful completion of WOWTC Course MAIN205
- Successful completion of WOWTC Course MAIN206
- Successful completion of WOWTC Course INSPEC201
- Successful completion of WOWTC Course INSPEC202
- Successful completion of WOWTC Course INSPEC204

Private Inspector Commercial Type 1, Type 2 and Type 3

- Successful completion of WOWTC Course WOWTC101
- Successful completion of WOWTC Course PLAN201
- Successful completion of WOWTC Course PLAN203
- Successful completion of WOWTC Course PLAN206
- Successful completion of WOWTC Course PLAN207
- Successful completion of WOWTC Course MAIN201
- Successful completion of WOWTC Course MAIN203
- Successful completion of WOWTC Course MAIN205
- Successful completion of WOWTC Course MAIN206
- Successful completion of WOWTC Course INSPEC201
- Successful completion of WOWTC Course INSPEC202
- Successful completion of WOWTC Course INSPEC204

APPENDIX ‘B’ – Onsite Wastewater Registration Program Policy

Experiential Requirements for ROWP Registration per Policy Section 7.4

The following requirements are to be adhered to by the **Onsite Wastewater Board** in assessing an applicant’s suitability for Registration.

The Board can, for reasons of geographic practicality or public need, make exceptions to these experience requirements provided that all decisions are reflective of the need for due diligence and protection of the public interest.

Planner

Applicants for registration for the Planner category shall demonstrate experience with a minimum of 5 systems as demonstrated through complete Filings/Permits, acceptable to the **Board**, that illustrate the involvement of the applicant. The applicant shall have completed the necessary experience requirements within the last 10 consecutive years, prior to application, to qualify.

Installer

Applicants for registration for the Installer category shall demonstrate experience with a minimum of 5 systems as demonstrated through all records of the work, acceptable to the **Board**, that illustrate the involvement of the applicant. The applicant shall have completed the necessary experience requirements within the last 10 consecutive years, prior to application, to qualify.

Maintenance Provider

Applicants for registration for the Maintenance Provider category shall demonstrate personal experience with a minimum of 5 residential maintenance reports acceptable to the **Board**, 2 of which are to be for Type 2 systems. The applicant shall have completed the necessary experience requirements within the last 10 consecutive years, prior to application, to qualify.

Private Inspector

Applicants for registration for the Private Inspector Residential category covering Type 1, Type 2 and Type 3 systems shall demonstrate experience with a minimum of 5 residential inspections through reports consistent with all applicable Inspection Guidelines and acceptable to the **Board**. Applicants for registration for the Private Inspector Commercial category, Type 1, Type 2 and Type 3 systems, shall demonstrate personal experience with a minimum of 5 commercial inspections as demonstrated through reports consistent with all applicable Inspection Guidelines as acceptable to the **Board**, and within the last 10 consecutive years, prior to the application, to qualify.

Lagoon Competency

Applicants for registration who wish to specialize in, or provide additional ROWP services in the planning, installation or maintenance of lagoons, are required to demonstrate in a manner acceptable to the **Board**, that they have personally planned, installed and/or maintained a minimum of 5 lagoons within the last 10 consecutive years, prior to application, to qualify.

TABLE 1

ROWP Category	Total Minimum Systems Required	Distribution Methods	
		Gravity	Pressure/Sand Mound
Planner		5	5
Installer		5	5
Maintenance Provider *	5		5

* must include a minimum of 2 Type 2 treatment methods

BCOSSA/WOWTC Practical Hands-On Experience Session

Two (2) experience credits are to be awarded for one (1) of the practical hands-on experience sessions conducted by BCOSSA providing that there are not more than six (6) students per one (1) instructor for the categories as listed below:

- Planner Type 1 & Type 2
- Installer Type 1 & Type 2

ASTTBC staff will coordinate with BCOSSA/WOWTC annually, in regards to the sessions content and experience outcomes, and report to the OWRB.

TABLE 2 – LAGOON COMPETENCY

ROWP Category	Total Minimum Systems Required
Planner	5
Installer	5
Maintenance Provider	5

APPENDIX ‘C’ – Onsite Wastewater Registration Program Policy

Removal of Onsite Wastewater Registration Board Imposed Restrictions to ROWP Practice

A Restriction(s) to individual ROWP practice is made by the Onsite Wastewater Registration Board as part of the certification and registration process when the ROWP lacks either training or experience for full registration.

All members applying for the removal of a restriction must successfully complete a Practice Assessment as outlined in Appendix ‘T’ of this policy before the restriction can be removed. If the member has undergone a Practice Assessment in the two (2) years prior to the application for removal of restriction with a minimum score of 4 out of a possible 5, the Practice Assessment will be limited to the area of practice in which the restriction is held.

To have an imposed **Board** Restriction removed the ROWP must:

TRAINING:

Complete any training identified by the **Board**. Should training specified by the **Board** become unavailable, the **ROWP** will contact the **Board** for instructions.

EXPERIENCE:

Generally a Restriction(s) is related to experience in a sewerage system distribution method since the **ROWP**, who is Restricted in their practice, will not have the required level of experience in all sewerage systems; for full certification and registration in a specified category or level. The **Board** will specify to the **ROWP** the requirement(s) to have the Restriction(s) removed. The **Board** will use the following table as guidance in determining the total experience required for each sewerage system distribution method; per Category of Registration for **Type 1 and Type 2** systems. The experience requirements for **Type 3** systems will be at the discretion of the Board and identified to the **ROWP** member at the time of certification and registration

TABLE – RESTRICTION EXPERIENCE REQUIREMENTS

ROWP Category	Total Minimum Systems Required	Distribution Methods	
		Gravity	Pressure/Sand Mound
Planner		5	5
Installer		5	5
Maintenance Provider *		5	5

* must include a minimum of 2 Type 2 treatment methods

APPENDIX ‘D’ – Onsite Wastewater Registration Program Policy

Oversight Guidelines for ROWPs per Policy Section 8.0

A general definition of **Oversight** is “the act of watching over, including having control of, the work or tasks of another who may lack full knowledge of the concept or requirements at hand and taking full responsibility/liability for the work or services provided”.

For a Registered Onsite Wastewater Practitioner (**ROWP**) **oversight** means:

1. Oversight of a Trainee or a ROWP:

To oversee and assume responsibility for the activities related to onsite wastewater services being carried out by an ‘unqualified’ **ROWP** contractor or a registered Onsite Wastewater Trainee; to ensure that all work is performed according to the requirements of the **Standard Practice Manual**. While it is expected that there should be sufficient ‘*on site*’ reviews (recommended to be present ‘*on site*’ for key stages of the project or work), the amount of **oversight** required will be at the discretion of the **ROWP** taking responsibility for the work performed. **Oversight** of Trainees and ‘unqualified’ **ROWPs** should take into account that **mentoring** (Appendix ‘H’) may be a part of the process and guidance should be provided to assist in their career development.

Note: That while **oversight** is not required for a ‘qualified’ **ROWP**, Planners are responsible for Project/Construction Reviews.

2. Oversight of Contractors or others:

The **ROWP** must be in charge and take full responsibility and liability for the actions of a contractor or others, who are non-**authorized persons**, engaged in an onsite wastewater activity or task; to ensure that they perform their work in accordance with the requirements of the **Standard Practice Manual**. The **oversight** requires that the **ROWP** must be present ‘*on site*’ while the work is being performed.

ROWPs must ensure that the level of **oversight** in all cases will ensure their due diligence as to the public health and welfare and their responsibilities for good practices as defined by the **Standard Practice Manual**. **ROWPs** must not provide **oversight** for any function for which they are not certified or registered.

APPENDIX ‘E’ – Onsite Wastewater Registration Program Policy

Onsite Wastewater Trainee Requirements for Registration

The Onsite Wastewater Trainee is a Category of Registration that indicates the individual lacks the experiential requirements for certification and registration as a Registered Onsite Wastewater Practitioner (**ROWP**). When registered as an Onsite Wastewater Trainee, the **Onsite Wastewater Registration Board** will identify for the Trainee the requirements to **ROWP** certification and registration. The **Board** will use the following as guidance in its decision as to the requirements for a Trainee’s certification and Registration as a **ROWP**.

TRAINING:

Before becoming an Onsite Wastewater Trainee with ASTTBC, the applicant must complete the training course(s) for their chosen category of registration as per Appendix A.

CAREER LOG:

The Onsite Wastewater Trainee is required to keep a Career Log or portfolio of all their training and experience. This documentation of their onsite wastewater activities will be used by the **Board** to assist in their determination of the merits of a reclassification application by the Trainee for Registration as a **ROWP**. The Career Log or portfolio should be appropriately signed for each logged entry by the **Authorized Person** who is providing oversight or mentoring, which will verify/certify the log entry.

APPENDIX ‘F’ – Onsite Wastewater Registration Program Policy

GUIDELINES FOR USING THE ROWP STAMP

Registered Onsite Wastewater Practitioner (‘Practitioner’)

Issued September 27, 2007

Use of Stamp

Use of the stamp is protected under the Regulations of the Applied Science Technologists and Technicians Act. The rubber stamp can be used only by a Practitioner registered and in good standing. The right to use the stamp is a privilege granted Practitioners by ASTTBC under the ASTT Act. The privilege can be removed if not used in an ethical or professional manner.

Ownership of Stamp

The charge for a member seal or stamp is a lease fee for an indefinite period, provided the Practitioner remains in good standing with ASTTBC. This seal or stamp remains the property of ASTTBC and must be returned promptly at the request of the Registrar of ASTTBC.

Application of Stamp

The professional stamp must be applied in a clear and legible manner. The stamp must be used on any preliminary, draft of final documents which have been prepared by the Practitioner or prepared under the immediate supervision of the Practitioner. The normal signature of the Practitioner must be clearly shown in the space provided. The use of initials without surname is not allowed. The date the stamp is used must be noted.

Document Requiring Stamp

- a) Transfer technical information, or
- b) Have a technical impact on a third party, or
- c) Have been specifically requested by a client or an authority having jurisdiction.

As a guideline the stamp will be used for Filings, drawings and reports. The Practitioner will only apply the stamp in those disciplines in which registration has been granted by ASTTBC.

Letters would not come under this category unless used as an inspection notification.

Professional Responsibility

The onus is always on the Practitioner to ensure that his/her application of the stamp is done in a legal ethical and professional manner. It is the responsibility of the Practitioner to be aware of any legal or employer limitations or requirements on the use of the stamp. The Association will assist by providing general guidelines as necessary.

Civil Liability Consideration

In reviewing the usage of the stamp, there are two major areas of civil liability, Contractual Liability and Tort Liability, which are given consideration.

Contractual Liability

Only parties to a contract may be held to be liable for breach of that contract. Therefore, an employee member cannot be held contractually liable for breach of contract between his employer and a third party. However, if an employee in the performance of his duties fails to sign or stamp work that he has prepared and such failure results in his employer being held liable for breach of

contract, such failure might be regarded as breach by the employee of his employment contract and would give the employer a right to sue the employee for the amount of damage he has suffered in respect of the third party.

Tort Liability – Negligence

An employer is vicariously liable for the negligence of an employee if such negligence was committed by the employee in the course of his employment. The employee may also be liable. Damages awarded may be recovered from either or both.

The signing or stamping of documents is only one piece of evidence of the identification of the parties responsible for the work and is virtually irrelevant with respect to the question of liability. A member may be civilly liable because he/she prepared drawings and reports or supervised their preparation or approved them, not because he/she signed or stamped them. A member who knowingly accepts responsibility for and specifically if he/she signs or stamps documents that have not been prepared by him or under his supervision is in breach of the code of ethics besides being open to liability for fraud or negligence if such misrepresentation results in some parties suffering damages.

The important point to remember is that in all cases, liability or negligence is a question of fact. The requirement of signing or stamping simply identifies the parties responsible which is one less item the plaintiff would have to prove in a lawsuit.

If you have any questions or concerns about these stamp guidelines, please contact the Coordinator, Onsite Wastewater Registrations at 604-585-2788 local 236 or e-mail info_owrp@asttbc.org.

APPENDIX 'G' - Onsite Wastewater Registration Program Policy

Standard Practice Guidelines for the Inspection of Onsite Wastewater Systems

Introduction

This guideline sets a recognized standard for all inspections conducted by Registered Onsite Wastewater Practitioner Private Inspectors (ROWP PI). This policy, as accepted by the ASTTBC Practice Review Board, provides guidelines for inspection that create consistent, thorough, and defensible practices designed to protect both the consumer and the ROWP. Any ROWP PI who chooses to undertake an inspection must have the training, equipment, skills and experience to do so.

1. Inspection Types

The ROWP is to offer an inspection tailored to the needs of the client while also meeting the minimum standards for each inspection type. The two types of inspection are identified as "Performance" and "Compliance."

1-1 A Performance Inspection is to determine or include the following:

- a) System type
- b) Function and condition of each component
- c) Location of each component on the property
- d) Location of any utilities in the vicinity of the onsite system
- e) Review of all existing permit/Filing documents and comparison with the system as installed
- f) Review of all existing maintenance records
- g) Review written (where possible) current or expected usage information collected from the occupant/client against the designed abilities of the onsite system

1-2 A Compliance Inspection is an enhanced Performance Inspection, which also includes or determines the following:

- a) Detailed and precise recording of location and sizing of system components
- b) Comparison of the system as installed against the intended change or reason for inspection
- c) Effort is to be made to collect and review all relevant supplementary documentation which may include the electrical permit, engineered plans, and restrictive covenant, right-of-way, or other limiting condition information

1-3 When a Letter of Assurance is requested, the ROWP is to utilize the form of inspection best suited to the situation, which typically requires a Compliance Inspection. The Letter should be provided in the format as requested by the regional district, municipality or other authority which made the request. However, the ROWP is to ensure that no assurance is granted which cannot be substantiated by the information gathered during the inspection.

1-4 An ROWP is not to certify, or otherwise make legal, a system that was not planned and installed under a valid permit or Filing.

2. Preparation

2-1 The ROWP is to inform the property owner/manager of the access needed and all physical actions required for inspection, such as digging to expose a component. Their permission, preferably in writing, is required before commencing the inspection. The ROWP is to comply with all requirements or procedures as set out by the manager while inspecting on a non-residential site.

- 2-2 The ROWP is to inform, and take steps to protect, all parties on the property from the physical, biological, and chemical hazards, which may be created temporarily in the area of the onsite system during inspection.
- 2-3 The ROWP is to fully disclose any potential conflict of interest to the client when such a situation may arise. This may result if the ROWP or their employer was previously involved with the onsite system. Written permission is to be received from the client before commencing the inspection.

3. To Locate, Expose and Test

- 3-1 ROWPs are to consider utility location and component materials when locating and exposing to prevent damage.
- 3-2 All components are to be exposed in a manner that prevents unnecessary disturbance to the property and must be replaced so as to return the site as closely as possible to its original condition.
- 3-3 Components are to be exposed by hand only, unless burial depth is confirmed as beyond 60cm or if there are large obstructions such as boulders or sloughing soils. In such cases, the ROWP may limit the inspection, or may arrange for the use of a machine through the property owner. The owner is to be provided with a full explanation of the risks associated to this action. To prevent damage, the ROWP is to specify the type and size of equipment and should be on site to supervise any digging.
- 3-4 If components are located under structures, driveways or extensive landscaping, the ROWP may limit the inspection, or arrange through the property owner for the restriction to be cleared. The ROWP is not to dismantle structures or permanent features.
- 3-5 Where a feature of the system or the property poses a hazard to the inspector or may break if tested or examined due to its condition, or if a full inspection is prevented, the ROWP is not required to proceed with the inspection. The ROWP is to fully inform the client of the limitation in writing.
- 3-6 The ROWP is to use appropriate equipment for locating and testing components, and diagnosing problems.
- 3-7 The ROWP is to carry out a flow test as outlined in the approved inspector courses. This is not a “flood”, “high volume” or “stress” test.
- 3-8 Fluid movement within the components of the system including the dispersal area is to be tested against the requirements of the design.
- 3-9 A dye test is not to be used as the sole system performance test.
- 3-10 Effluent sampling (BOD, TSS) is to be done for all type 2 and 3 systems. Sampling of type 1 systems is at the discretion of the ROWP. The situation may also indicate testing of pH, FOG, ammonia, nitrate, influent, etc.
- 3-9 The following components are to be exposed, examined and tested when present:
- a) Interior sewage basin is to be tested for function when present. An ROWP is not to open the sewage basin.
 - b) All tanks, chambers and treatment plants related to the onsite system at the inlet, outlet, dividing baffles and interior components.
 - c) All mechanical components or items with an action
 - d) All tertiary treatment devices
 - e) All dispersal area components designed to be viewed or tested

4. Records and Documentation

- 4-1 The ROWP is to store all field notes, reports, letters, photographs/videos, test results, etc. in a file devoted to a particular inspection.
- 4-2 Each inspection file is to be easily and quickly retrievable and protected from damage on a permanent basis.

5. Reporting

5-1 The ROWP is to provide a written report, which is to include the following:

- a) Explanation of system components and type
- b) Current performance evaluation
- c) Comparison of the system as installed with the permit/Filing documents
- d) Explanation of repairs and improvements
- e) Explanation of system maintenance requirements if included within the Filing documents or creation of simple O&M plan if not included
- f) System use and care information
- g) If a compliance inspection, a detailed site/system drawing with confirmed setback distances, components, structures and utilities

5-2 The following terminology is to be included within the report as applicable:

- a) This system is operating in a normal manner as intended by its design.
- b) This system is operating, but a partial restriction or backing up is occurring.
- c) Performance malfunction
- d) System operation could not be fully determined
- e) Illegal or prohibited feature
- f) Potential health or safety hazard
- g) Improvement
- h) Caution
- i) Repair

6. Completion

- 6-1 If the ROWP is concerned about the quality or function of any electrical works they are to inform the client and/or property owner of the situation.
- 6-2 Where there are significant discrepancies between the Filing document and the existing system, the ROWP is bound by the ASTTBC code of ethics to report the situation to ASTTBC for investigation.
- 6-3 Where the system is used in a manner that is contrary to it's design or O&M Plan, the ROWP is to inform the client.
- 6-4 Where the ROWP finds that there is or appears to be an error within the plan, installation, or maintenance of the system, the ROWP is to inform the client of the potential problem and contact the ROWP involved and/or ASTTBC as is appropriate to resolve the situation.
- 6-5 Where a potential health or safety hazard is found, the ROWP is to immediately report the situation to the appropriate authorities.

- 6-6 The ROWP is to be prepared to act as an expert witness as situations observed during an inspection may become a legal matter with little warning.
- 6-7 Legal clauses such as waivers or statements limiting liability within a contract or report may not be supportable due to the nature of the work, and do not eliminate the responsibility of the ROWP to provide inspection services which meet due diligence requirements.
- 6-8 If the ROWP also provides planning, installation, or maintenance services that are identified to be needed during the inspection, care must be taken to prevent the perception of a conflict of interest.

APPENDIX 'H' - Onsite Wastewater Registration Program Policy

Mentoring Guidelines for ROWPs and Onsite Wastewater Trainees per Policy Section 8.2 & 8.3

Purpose:

A **Mentor** may be described as a counselor, guide, tutor or coach, and for the purpose of the Onsite Wastewater Registration Program. These **Mentoring** guidelines are designed to provide direction to Onsite Wastewater **Trainees** in achieving the required experience and training for Registration as a **ROWP** and to existing **ROWPs** seeking removal of a Restriction or for obtaining a new level/category of Registration. This Guideline also provides assistance to **ROWPs** providing the **mentoring** and describes the standard requirements of **mentoring**.

It is recognized that there may be specific challenges related to isolated individual **ROWPs** and **Trainees** that make the standard requirements impracticable. In such cases, an alternative **mentoring** process may be made available at the discretion of the **Board**.

ROWPs and Trainees must be **mentored** by a qualified **Authorized Person** to comply with the **Regulation** while gaining the necessary work experience for Registration or reclassification.

Requirements of ROWP Mentors:

Mentors must accept direct responsibility/liability for all work conducted under their **oversight** (Appendix 'D').

Mentors must be either **ROWPs** in good standing with **ASTTBC** or another qualified **Authorized Person**. **ROWP Mentors** must be registered in all categories and levels sought by the individuals being **mentored**.

The **Mentor** is to help guide the **Trainee** through the education and experience processes required by **ASTTBC**.

Mentors shall:

- Ensure Trainees are registered with **ASTTBC**
- Ensure that the Trainee has a safe place to work and proper equipment
- Provide **oversight** per Appendix 'D'.
- Ensure Trainees receive and have read the **ASTTBC** OWRP Policy and Appendices as well as the Code of Ethics & Practice Guidelines
- Review and verify the accuracy of **Career Log/Portfolio** entries, and discuss plans for completing experience requirements
- Upon request, provide a complete and unbiased reference for **ROWP** registration or reclassification.

Requirements of Individuals Being Mentored:

Mentored individuals are required to keep a Career Log or portfolio of all their training and experience. This documentation of their onsite wastewater activities will be used by the **Board** to assist in their determination of the merits of a reclassification application by the Trainee for Registration as a **ROWP** and by a **ROWP** for removal of Restrictions or other upgrading of certification. The Career Log or portfolio should be appropriately signed for each logged entry (verifying/certifying the log entry) by the **Authorized Person** who has provided the **mentoring**. To simplify the Log entries, only pertinent information needs to be recorded sufficient to verify the experience or training received; it will not be necessary to provide all the documentation in a Health Authority Filing.

Oversight of Mentoring:

Mentors shall provide **oversight** in accordance with Section 8.3 and Appendix 'D' of the OWRP policy. Where the individual being **mentored** is a **ROWP**, this requirement applies only to the work for which the Registrant is not authorized to practice.

Oversight may include, but is not necessarily limited to:

- *'On site'* observation of the work carried out by the **Trainee or ROWP**, including site assessment, planning, installation, maintenance and inspection
- Review and certification of **sewerage system** plan and HA Filing documentation
- Review and certification of maintenance plan and letters of certification
- Review and certification of any changes required to the HA Filing documentation
- Review and certification of all reports produced by the **Trainee or ROWP**

Oversight of Isolated Individuals:

Where, in the opinion of the **Board**, *'on site'* observation is not practicable due to the isolation of the individual (i.e. lack of available **Mentors** within a reasonable proximity, as determined by traveling time or cost); the **Board** may provide a **Mentor** and establish an alternative **oversight** protocol which may include, but is not necessarily limited to, any or all of the following means:

- Periodic direct, *'on site'* observation by the **Mentor**, as specified by the **Board**
- Photographic or video records of work or services being provided by the **Trainee or ROWP**
- Detailed documentation of the nature and extent of the work being performed such that a practice review can be performed and/or approvals obtained

The **Board**, prior to allowing an alternative **oversight** modification, shall consider the progressive competence of the **Trainee** or **ROWP** requiring **mentoring**, taking into consideration the individual's previous experience in the industry, course marks and any other relevant support material. Where clarification is required regarding the individual's experience, course marks or support material, the **Board** may assign a representative to contact the individual directly to obtain clarification.

Upon approval of an alternative **oversight** modification the **Board** will provide the **Mentor** and **Trainee** with a clear direction in writing related to the **Board's** decision and the required **oversight** protocol. Modifications to the Board approved **oversight** protocol will not be granted retroactively. It is strictly prohibited for a **Mentor** to provide an alternative **oversight** modification process for *'on site'* observations of onsite wastewater work by an individual without prior approval of the **Board**.

APPENDIX 'I' – Onsite Wastewater Practitioner Program Policy

Practice Assessment Program Policy per Policy Section 7.1 & 7.4

1. Introduction

1.1.1 Practice Assessment Definition

The purpose of a practice assessment is to assist the practitioner with identifying areas in need of improvement, as well as their strengths and abilities. It is also a mechanism to determine the general competency of members and identify ways that ASTTBC can assist with increasing the level of professionalism within the ROWP program. It is meant to be a proactive educational and constructive process which includes best risk management practices i.e. use of proper contracts.

A practice assessment is an evaluation of a practitioner's compliance in relation to their responsibilities as set out in the Sewerage System Regulation, the Standard Practice Manual and approved training programs, for the Planning, Installation, Maintenance and Inspection of Onsite Wastewater Treatment Systems, as well as ROWP responsibilities as dictated by ASTTBC. The practice assessment also examines a practitioner's business practice in simple and general ways to ensure that proper records are kept, the consumer is protected, and the good reputation of the industry is upheld.

1.1.2 Goals of the Practice Assessment Program

The Practice Assessment is intended to:

- Assess the general competency of applicants wishing to become registered as ROWPs
- Assess the general competency of current Registered Onsite Wastewater Practitioners
- Supply practitioners with constructive feedback on their practice as an ROWP
- Encourage further practitioner involvement in continuing education
- Identify gaps in practitioner competencies
- Provide general feedback to approved training programs where appropriate and helpful
- Increase the level of the public's confidence in the ROWP Program
- Provide direct feedback to the ROWP membership as a whole, through news letters, based on the general results of completed practice assessments

2. Program Organization

2.1 Organization/Oversight

The Practice Assessment is carried out by ASTTBC staff under the direction of the Manager of the Onsite Wastewater Registration Program. The Manager, OWRP reports back to the practitioner and details any improvements or requirements identified during the assessment. Where circumstances dictate, the Manager of the Onsite Wastewater Registration Program may deliver the assessment findings to the Registrar or Designate for submission to the Practice Review Board.

2.2 Staff Coordination

ASTTBC staff members will undertake the daily operation of the assessments. Staff will have the following responsibilities:

1. Determine and oversee the selection process of Practice Assessment candidates;
2. Coordinate the Practice Assessment selection notice process;
3. Oversee the maintenance of records;
4. Oversee the database tracking all candidates, those selected for assessment, and those deferred;
5. Carry out the practice assessment, with subject experts to be consulted as needed.

2.3 Practitioners Eligible for Practice Assessment

All ROWPs and all Applicants including Inter-Provincial Transferees shall be subject to Practice Assessment.

2.4 Deferral

Extenuating circumstances may unduly inconvenience or prevent a member from participating in a practice assessment. Some examples of extenuating circumstances could be a severe medical condition, bereavement or disaster. In such cases, a request to defer the practice assessment will be considered on a case by case basis. The opportunity to present this request would be immediately after the practitioner receives the introductory letter and questionnaire. However, a member who receives a deferral will be sent a notice of a practice assessment after the deferral period. The deferral period will be determined according to individual circumstances.

3. Practice Assessment Process Overview

Practitioner Selection

Assessment Team Selection

On-Site Document and Procedure Assessment (office)

On-Site Technical Assessment (system location)

Submit Final Report

3.1 Practitioner Selection

There are several routes to a practice assessment.

All new applicants, Inter-Provincial Transferees, and those ROWPs wishing to remove practice restrictions or add a registration category, will undergo a practice assessment.

ROWPs are encouraged to enquire about and request a practice assessment for self-improvement. A practice assessment that is requested by a member may result in more flexible recommendations in recognition of the member's cooperation.

The Practice Review Board may require a Practice Assessment as a result of a complaint against an ROWP.

An ROWP may also be randomly chosen from the membership list to undergo a Practice Assessment.

3.2 Practice Assessment Process

The practice assessment will be carried out in the following ways, depending on the categories of registration involved.

Step 1: A practitioner will be notified.

The practitioner will be notified of the assessment in writing, through the Introductory Letter and Questionnaire. Among others, the Questionnaire will ask if there is any reason the assessment cannot be carried out and will require a signed statement that the included Filings, documentation, and associated work were completed solely by the ROWP undergoing the Practice Assessment. The form is then completed and mailed back to the Manager of the Onsite Wastewater Registration Program. If the practitioner wishes to remove a practice restriction, add a category of registration, or as a result of a PRB action, they are to provide up to five project files per category the practitioner holds or is applying for, within three weeks of the letter being sent. If they are a new practitioner or an Interprovincial Transferee, they are to supply all documentation for Practice Assessment before the filing is (1) registered with a Health Authority and (2) before the installation begins. For maintenance or inspection, documents are to be forwarded within one week of the work being carried out or completed. In all cases, up to 5 project files will be required. These project files must include any quotes, contracts, photos, video, Filing documents, etc.

Once the files are received, they will go through a preliminary assessment by ASTTBC staff to identify their overall quality, which will determine if any concerns are noted. This assessment may take up to two weeks. Where a file is identified as a concern, a letter to the home/property owner will be sent asking for their opinion and comments regarding the project, as well as offering them an opportunity to raise any questions. They will also be asked permission for ASTTBC staff to attend the property and assess the system. The home/property owner has two weeks to respond in writing; after the two week period, follow-up telephone contact attempts will be made by ASTTBC staff.

Step 2: Expansion of the assessment.

Any other ROWPs associated with the system may also be contacted and an assessment of their practice carried out.

If the practitioner undergoing assessment is a planner, for example, then the installer and maintenance provider involved in that system may also be assessed.

If the practitioner selected is named as both planner and installer, or as planner, installer and maintenance provider, then they will be assessed as such in relation to the system. The purpose is to assess all parties involved from the planning to the maintenance to ensure the entire system is properly managed from beginning to end.

3.3 Notification of Practitioner

The completed questionnaire determines if a practice assessment can be carried out, deferred or waived. If a practice assessment is to be carried out, the questionnaire will collect information that prepares both the selected practitioner and ASTTBC staff for the practice assessment. If the practitioner fails to respond within 30 days of notification, a report will be submitted to the Registrar for further action.

If the questionnaire confirms that the practitioner only practices outside the province or that the practitioner no longer practices, the association will waive the requirement for a practice assessment. A report will then be filed so there is a record of this consideration.

In the event that the member no longer practices in either a particular registration category, or as an ROWP, they can either sign a category removal form, or if they wish to retain the unused registration, they may be required to successfully retake the courses required for that category. Where practical courses are available, these may be used to prove competency. Where a practitioner is removing a registration category, a new stamp with the correct notations will be issued in order to prevent a practitioner from avoiding an assessment by claiming they no longer carry out that category of registration. When the questionnaire confirms this information, the details will be forwarded to the Registrar or Designate for further action.

3.4 Document Assessment

The document portion of the practice assessment is conducted by the Manager, Onsite Wastewater Registration Program prior to any on-site assessment. The Manager examines the questionnaire information, continuing education records, practice details, record keeping, filings, and the use of assistance and resources. The practitioner must make all relevant documents available to the Manager.

3.5 Meeting Location

The office portion of the on-site practice assessment will be held at the practitioner's place of business for convenient access to documentation and for ASTTBC staff to gain a sense of the practitioner's working environment. If this is not possible, the venue could be at a mutually agreed upon neutral location conducive to the assessment. If applicable, ASTTBC staff and the practitioner will need to work out logistics for the transportation of documentation.

3.6 Meeting Length

The practitioner should set aside 1 to 2 hours of time for each category they are registered in to allow for discussions and taking notes. Interruptions by their staff or clients should be kept to a minimum in order that the assessment can be completed in a timely manner.

3.7 Practice Details

ASTTBC staff will assess the nature of a practitioner's practice. This assessment will include:

- determination of the categories of registration that the practitioner does regular work in;
- determination of the role and responsibilities of the practitioner within their position; and
- determination of the level of responsibility assumed or taken by the practitioner.

ASTTBC staff will also assess projects and documents as a means of verifying the nature of the practitioner's practice. These documents can include contracts, promotional materials, log books, time sheets, job descriptions, proposals, reports, field notes, filing documents, etc.

3.8 Continuing Education Records

ASTTBC staff will check to see if the practitioner is in compliance with the ASTTBC Continuing Professional Development Policy requirements.

3.9 Practitioner Competence

ASTTBC staff will compare the registration held by the practitioner against their actual practice to determine if the practitioner is practicing within their registration.

If the practitioner utilizes or relies upon professionals, specialists or peers to complete tasks, the assessment team will examine the circumstances surrounding their use.

3.10 Record Keeping

ASTTBC staff will verify whether or not the practitioner maintains relevant and adequate files for the administration and management of the practitioner's work as it relates to their practice as an ROWP. ASTTBC staff will check, but are not limited to, the following records:

1. Availability of client files including all details (hard copy files and/or digital files). If they are available in digital files, is there a process to retrieve them as technology changes?

2. Is the work backed up in a digital format?
3. Availability of supporting documents such as e-mails, field notes, maps or aerial photos, memos, draft versions, etc.
4. Use of a daily diary, detailed schedule, or equivalent.

3.11 Quality Control & Consistency

ASTTBC staff will assess whether a practitioner's work is in compliance with the "Guidelines for Use of the Professional Seal" policy and due diligence standards. Staff will also determine whether the practitioner is taking and documenting the necessary steps to ensure that all work is done thoroughly and well, while minimizing the circumstances that might lead to mistakes or missteps. ASTTBC staff will look for the following examples (not a complete list) to demonstrate a practitioner's due diligence in this aspect:

1. Checklists, or standard operating procedures;
2. Proper contracts
3. Proper completion of standard filing paperwork
4. Forms and procedures to ensure work is done consistently and to applicable standards
5. Quality control procedures for sub-contractors or employees; and,
6. Stamp/signatures applied correctly.

3.12 Utilization of Assistance

ASTTBC staff will confirm that the practitioner has access to and makes appropriate use of assistance to carry out their duties and responsibilities. These could be technical, legal, or human resource in nature. The assessment team will verify if the practitioner utilizes human resources, in terms of more qualified peers or professionals, when appropriate.

Some sources of assistance are:

- qualified personnel (staff or contractors) to carry out work (includes office staff);
- supervisors, WOWTC or other training instructors, mentors or peers who provide guidance and advice;
- company lawyer to provide guidance and legal opinion as needed.

During the entire onsite assessment, ASTTBC staff will determine if the practitioner takes advantage of appropriate assistance or has tried to obtain assistance. The report will contain any recommendations regarding utilization of assistance improvements.

3.13 Availability of Resources

ASTTBC staff will confirm that the practitioner has access to adequate resources to carry out their duties and responsibilities.

Examples of resources are:

- copies of the Sewerage System Regulation, Standard Practice Manual, any applicable course manuals, legal documents/advice, technical briefs;
- equipment appropriate for the responsibilities of the practitioner;
- office equipment appropriate for the responsibilities of the practitioner.

During the entire onsite assessment, ASTTBC staff will determine if the practitioner takes advantage of available resources or has tried to remedy the lack of resources. The report will contain any recommendations regarding availability of resources improvements.

3.14 The On-Site Technical Assessment

An on-site technical assessment may be carried out by ASTTBC staff. The on-site technical assessment is to be carried out on the site of an actual onsite wastewater system that is directly connected to the practitioner. The practitioner must either have been entirely responsible for or partially responsible (under a mentor or employer) for the planning, installation, maintenance, or inspection of that system.

Procedure during an on-site technical assessment:

1. ASTTBC staff will determine what aspects of the system the practitioner was or is responsible for.
2. ASTTBC staff will examine the filing document (plan/install/maintain) and/or the report(s) to the client (maintenance or inspection) as well as the practitioner's file to become familiar with both the system and the practitioner's role.
3. ASTTBC staff will carry out a technical assessment of each aspect of the system; from verifying the justification for the system design, to examining the quality of the installation, to checking that all parts are being properly maintained. All practitioner records will also be compared to the system as installed; verifying location, features and condition in relation to the paperwork. All aspects will be compared to the version of the Standard Practice Manual in force at the time of installation, as well as best industry practice.
4. ASTTBC staff has the option of taking an effluent or influent sample, or a soil/sand sample and submitting it to an accredited lab for testing as further verification of particular details related to a system.
5. All assessment staff work will be documented in field notes and photographs which will be stored within the assessment file along with the assessment report.

3.15 On-Site Technical Assessment Length

The on-site technical assessment is expected to take approximately one day. Time needed to conduct the assessment will likely vary based on the size and complexity of the system, the completeness of the practitioner's paperwork, and the availability and ease of access around the site.

3.16 Confidentiality

At the time of the initial notification of the assessment and the choosing of the assessment site, the practitioner will be asked if that site was involved in a legal dispute or similar matter. If it has been, a different site must be selected as the results of a practice assessment must have no bearing on or connection to a legal case.

The practice assessment process respects all professional work and ASTTBC staff will not request information from practitioners if it is confidential. If all or most of the tasks carried out by a practitioner are confidential, the Manager of the Onsite Wastewater Registration Program, bound by an oath of confidentiality, will ask for written permission to view appropriate confidential information before the assessment begins. If written permission cannot be given, the Practice Assessment will proceed as best as possible without the confidential information.

Assessments of ROWP Private Inspectors will likely need to be limited by certain issues of confidentiality. There are many legal issues surrounding the practice of an inspector, therefore, extra patience and flexibility may need to be used in these cases.

4. Practice Assessment Report

During the assessment, both ASTTBC staff and the practitioner are to maintain open dialogue in a respectful fashion. Where a practitioner becomes uncooperative, ASTTBC staff will terminate the assessment and report back to the Registrar to Designate on the circumstances for further action.

4.1 Scale

A scale of 1-5 will be used to rate the performance of the practitioner in each sub-section of the assessment.

Exceeds Requirements (Score 5)

Consistently meets or exceeds key requirements of the SPM, training courses, and conducts business practices in an honest and ethical manner as noted in file management, estimates and contracts with clients.

Meets Requirements (Score 3 to 4)

A score of 4 out of 5 in any area is confirmation that the practitioner is substantially meeting practice requirements, has complete and thorough knowledge of key requirements, and undertakes good business practices. Minor improvements could be recommended and/or training suggested.

A score of 3 in any area is cause for some concern. The practitioner is having difficulties in meeting requirements or is unclear of the standards expected by the SPM or training but projects do not appear to be creating a potential health or safety hazard. Further training or other improvements to increase compliance is strongly recommended.

Does Not Meet Requirements (Score 1 to 2)

A score of 2 in any area is below the acceptable standard in this industry. The practitioner does not demonstrate adequate knowledge or competence in this area whether through lack of knowledge or experience, or by negligence. Concerns are identified that a project could become a potential health or safety hazard even in the long term if none is apparent during the assessment. A report of the circumstances together with recommendations will be submitted to the Registrar or Designate for submission to the Practice Review Board.

A score of 1 is where the practitioner is found to be practicing in a manner that clearly does not meet the SSR and/or SPM, the practitioner has significant lack or misunderstanding of the requirements or has apparently deliberately disregarded the SSR and/or SPM in a manner that results in the project having the potential of creating a potential health or safety hazard. If the practitioner's work may be causing or contributing to a health or safety hazard, ASTTBC staff must report to all applicable authorities without delay. A report of the circumstances together with recommendations will be submitted to the Registrar or Designate for submission to the Practice Review Board.

If questions are developed during the on-site portion of the assessment, the practitioner will be asked to respond within one week of the request before the report is finalized. Once the report is created, a copy will be sent to the practitioner for comment and signed acceptance. Once the report is commented on and returned to ASTTBC, a copy will be sent to the practitioner for their records, and a copy will be kept in the practitioner's assessment file at ASTTBC.

4.2 Practice Assessment Record Protection

The results of a practice assessment are confidential and must be protected. The final report along with all supporting documents must be secured and protected from unauthorized access. Only pre-determined ASTTBC staff who have signed a confidentiality agreement may access this information.

5. Assessment Follow-Up

5.1 Follow-up

If the practitioner is found to require further training or improvement, follow-up confirmation will be arranged by ASTTBC staff.

If the practice assessment finds evidence to suggest the practitioner may not be competent in a category of registration, the evidence will be forwarded to the Registrar or Designate who may forward the file to the Practice Review Board to determine if practice restrictions or other corrective measures may be necessary.

5.2 Challenging a Practice Assessment Report

A Registered Onsite Wastewater Practitioner has the right to appeal a Practice Assessment Report. All appeals are made to the Registrar in the same manner as set out in the Onsite Wastewater Certification Policy.

5.3 Gross Misconduct

The practice assessment is intended to assist the ROWP membership to improve their skills and refine their professional practice. However, in situations where there is evidence of gross misconduct, ASTTBC staff is obligated to report those findings to the appropriate authorities.

Circumstances where an assessment may lead to the Practice Review Board may include:

1. evidence of criminal or illegal activity;
2. evidence of dishonesty;
3. instances where ASTTBC staff believe there is imminent harm to the environment, individuals, or public health and/or safety;
4. evidence that the practitioner deliberately contravened the regulations in a way that harms the client or the general public whether in terms of health/safety; or monetarily or may substantially reduce the quality or operating lifespan of the onsite sewerage treatment system evidence of incompetence.

In the event such situations do arise, the Manager of the Onsite Wastewater Registration Program will report to and recommend investigation by the Practice Review Board.