

# Clackamas County Onsite Wastewater Annual Operation & Maintenance Reporting Process

**PRIOR** to submitting an Annual O&M Report, the O&M provider under contract must follow these steps:

- 1) **Verify the accuracy of the report for each property**, per the requirements below.
  - ✓ O&M provider agrees pay \$120/hour research fee for County staff to validate data and correct report(s) if submitted reports are not accurate.
- 2) **Validate the reporting requirement prior to submittal.**
  - ✓ Even if a system does not require reporting under Oregon Administrative Rule (OAR 340-071); if a report is submitted under the O&M program, the O&M provider must pay the \$70/annual fee.
  - ✓ Per OAR, annual reports & fees are required from the time the system is put into service (receives sewage) until it is decommissioned, regardless of whether the structure was occupied.
- 3) **Verify the status of your [Oregon DEQ Operation & Maintenance license online](#).**
  - ✓ If DEQ does not reflect a recent renewal, please submit a copy of your most recent certification to confirm that you hold a valid Oregon DEQ Operation & Maintenance license.
- 4) Use our [online records search links to verify the PERMIT number associated with the address](#).
  - ✓ If the permit number you have in your records is not found, please search by the address, and update the permit number in your records (and on the report) prior to submittal.
- 5) Use the [current DEQ form](#) for reporting.
- 6) **2024 Annual O&M Reports** can be submitted by eMail ([SepticInfo@clackamas.us](mailto:SepticInfo@clackamas.us)) or by Mail.
  - ✓ **DO NOT send a payment with submittal; staff will reach out for payment after validating reports.**

## O&M Provider Contact:

Contact name  
eMail  
Phone Number

## Mailing Address:

Clackamas County Septic Program  
150 Beavercreek Rd  
Oregon City, OR 97045

**If submitting multiple reports at one time, bundle no more than 25 reports with the same system status (OPERATIONAL or FAILING), in each packet –**

## OPERATIONAL SYSTEMS \*

If **all three system status questions are answered YES**; the system is OPERATIONAL.

### Onsite wastewater treatment system status:

Yes No

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Was maintenance performed as required by septic system rules (OAR 340-071) and the manufacturer? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is the system operating in accordance with the agent-approved design specifications?             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is the system currently under a service contract with a certified maintenance provider?          |

*\* You may bundle OPERATIONAL SYSTEM reports together into a single submission.*

## FAILING SYSTEMS \*\*

If **any of the following questions are answered YES**; FAILING systems require additional review.

### Is the system failing?

Yes No

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Discharge of sewage to the ground surface            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Discharge of sewage to drain tiles or surface waters |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Sewage backup into plumbing fixtures                 |

*\*\* Do not bundle FAILING SYSTEM reports with OPERATIONAL SYSTEMS for submittal.*

*Clackamas County is working on a new submittal process for the 2025 Annual O&M reports; so, keep an eye out for updated instructions next year!*