

**Mission:**

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



**Rick Scott**  
Governor

**John H. Armstrong, MD, FACS**  
State Surgeon General & Secretary

**Vision:** To be the Healthiest State in the Nation

## INTEROFFICE MEMORANDUM

DCEH 13-003

**DATE:** May 5, 2013

**TO:** County Health Department Directors/Administrators  
ATTN: Environmental Health and Engineering Directors

**THROUGH:** C. Meade Grigg *[Signature]*  
Deputy Secretary for Statewide Services

**FROM:** Patti Anderson, MSc., P.E., Chief *[Signature]*  
Bureau of Environmental Health

**SUBJECT:** Maintenance Entities for Aerobic Treatment Units and Performance Based Treatment Systems

This memo rescinds HSES 12-003 regarding performance of maintenance and repairs to aerobic treatment unit (ATU) systems and performance based treatment systems (PBTS). Servicing and repair of an ATU or PBTS requires that a maintenance entity (ME) fulfill certain requirements as specified in the rule. Only a permitted ME authorized to work on that type of unit may perform maintenance or repair of an ATU or PBTS. This includes the treatment unit and the drainfield.

Both a maintenance contract and an operating permit specifying the ME responsible for maintenance of the system under contract are required for each system. By rule, operating permits are not transferable. The operating permit is issued to the ME under contract in the property owner's name. A new owner requires a new operating permit.

The exclusivity of who works on the system is a contract issue between the homeowner and their contracted ME. The contracted ME is responsible for reporting the two inspections per year required by the rule. The owner may allow any licensed ME authorized by the manufacturer to work on a specific type of system to service or repair their system without having to first obtain the operating permit under that ME's name. A ME may subcontract "pumping" to a permitted septage disposal service. A ME may subcontract other service work to another approved ME. All work on an ATU or PBTS must be reported via Carmody or in the quarterly report to the health department in the county. Any emergency service needs to be reported to your office within five days.

While a property owner is free to change their required maintenance contract at any time, they must notify the county health department of the change. A new ME requires an amendment of the operating permit and an amendment fee of \$50.

Please provide a copy of this memorandum to contractors working in your county. If you have any questions, please contact your program consultant in Tallahassee or Orlando.