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INCORPORATED 1765



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TO: Franklin County Septic Designers and Septic Inspectors  
FROM: Andrea Crete, RS, MPH, Regional Health Director  
DATE: Adopted on 2/23/17  
RE: CPHS Witness Fee Payment Policy

Witnessing Soil Evaluations and Perc Tests is required by 310 CMR 15.102 and 104. In addition, if a Local Upgrade Approval is requested for groundwater reduction under 15.405(1)(h)(1), the determination must be made by an approved Soil Evaluator who is also a member of the BOH or their Director. **Witnessing Title-5 Inspections is required by each Town's local septic regulations.**

The Cooperative Public Health Service (CPHS) is responsible for witnessing Soil Evaluations (Perc Tests) and Title-5 Inspections in the towns of Buckland, Charlemont, Gill Hawley, Heath, Leyden, Monroe, and Rowe. The following policy concerning the collection of Title-5 witness fees will be used.

**In order to comply with the above requirements, Septic Designers and System Inspectors make arrangements directly with the Regional Health Director to schedule Soil Evaluations and System Inspections. The following process will be used to ensure that the required witness fees are paid at the time of the service:**

1. When the Designer or Inspector schedules the presence of the Health Director, there is an assumption that the Property Owner or Manager will have knowledge of the witness fees in advance.
2. The Health Director will collect the fees, based on the actual amount of time spent at the site, at the end of the perc test or system inspection, before leaving the property, in accordance with the CPHS Fee Schedule.

3. Should the Owner/Manager/Real Estate Director not be present or fail to make arrangements for witness fee payments, the party responsible for scheduling the Health Director for that day will pay the witness fee by check.
4. The Health Director will provide a receipt for all payments received.
5. Outstanding witness fees will preclude additional scheduling of the Health Director's time by that Designer or Inspector until all overdue fees are paid in full.

Should you have any questions, please feel free to call or email.

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