

On-site Sewage: Qualified Person

The installation, replacement, and alteration of an on-site sewage system are activities that require an approval from or notification to Nova Scotia Environment. This document outlines the steps a qualified person needs to take to select a system in accordance with the Environment Act and its regulations.

An on-site sewage system selected by a qualified person in accordance with the Standard is eligible for notification.

The following activities **do not require a notification or approval**, but must be completed by a certified septic system installer in accordance with the on-site sewage regulations and Standard:

- replacing a septic tank, pump or siphon chamber in the same location as the existing one, or in a location that maintains clearance distances required by the Standard
- diversion of sewage away from a water resource or a structure as a temporary measure
- repair of any non-perforated pipe
- replacement of sand fill that is not part of the distribution trench, or final cover material

A person is required to obtain a certificate of qualification before starting his/her work as a qualified person.

A certificate of qualification as a qualified person is needed to:

- advertise or claim to be a qualified person
- select a system from the Standard

To be eligible for a certificate of qualification as a qualified person, a person must successfully complete the on-site sewage installer and qualified person courses of instruction. Information on these courses can be obtained by visiting wwns.ca or by contacting office@wwns.ca.

To obtain or renew a certificate of qualification as a qualified person, you must submit the following to NSE:

- proof of successful completion of installer and qualified person courses of instruction for new applicants
- completed application form (novascotia.ca/nse/water/docs/Application-QualifiedPersonsII.pdf)

- proof of a minimum of 1,000 hours of work experience in the on-site sewage industry, including the installation of at least 6 systems
- required fee (novascotia.ca/just/regulations/regs/envfees.htm)
- proof of having professional liability insurance

A certificate of qualification expires on the last day of the continuing education program. The continuing education program is administered by Waste Water Nova Scotia (WWNS) and runs on a four-year cycle. For more information, visit wwns.ca or contact Waste Water Nova Scotia at office@wwns.ca.

To be eligible for renewal of a certificate of qualification, the qualified person must either:

- successfully participate in the continuing education program
- or
- successfully complete the on-site sewage installer and qualified persons course of instruction

A person who is assisting a certified qualified person is not required to hold a certificate of qualification.

According to the regulations, qualified persons must also:

- comply with the terms and conditions of their certificate of qualification
- have their current certificate of qualification with them at all times when doing the work authorized by the certificate
- present their current certificate of qualification when requested by an NSE inspector
- notify the local Nova Scotia Environment Office and WWNS in writing of any change to their address or to any other identifying information provided with their application for their certificate of qualification or renewal of their certificate of qualification within 14 days of the change

The Minister of Environment, or an administrator appointed by the Minister, has the authority to issue, suspend and revoke a certification of a qualified person.