



To ASTTBC/EGBC:

During the ongoing COVID-19 pandemic Island Health is requesting, if possible, for your agency to reach out to your members who are qualified to act as an Authorized Person (AP) as per Section 7 of the *Sewerage System Regulation (SSR)* regarding the submission of sewerage filing documentation to this office including: Record of Sewerage System (ROSS), Letter of Certification (LOC) or Sewage Holding Tank applications.

In order to maintain safe social distancing requirements as required by the Provincial Health Officer (PHO) this office would like to request that moving forward all sewerage filing documentation or holding tank applications be filed to this office preferably through email or alternatively by mail. If email submission is an option, a pdf document or a scanned electronic copy of the documents is preferred. Please note our email has a **10MB** (Megabyte) capacity limit per submission and our office cannot accept “zip drives” or “dropbox@” submissions.

AP's could also provide each office with a form of payment such as leaving a credit card number on file (VISA or MasterCard) or including a cheque for mailed in submissions.

Once filing documents or holding tank applications have been processed and accepted a copy will be returned via email, or if requested via mail, to the AP including a receipt of payment. This office will do everything it can to process these submissions in a timely fashion, typically 24 – 48 hours; however, these turnaround times may change depending on the circumstances and resources available.

Contact information for each Island Health HPES office can be found here:

<https://www.islandhealth.ca/our-locations/health-protection-environmental-services-locations>

We appreciate your assistance with these matters during these complex and challenging times. Feel free to contact me if you have any questions or concerns regarding these matters.

Thank you and take care,



Rory Beise  
Drinking Water/Land Use Consultant

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Gateway Office

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