



OSS PROPERTY TRANSFER INSPECTIONS

WSEHA 2024



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@WADeptHealth

Property Transfer Inspections (PTIs) (WAC 246-272A-0270)

All On-site Sewage Systems (**OSS**) **must be inspected** preceding a property transfer, **beginning February 1, 2027**

- Local Health Officer (LHO) **may**:
 - Remove the requirement for the inspection if OSS is in compliance with routine inspection requirements in WAC 246-272A-0280(1)(e)
 - Verify the results of the inspection
 - Require additional inspections and requirements
 - Require a compliance schedule for failures discovered during PTIs

Certification of Maintenance Providers (WAC 246-272A-0340)

LHO must:

- Establish approval procedures for maintenance service providers.

LHO may:

- Allow reciprocity from other local health jurisdictions or third-party certification programs.

WA Real Estate Purchase and Sale Agreement & Seller Disclosure

Form 225
Septic Addendum
Rev. 3/21
Page 1 of 1

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SEPTIC ADDENDUM TO PURCHASE & SALE AGREEMENT

The following is part of the Purchase and Sale Agreement dated _____ 1
between _____ ("Buyer") 2
and _____ ("Seller") 3
concerning _____ (the "Property"). 4
Address City State Zip

THIS ADDENDUM SUPERSEDES ANY OTHER PROVISIONS OF THIS AGREEMENT RELATING TO THE ON-SITE SEWAGE SYSTEM ("OSS") SERVING THE PROPERTY, EXCEPT FOR THE PROVISIONS OF A COUNTY SPECIFIC SEPTIC ADDENDUM. 5
6
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1. **Type of OSS.** The Property is served by: 8
 Private Septic System 9
 Shared Septic System 10
 2. **Seller's Representations.** Seller represents that, to the best of Seller's knowledge, the OSS serving the Property 11
 (a) does not require repair other than pumping and normal maintenance; (b) does not currently violate any 12
 applicable local, state, and federal laws, standards, and regulations; and (c) has no material defects. 13
 3. **Maintenance Records.** Seller shall deliver to Buyer the maintenance records, if available, of the OSS serving 14
 the Property within _____ days (10 days if not filled in) of mutual acceptance. 15
 4. **County or City Inspection Requirements.** Seller shall comply with any local regulations or ordinances that may 16
 require Seller to conduct an inspection of the OSS prior to the sale of the Property. 17
 5. **Inspection and Pumping of OSS.** Seller shall have the OSS inspected and, if the inspector determines 18
 necessary, pumped by an OSS service company at Seller's expense. Seller shall provide Buyer with a copy of 19
 the inspection report within _____ days (10 days if not filled in) of mutual acceptance. If Seller had the 20
 OSS inspected and, if necessary, pumped within _____ months (12 months if not filled in) of mutual 21
 acceptance by an OSS service company and Seller provides Buyer with written evidence thereof, including an 22
 inspection report, Seller shall have no obligation to inspect and pump the system unless otherwise required by 23
 Buyer's lender. 24
 Buyer's Right to Attend Inspection. If checked and if Seller has not already conducted an inspection, Buyer 25
 shall have the right to observe the inspection. Seller shall provide Buyer with 3 days notice of the date and 26
 time of the inspection. 27
 6. **OSS Inspection Contingency.** This Agreement is conditioned on Buyer's subjective satisfaction of the inspection 28
 report from the OSS service company. This contingency shall be deemed waived unless Buyer gives notice of 29
 disapproval of the inspection report within _____ days (5 days if not filled in) after receipt of the inspection 30
 report. If Buyer gives timely notice of disapproval, the Agreement shall terminate and the Earnest Money shall be 31
 refunded to Buyer. 32
 7. **Other.** 33
 _____ 34
 _____ 35
 _____ 36
 _____ 37
 _____ 38
 _____ 39
 _____ 40
- Buyer's Initials Date Buyer's Initials Date Seller's Initials Date Seller's Initials Date

"Form 17" Seller Disclosure, Required by RCW 34.06.020

I. SELLER'S DISCLOSURES

If you answer "Yes" to a question with an asterisk (), please explain your answer and attach documents, if available and not otherwise publicly recorded. If necessary, use an attached sheet.

3. SEWER/ON-SITE SEWAGE SYSTEM

YES NO DON'T KNOW N/A

A. The property is served by:

- Public sewer system
- On-site sewage system (including pipes, tanks, drainfields, and all other component parts)
- Other disposal system, please describe: _____

B. If public sewer system service is available to the property, is the house connected to the sewer main? If no, please explain.

*C. Is the property subject to any sewage system fees or charges in addition to those covered in your regularly billed sewer or on-site sewage system maintenance service?

D. If the property is connected to an on-site sewage system:

*(1) Was a permit issued for its construction, and was it approved by the local health department or district following its construction?

(2) When was it last pumped? _____

*(3) Are there any defects in the operation of the on-site sewage system?

(4) When was it last inspected? _____

By whom? _____

(5) For how many bedrooms was the on-site sewage system approved? _____

E. Are all plumbing fixtures, including laundry drain, connected to the sewer/on-site sewage system?
 If no, please explain: _____

*F. Have there been any changes or repairs to the on-site sewage system?

G. Is the on-site sewage system, including the drainfield, located entirely within the boundaries of the property? If no, please explain: _____

*H. Does the on-site sewage system require monitoring and maintenance services more frequently than once a year?

County Forms

CLALLAM COUNTY ENVIRONMENTAL HEALTH ONSITE SEWAGE SYSTEM INSPECTION REPORT PHYSICAL ADDRESS: 223 EAST FOURTH STREET ROOM 130 MAILING ADDRESS: 111 EAST THIRD STREET, PORT ANGELES, WA 98362 PHONE: (360) 417-2332 FAX: (360) 450-9795		System Status Report (SOM) # _____ Receipt # _____ Check # _____
APPLICANT: _____ MAILING ADDRESS: _____ PHONE/EMAIL: _____ SITE ADDRESS: _____		PROPERTY INFORMATION: PARCEL NUMBER: _____ USE: _____ (FOR BORMS) SYSTEM DESIGN FLOW: _____ SEPTIC PERMIT# _____ SEPTIC SYSTEM TYPE: _____
CORRECTION STATUS: <input type="checkbox"/> ALL CORRECTIONS MADE <input type="checkbox"/> CORRECTIONS IN PROGRESS <input type="checkbox"/> NO CORRECTIONS NEEDED <input type="checkbox"/> NO CORRECTIONS MADE <input type="checkbox"/> SOME CORRECTIONS MADE <input type="checkbox"/> OTHER (SEE COMMENTS)		INSPECTION TYPE: <input type="checkbox"/> ROUTINE <input type="checkbox"/> PROPERTY SALE <input type="checkbox"/> LOT ALTERATION <input type="checkbox"/> FOOD ESTABLISHMENT <input type="checkbox"/> BUILDING PERMIT <input type="checkbox"/> OTHER (SEE COMMENTS)
COMMENTS: _____ _____ _____		SYSTEM FUNCTIONING AT TIME OF EVALUATION? _____ MEETS SETBACKS TO WELL; SURFACE WATER? _____ INSPECTION DATE: _____
GENERAL SITE & SYSTEM CONDITIONS: All Components Accessible for Service: YES NO Property Occupied (details in comments): YES NO Surfacing Effluent from any Component: YES NO Improper Cover, Setbacks or Setting problems: YES NO Abnormal Ponding present: YES NO Sewage Leaking from any Components: YES NO Effluent Contaminating ground or surface water: YES NO Sewage backing up into structure, tank or dbow: YES NO Risers appear to be Watertight: N/A YES NO Site or Landscape Maintenance Required: YES NO Occupant Compliance problem noted: YES NO Past identified Deficiencies Corrected: N/A YES NO OSS Components located per record drawing: YES NO Additional Documents (site drawing) Submitted: YES NO Alterations made to OSS or setting changes: YES NO Current OSS use meets original design criteria: YES NO		UV DISINFECTION: (if applicable) Alarm Functioning? YES NO UV Light Present? YES NO Light Functioning? YES NO Replaced Bulb? YES NO
SEPTIC TANK: Material: _____ Volume: _____ Gallons Number Of Compartments: ONE or TWO Functioning As Intended: YES NO Effluent Level In Operational Limits: YES NO Baffles In Place: YES NO Effluent Filter Cleaned: N/A YES NO Scum Depth: _____ Inlet _____ Outlet Sludge Depth: _____ Inlet _____ Outlet Pumping Needed: YES NO		PRE-TREATMENT DEVICE: (Type): _____ Functioning As Intended: YES NO Effluent Level In Operational Limits: YES NO Aerobic Mechanism Appears To Be Functioning Per Manufacturers Specifications: YES NO ATU Service Per Manufacturers Requirements Including Cleaning Filters: YES NO Trash Compartment Solids Accumulation In Operational Limits Per Manufacturer: YES NO Aerobic Chamber Solids Accumulation Within Manufacturer Operational Limits: YES NO Clarifying Chamber Solids Accumulation With Manufacturer Operational Limits: YES NO Pumping Needed: YES NO
PUMPTANK: Volume: _____ Gallons Functioning As Intended: YES NO Scum Depth: _____ Sludge Depth: _____ Pumping Needed: YES NO		MEDIA FILTER: BIOFILTER (if applicable) Functioning As Intended: YES NO Equalized Dosing: N/A YES NO Slope Integrity Maintained: YES NO Ponding Present: YES NO Sludge Accumulation: YES NO Pumping Needed: YES NO Normal Effluent Levels Within Operational Limits: YES NO
PUMP: Type: _____ Functioning As Intended: YES NO Filter Cleaned: N/A YES NO Floats Operational: N/A YES NO Gallons Per Minute Flow: _____		MEDIA FILTER: SANDFILTER (if applicable) Functioning As Intended: YES NO Monitoring Ports Present: YES NO Ponding Present: (if YES: _____ inches) YES NO Signs Of Surfacing Effluent: YES NO
CONTROL PANEL: Type: _____ Panel & Alarm Functional: N/A YES NO Transducer Operational: N/A YES NO Timer Setting: _____ ON _____ OFF Elapsed Timer Meter: _____ Dose Meter: _____ Doses: _____ Draw Down: _____ INCHES _____ GPM _____ GPD		Lateral Lines Jetted: YES NO Lateral Lines Flushed: YES NO Average Squirt Height: _____
FINDINGS: THIS REPORT DOES NOT CONSTITUTE A GUARANTEE, WHETHER EXPRESSED OR IMPLIED THAT THE SEPTIC SYSTEM WILL CONTINUE TO FUNCTION PROPERLY. THIS REPORT CONSTITUTES ONLY A SUMMARY OF FINDINGS ON THE INSPECTION DATE. BY SIGNING THIS FORM, ENVIRONMENTAL HEALTH SERVICES IS CERTIFYING THAT THE PERSON PERFORMING THIS EVALUATION IS A CERTIFIED DESIGNER OR O&M PROVIDER IN CLALLAM COUNTY. O&M SYSTEMS STATUS INSPECTIONS ARE TO BE PERFORMED IN ACCORDANCE WITH CCC 41.20.23.230		DISTRIBUTION BOX: PRESENT OR N/A Fully Inspected: YES NO In Good Condition: YES NO Equal Flow At Outlets: YES NO
_____ _____ _____		DRAINFIELD: TYPE: _____ Fully Inspected: YES NO Functioning As Intended: YES NO Ponding Present: YES NO
_____ _____ _____		SERVICE INFORMATION: COMPANY: _____ WORK PERFORMED BY: _____ DATE STAMP: _____ EH RECIPIENT: _____

CLALLAM COUNTY ENVIRONMENTAL HEALTH ONSITE SEWAGE SYSTEM FAILURE REPORT 223 EAST FOURTH STREET/SUITE 14, PORT ANGELES, WA 98362 (360) 417-2332	
PROPERTY INFORMATION: PARCEL NUMBER: _____ OWNER: _____ SITE ADDRESS: _____ MAILING ADDRESS: _____ CITY: _____ PHONE #: _____	
PROPERTY CURRENTLY OCCUPIED? YES NO	
DATE FAILURE FOUND: _____ NATURE OF FAILURE: _____ _____ _____	
SYSTEM TYPE: _____ SEPTIC PERMIT #: _____ ADDITIONAL DETAILS ABOUT FAILURE OR EXISTING SYSTEM: _____ _____ _____	
FAILING SYSTEM CONDITIONS (ADDITIONAL OPTIONAL INFORMATION) Does Failure pose immediate Public Health Risk? YES NO Surfacing Effluent from any Component? YES NO Evidence of Groundwater Contamination? YES NO Septic Tank Requires Replacement / Repair? YES NO PRE-TREATMENT DEVICE: (TYPE): _____ Requires Replacement / Repair? YES NO Drainfield Requires Replacement / Repair? YES NO	
FAILURE REPORTED BY: _____ DATE SUBMITTED: _____ RECEIVED BY ENVIRONMENTAL HEALTH: _____	

County Forms

Form 225-King
Septic Addendum
Rev. 7/19
Page 1 of 1

KING COUNTY SEPTIC ADDENDUM TO PURCHASE AND SALE AGREEMENT

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The following is part of the Purchase and Sale Agreement dated _____ 1
between _____ ("Buyer") 2
and _____ ("Seller") 3
concerning _____ (the "Property"). 4
Address _____ City _____ State _____ Zip _____

THIS ADDENDUM SUPERCEDES ANY OTHER PROVISIONS OF THIS AGREEMENT RELATING TO THE ON-SITE SEWAGE SYSTEM ("OSS") SERVING THE PROPERTY. 5
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- Type of OSS. The Property is: 7
 - Served by a private septic system 8
 - Served by a shared septic system 9
 - Not served by an approved public or private sewer system (if checked, only Paragraph 5 applies) 10
- Seller's Representations. Seller represents that, to the best of Seller's knowledge, the OSS serving the Property (a) does not require repair other than pumping and normal maintenance; (b) does not currently violate any applicable local, state, and federal laws, standards, and regulations; and (c) has no material defects. 11
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- King County Board of Health Code ("Health Code"). 14
 - Health Code. Seller will retain a licensed on-site system maintainer ("OSM") to prepare a monitoring and performance inspection report of the OSS ("Operation and Maintenance Report") and to complete the other requirements of Health Code § 13.60.030. As soon as the OSM completes the requirements of Health Code § 13.60.030, Seller shall deliver to Buyer a copy of the Operation and Maintenance Report and a copy of the maintenance records for the OSS, if available. 15
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 - Operation and Maintenance Report Contingency. Buyer's obligations under this Agreement are contingent on Buyer's approval of the Operation and Maintenance Report. This contingency shall be deemed waived unless Buyer gives notice of disapproval of the Operation and Maintenance Report within _____ days (5 days if not filled in) after receipt of the Operation and Maintenance Report. If Buyer gives timely notice of disapproval, the Agreement shall terminate and the Earnest Money shall be refunded to Buyer. 20
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 - On-Site Sewage System Operation and Maintenance Requirements. Seller shall deliver to Buyer a Seller's Notice of On-Site Sewage System Operation and Maintenance Requirements, which shall be recorded before Closing. Buyer shall deliver to Seller on or before Closing a Buyer's Declaration of Receipt of Copy of Notice of On-Site Sewage System Operation and Maintenance Requirements. In addition, Buyer shall pay the Operation and Maintenance Program Fee, as set forth in the applicable fee schedule. 25
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- Inspection and Pumping Contingency. If checked, Seller shall have the OSS inspected and, if the inspector determines necessary, pumped by an OSS service company at Seller's expense. Seller shall provide Buyer with a copy of the inspection report within _____ days (15 days if not filled in) of mutual acceptance. If Seller had the OSS inspected and, if necessary, pumped within _____ months (6 months if not filled in) of mutual acceptance by an OSS service company and Seller provides Buyer with written evidence thereof, including an inspection report, Seller shall have no obligation to inspect and pump the system unless otherwise required by Buyer's lender. 30
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Advisory Notice Regarding Pumping. The OSS should not be pumped before the Operation and Maintenance Report is performed by the OSM as required by Health Code § 13.60.030. The Operation and Maintenance Report requires that the system be observed before it is pumped.

5. Other. 47
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Buyer's Initials _____ Date _____ Buyer's Initials _____ Date _____ Seller's Initials _____ Date _____ Seller's Initials _____ Date _____

Form 22UU
Kitsap County Septic Addendum
Rev. 3/21
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KITSAP COUNTY SEPTIC ADDENDUM

The following is part of the Purchase and Sale Agreement dated _____ 1
between _____ ("Buyer") 2
and _____ ("Seller") 3
concerning _____ (the "Property"). 4
Address _____ City _____ State _____ Zip _____

Pursuant to Kitsap County Board of Health Ordinance 2008-01 (the "Ordinance"), the parties agree as follows: 5

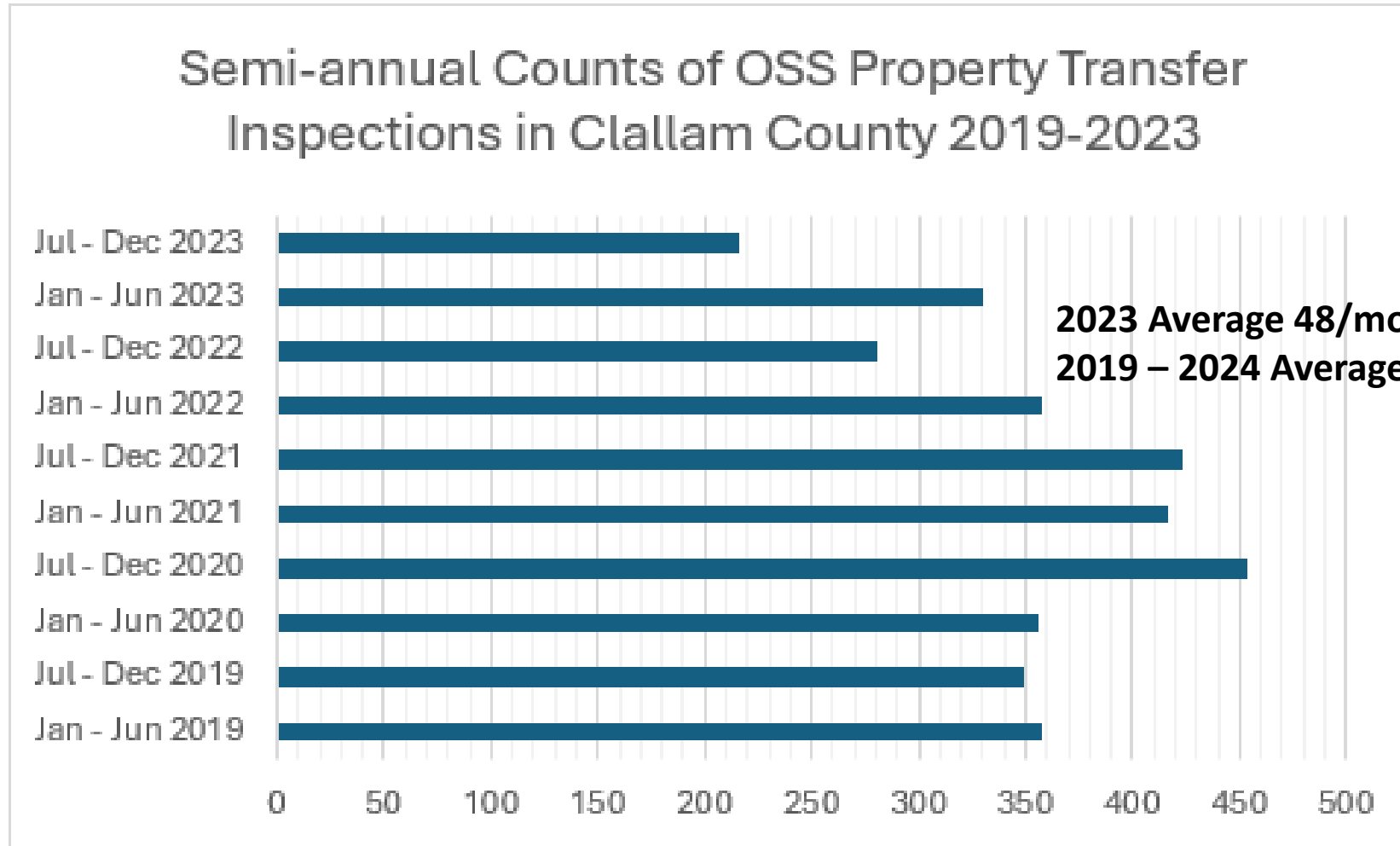
- SELLER'S REPRESENTATIONS. 6
 - Type of System. 7
 - Seller represents that the onsite sewage system ("OSS") is a standard system; or an alternative system. A "standard system" is an OSS consisting of a septic tank (and possibly a pump tank) and a gravity flow soil dispersal system; includes pump-to-gravity system configurations that operate on-demand. An "alternative system" is an OSS other than a standard gravity system or standard pump-to-gravity system. 8
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 - Evaluation Report. Check the applicable box: 13
 - Seller has delivered to Buyer an OSS evaluation report ("Evaluation Report") from the Health Officer of Kitsap County Health District ("Health Officer"). Evaluation Reports are valid for three (3) years for a standard system and for one (1) year for an alternative system and must be valid at Closing. Buyer acknowledges receipt of the Evaluation Report. If this box is checked, Paragraph 3 does not apply. 14
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 - Seller has not delivered a valid Evaluation Report to Buyer. If this box is checked, Seller shall complete the process outlined in Paragraph 3. 18
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 - An Evaluation Report is not required for systems connected to structures or buildings which have never been occupied, have a Health Officer approved sewage installation permit, and have a valid certificate of occupancy from the respective building official. Seller represents that the structures or buildings on the Property have never been occupied and an Evaluation Report is not required for the Property. Seller shall provide Buyer with the approved sewage installation permit and valid certificate of occupancy prior to Closing. If this box is checked, Paragraph 3 does not apply. 20
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- MAINTENANCE RECORDS. Seller shall deliver to Buyer the maintenance records, if available, of the OSS serving the Property within _____ days (10 days if not filled in) of mutual acceptance. 26
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- APPLICATION, INSPECTION, AND EVALUATION. 28
 - Application. Seller shall submit a completed application for "Evaluation of Onsite Sewage System for Property Ownership Conveyance" to the Health Officer at least 30 days prior to Closing. Pursuant to the Ordinance, the Health Officer will inspect and evaluate the OSS and deliver an Evaluation Report to Seller. Seller shall, within two (2) days of receipt of the Evaluation Report, deliver the Evaluation Report to Buyer. 29
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 - Evaluation Report. 33
 - Items that Require Immediate Correction. Seller shall correct any "Items of Non-Compliance that Require Immediate Correction" identified in the Evaluation Report prior to Closing. After making any necessary corrections, Seller shall submit an amended application for "Evaluation of Onsite Sewage System for Property Ownership Conveyance" to the Health Officer. Seller shall, within two (2) days of receipt of the amended Evaluation Report, deliver the amended Evaluation Report to Buyer. 34
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 - Other Items of Non-Compliance. Seller Buyer is responsible for correcting the "Other Items of Non-Compliance" identified in the Evaluation Report. If Seller is responsible for the corrections, Seller shall make the corrections before Closing and then shall submit an application for an amended application for "Evaluation of Onsite Sewage System for Property Ownership Conveyance" to the Health Officer. Seller shall, within two (2) days of receipt of the amended Evaluation Report, deliver the amended Evaluation Report to Buyer. If Buyer is responsible for the corrections, Buyer may make the corrections, at Buyer's sole discretion, after Closing. 39
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Buyer's Initials _____ Date _____ Buyer's Initials _____ Date _____ Seller's Initials _____ Date _____ Seller's Initials _____ Date _____

Discussion Points

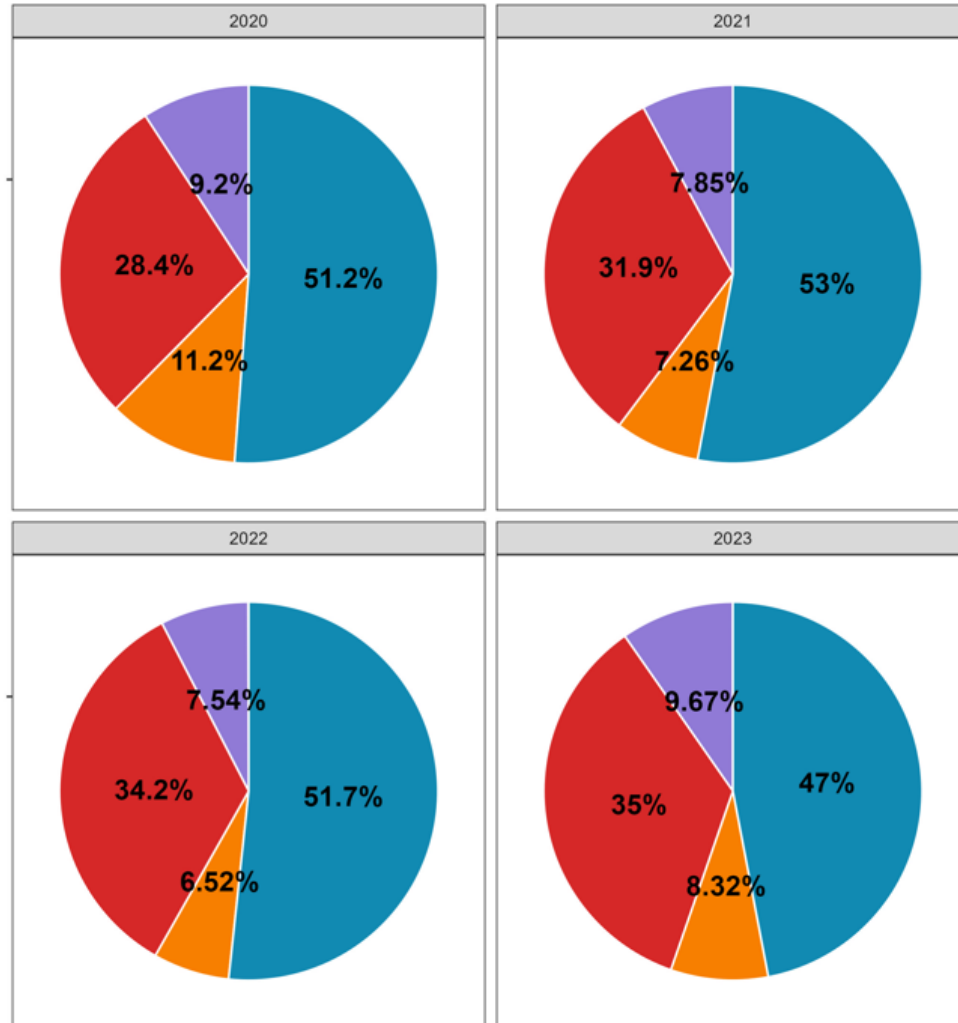
- What does your PTI (or whatever you call it) look like?
 - (Approximately) How many PTIs do you process in a given month?
 - How many FTEs does the program take to run?
 - What is your fee?
 - Do you have a turnaround time requirement?
- How do you store the inspection records?
- Do you follow up on items from the inspection reports? Do you do enforcement? Do you know percentages of issues found (graphics ?
- Do you do an inspection? Or verify inspection or follow up on the inspectors? Is that tied to their certification?
- What were the challenges or lessons learned in building your program?

Clallam



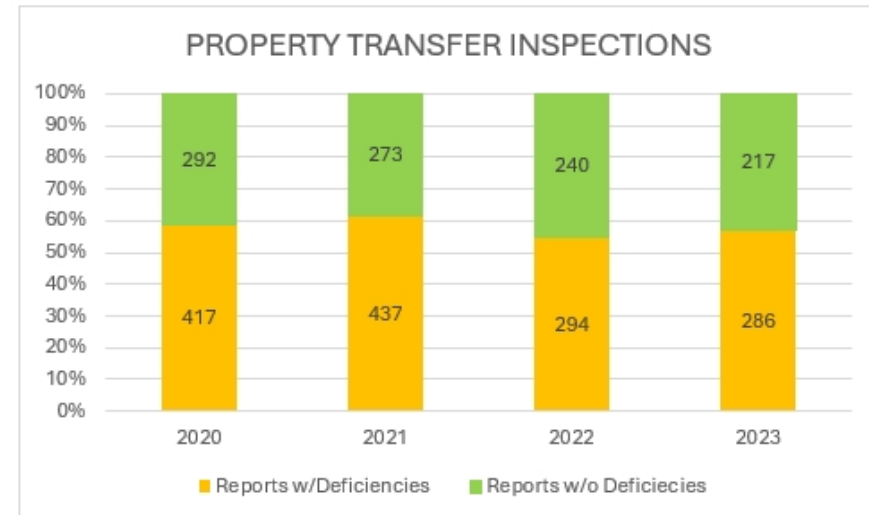
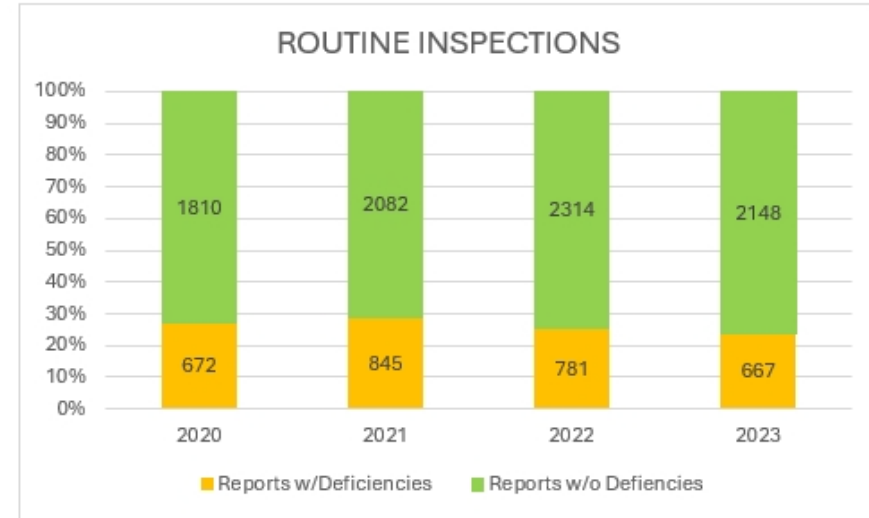
Clallam

Deficiency Levels for Property Sales 2020-2023



Deficiency Level

- Failure
- Hi-Priority
- Deficiency
- Needs Pumping



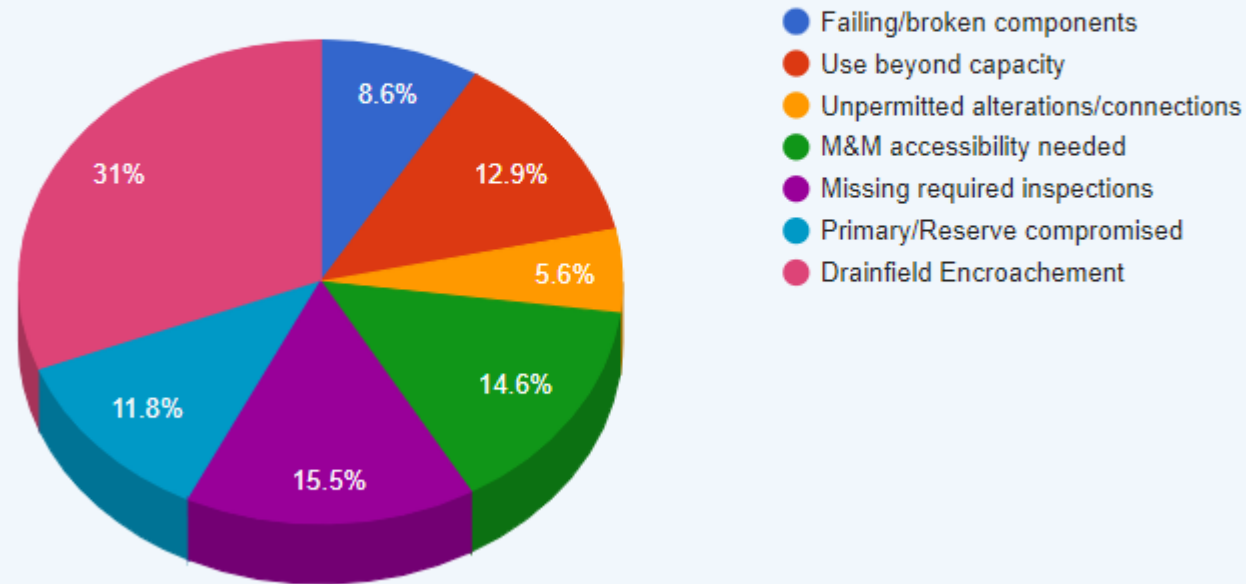
Kitsap County Property Conveyance Inspection (PCI) Stats

- Average PCIs per month
 - 2019 – 179
 - 2020 – 191
 - 2021 – 197
 - 2022 – 168
 - 2023 – 122
- 11 FTEs on average for the program.
- Fee: \$295
- Letters must be issued within 7 business days. Codified.
- Applications received online through SkipThePaper.
- Process includes a site visit and a records review. Records review includes reviewing maintenance records that were received through OnlineRME.
- Enforcement is passive for most, except for specific violations, which may result in immediate enforcement.
- What were the challenges or lessons learned in building your program?

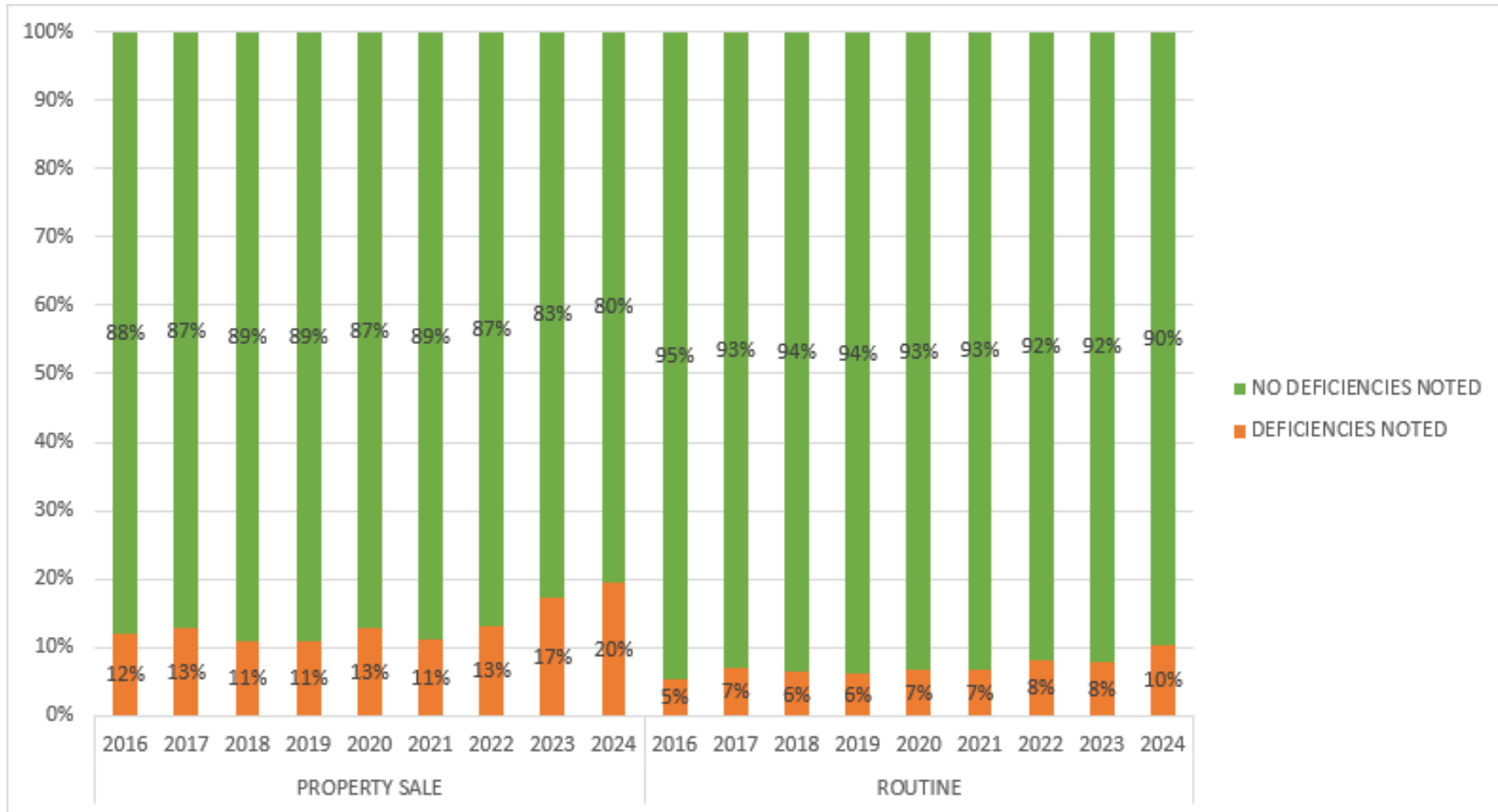
Kitsap

2022 Property Conveyance Inspection Findings

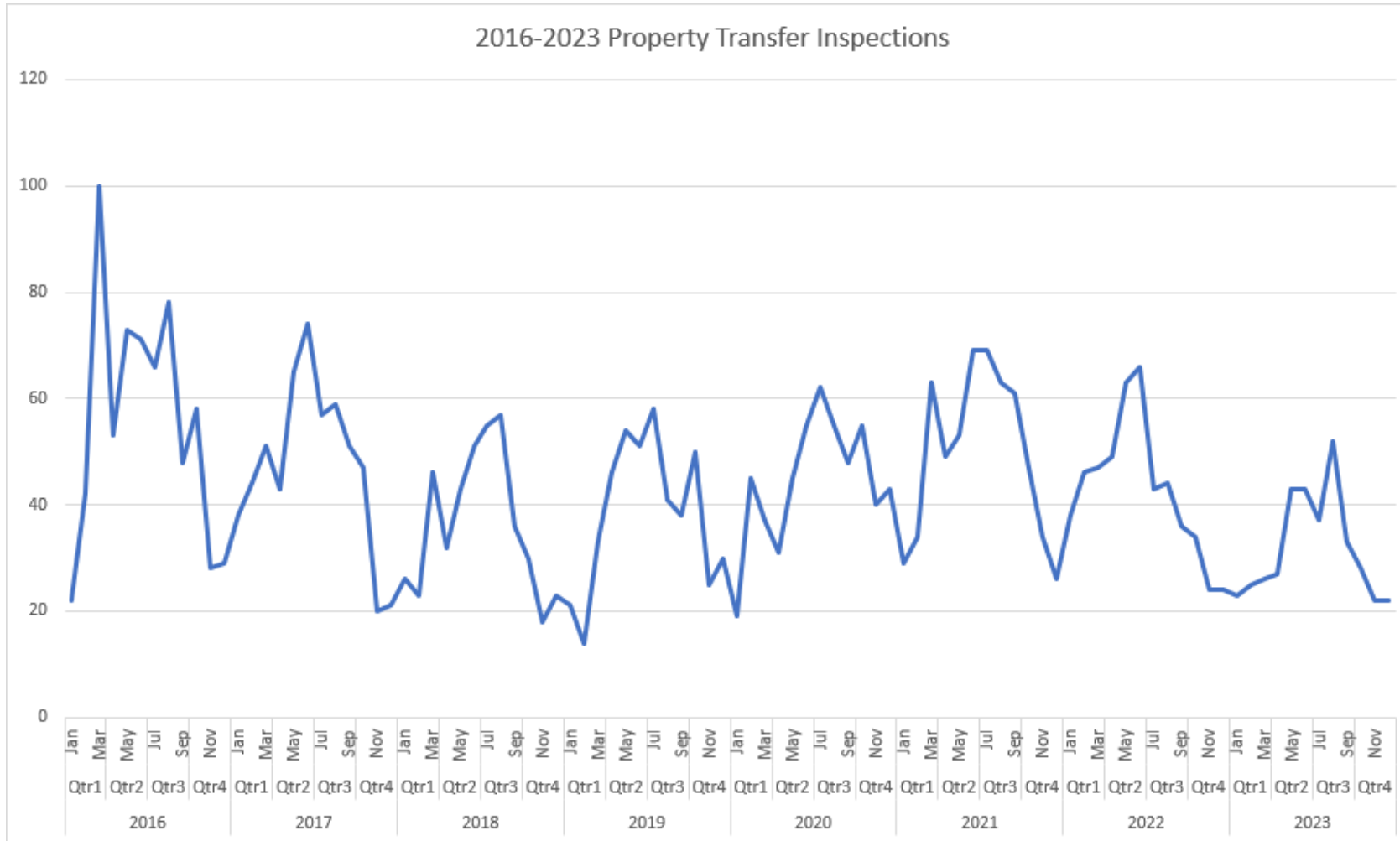
2084 property conveyance inspections (PCI) for septic were completed in 2022. Of the 2084 inspections, 417 (20%) had significant deficiencies identified.



Skagit

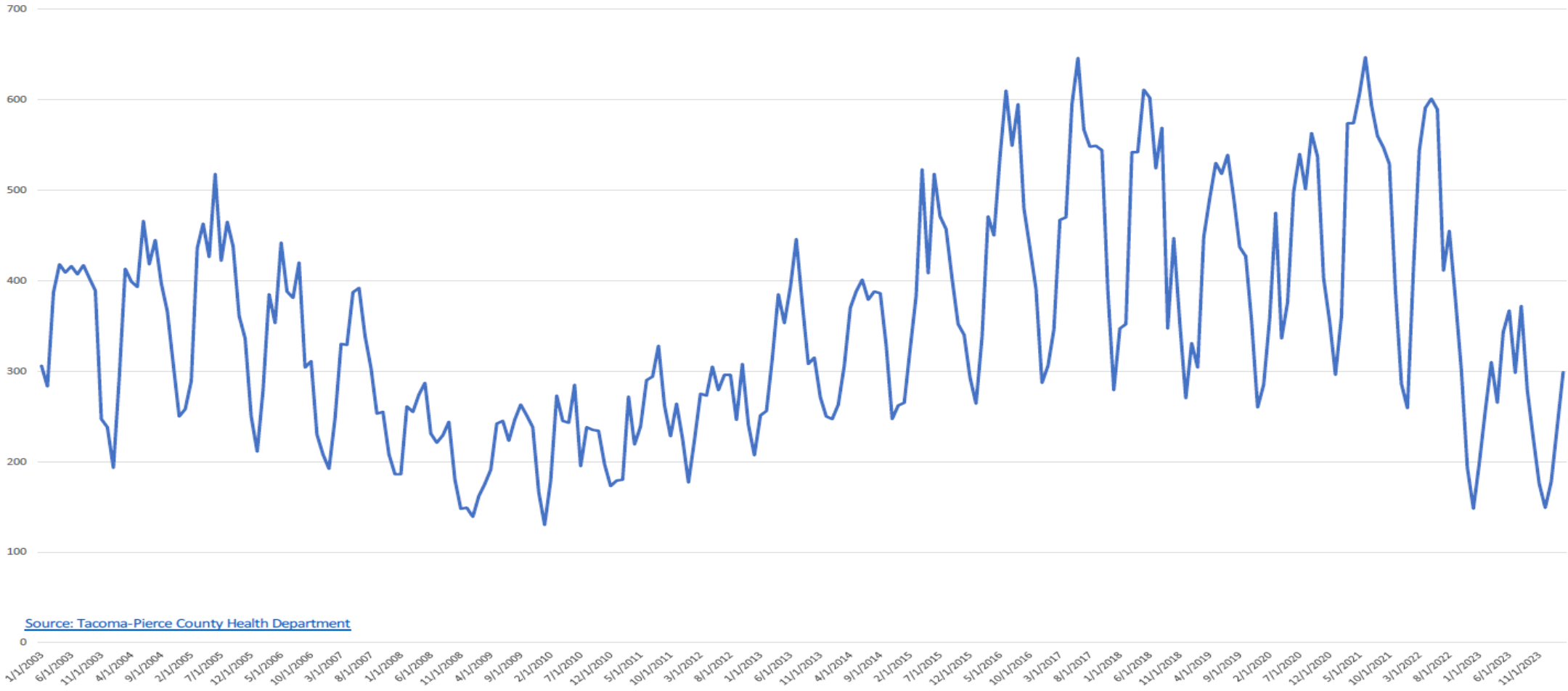


Skagit



TPCHD

Pierce County Property Transfer Inspections
2003-2024



Source: Tacoma-Pierce County Health Department

TPCHD

- Currently 3 FTE's to inspections, 1 FTE follow up + 1FTE trainer/program lead – at peak had 5 FTE's to PTI + 1 FTE f/u, 1 FTE lead
- Fee: \$434 1st/\$109 each additional on the parcel, ORME pass through fee of \$54 per report, RSS 90-day conditional \$651, Re-inspection after 2 - \$326
- Target is 10 business days
- Applications received online, all applications went electronic at the start of COVID – paper still accepted but scanned in at high resolution and discarded, issued RSS or results available to anyone via our website – applicant gets email with any hold or issued RSS
- Process includes a site visit and a records review. Records review includes reviewing of recent maintenance records that were received through OnlineRME.
- Relies on disclosure from applicant
- Issued RSS required for property transfer
- RSS can not be issued if there are major deficiencies – minor deficiencies RSS can be issued with disclosure
- If RSS cannot be issued by time of transfer, owner can be in compliance by doing a 90-day RSS
- Compliance follows up on any properties sold without an RSS or with an RSS on hold – compliance letters and recording to title for non-compliance – if a public health hazard, referral to Code Enforcement and possible Health Order to terminate water/power
- Sites to visit are mapped daily- example map <https://batchgeo.com/map/e042546dfd6470d0fff879f7fd5a8860>
- No assigned areas – use morning huddle and Teams for who is going where

Questions?



To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.