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SECRETARY OF HEALTH

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Date October 5th, 2026

NOTICE TO ALL LICENSED SEPTIC SYSTEM INSTALLERS

RE: Required Submission of Installation Documentation

All septic system installers are reminded of their responsibility to comply with the ***Rules Pertaining to Onsite Wastewater Systems***, including Section **4.10.2.1**, which states:

> **4.10.2.1** It shall be the duty of the installer to notify the Authorized Agent or Designated Representative when the installation is ready for inspection. It shall be the duty of the owner or occupant of the property to give the Department, its Authorized Agent, or Designated Representative, free access to the property at reasonable times for the purpose of making the installation inspection. **Within five (5) days, the installer shall submit the required documentation to the local health unit that the system has been installed pursuant to the approved permit.**

There has been an increase in instances where required **shot sheets (EHP-6 form) have not been submitted within the required timeframe**. Failure to submit the required documentation delays the permitting process will prevent the issuance of signed permits.

Effective January 1, 2027, the Arkansas Department of Health will enforce compliance with these documentation requirements. Installers who have outstanding shot sheets or other required documentation may be subject to denial or withholding of approval for new installations until all outstanding documentation has been submitted and the installer has submitted all previous installation documentation. These installers are also subject to civil penalties and or license revocation.

We are asking all installers to **review their records and immediately submit any outstanding documentation** to their local Health Department. Going forward, all required documentation shall be submitted within the timeframes established by the ***Rules Pertaining to Onsite Wastewater Systems***.

This notice is intended to provide advance notice of the Environmental Health Office's intent to require full compliance with the documentation requirements beginning **January 1, 2027**. Your cooperation is required to prevent unnecessary delays in the approval and permitting of onsite wastewater systems.