



Clallam County Department of Health and Human Services

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Important Tips for Providers using OnlineRME to Submit Reports to Clallam County

- Call (360.417.2506) or email (EnviroHealth@ClallamCountyWA.GOV) to submit your company ID# once you have signed up with OnlineRME. OnlineRME's online **Help** link can be very useful. The "[Getting Started with OnlineRME](#)" help document is located at <https://onlinerme.atlassian.net/wiki/spaces/ON/pages/10059826/Getting+Started+With+OnlineRME>
Always contact Environmental Health when there are questions about the property data within OnlineRME.
- Before performing an inspection obtain system records along with that system's assigned SOM case number using the [Online Permit System](#). See our [Septic Permit Information Available Online](#) page at <https://www.clallamcountywa.gov/483/Septic-Permit-Inspection-Info-Available-> for online resource use tips. Clallam County's SOM case number will be in the following format: SOM<YEAR>-XXXXX. The SOM case number is used in OnlineRME by searching under Jurisdiction ID to find the correct property entry. Please verify that the address/parcel information given is correct and notify Clallam County Environmental Health of any discrepancies so we can update the online records.
- When adding or updating system components to OnlineRME please contact Environmental Health any time the permitted system components/type on file differs from what has been inspected or found to be present in the field so corrections can be made in the County's permit database.
- Mobile home parks are an area of special concern. EH is often lacking detailed records of small to medium-sized mobile home parks and will need providers to help verify information. Each system within a mobile home park must be given a unique identifier for tracking purposes before SOM case numbers can be assigned. It may not be possible to submit inspections through OnlineRME of systems where EH is lacking enough information. Providers can help by submitting complete maps detailing locations of components and assigning identifiers to multiple systems within a mobile home park.
- Similarly, properties with multiple individual septic systems are a known problem area in our permit database. Please use caution when assigning an inspection to an address when there are multiple systems present. There may be instances of a 2nd system on a property lacking a SOM case # because it has no record on file and **each complete system must have a separate inspection submitted under its own SOM case #**. Notify EH where address information used to differentiate these multiple systems is in error or missing so corrections can be made and SOM case #'s assigned.
- Small community systems sharing a drainfield can be inspected as one unit under one SOM case # if a provider chooses to enter the entire system and all of its related components in oRME but doing so will limit billing and reporting options. If individual parties are responsible for individual components (i.e. tank only permits on several different residences connected to a common community drainfield) then it is preferable to submit individual component inspections for each owner. Please work closely with EH staff on these atypical cases.
- Clallam County would someday like to add filing fee payment options to oRME for different inspection report types but is not currently set up to do so. Please submit filing fees of \$46 for Governmental Actions (done by designers) at least monthly. Routine and Property Sale inspections with no fee do not require a paper copy filed but updated site maps or locate drawings should be physically submitted as needed.