How to use Online RME to find your septic system type

The Snohomish Health District maintains a database called Online RME (Responsible Management Entity) so residents can easily access their septic system information.

Follow these steps and tips to access your records. All you need to find your system’s information is your address. Note that some older homes may not have records in this system.

1. Open Online RME database of septic records
2. Search by your property’s site address or Tax ID number (Parcel ID number)
3. Click “Scanned Septic System Records” in the Site Details section
4. **Select the image icon** to the right of each “Scanned Images” line to open available records. Once opened, you can print or “print as PDF” which saves to your computer.

Available records will depend on the age of your system. You will likely need to look through all the documents to make sense of your system. Here is what each record can tell you:

**As Built**
Map of septic system on your property as it was installed. This is the final document produced by the installer and reflects what they put in the ground. Look for system parts like tank size, components (pump, filter, etc), and other comments.

**Cover Sheet**
Installation plan submitted to the Health District with site and installer information.
- Newer systems are titled “OSS System Plan (As-built)” - **system type is displayed at the top**
- Older systems are titled “Installation Plan” and contain property and installer info.

Unfortunately, it is not uncommon to find that **no system type is identified** *

**Application**
Displays property and site conditions
- Newer systems contain details of your proposed system type and design information. This is just the application so if there is a difference from your as-built go based on the as-built for your property.

* If you have an older system and no system type is identified on the as-built, cover sheet, or application, you likely have a gravity system. Look to see if yours has a filter and/or pump, the number of tank compartments, and other notes.