

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)

onlineRME™
RESPONSIBLE MANAGEMENT ENTITY

Help | Contact

Site Search Login

PUBLIC ACCESS

Site Searches

Country: United States
State: Washington
County: Snohomish

Search For: Site Address

Street Number: (and/or)
Street Name:

For STREET NAME Do NOT enter Street Direction (E,W,N,S) or Street Suffix (St., Ave., Blvd., etc.).

Exact Match Only: **Submit Search**

3. Click "Scanned Septic System Records" in the Site Details section

onlineRME™
RESPONSIBLE MANAGEMENT ENTITY

Help | Contact

Site Search Login

Site Information
Site Details
Contracts
Uploads
Site Work History
Service History
Application History
Submit Work
Application

SITE NAME: DOE
SITE ADDRESS: 123 APPLE DRIVE, CITY WA
OWNER: John Doe
MANAGER:

Site Details

Map this Site **Scanned Septic System Records**

Site Name: DOE Tax/Assessor Number: 0012301230123 Lot:

Street# PreDir Street Name (name only) Suffix PostDir Unit
123 APPLE DRIVE

City State County
CITY Washington Snohomish

General Site Comments (Official Use Only - Viewable by All)

Use Type Classification
Discharge Type Water System Type
Assignment Area (Entity Specific)
Site Category (Entity Specific)
Associated LOSSC Cluster

Latitude Longitude

| ID | Entity | Entity Type |
|---------------|---------------------------|------------------|
| 1970644 | OnlineRME | |
| 0012301230123 | Snohomish Health District | SEPTIC Regulator |

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.

The screenshot shows the onlineRME website interface. At the top left is the logo for "onlineRME RESPONSIBLE MANAGEMENT ENTITY". To the right are links for "Help" and "Contact". Below the logo is a "Site Search" field and a "Login" button. A left-hand navigation menu includes categories like "Site Information", "Site Work History", and "Submit Work". The main content area displays site details: "SITE NAME: DOE", "SITE ADDRESS: 123 APPLE DRIVE, CITY WA", "OWNER: John Doe", and "MANAGER:". Below this is a "Scanned Images" section with a table listing "As Built 1", "Cover Sheet", and "Application". Each row has an image icon to its right, which is highlighted by a blue arrow.

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.*