

## ATTENTION !!!

**To:** Public Water System Officials  
**From:** Mississippi State Department of Health, Bureau of Public Water Supply and Division of On-site Wastewater  
**Subject:** Internal Agency Changes  
**Purpose:** To inform the public that changes have occurred, effective **March 1, 2016**, for the processes involving:

- A “new” public water meter  
*NOTE: For homes needing an Individual On-site Wastewater Disposal System*
- Evaluation of property for an Individual On-site Wastewater Disposal System  
*NOTE: For homes that do not have access to a central wastewater collection system*
- A request to inspect an “existing” Individual On-site Wastewater Disposal System
- A request for a private water well sample
- Filing a wastewater complaint

Do not visit the local county Health Department to fill out a request (paperwork) for the above. A **new** online application process has been developed. See below for details.

- Step 1:** File a Complete Application. The application forms for “new” on-site wastewater systems are now online;
- Step 2:** Return documents. Email or mail to the physical location (see contact information and map below);
- Step 3:** Pay Fees. Once we receive a complete application, including a plot plan and legal description, you will receive an email link to an online payment system. Follow the link to pay your fee; and
- Step 4:** When your payment is successful, one of our inspectors will contact you to schedule a site visit, if necessary. If you do not receive a call within 48 hours of your receipt, then please contact us.

If you need assistance with completing an application, please contact the toll-free Wastewater Call Center at 1-855-220-0192. Call Center personnel will answer your questions, assist you with completion of forms, and assist you with our new on line payment system.

### Environmental Regions:

#### North – Randy Jones, Supervisor

Alcorn, Benton, Calhoun, Choctaw, Clay, Coahoma, Desoto, Grenada, Itawamba, Lafayette, Lee, Lowndes, Marshall, Monroe, Noxubee, Oktibbeha, Panola, Pontotoc, Prentiss, Quitman, Tallahatchie, Tate, Tippah, Tishomingo, Tunica, Union, Webster, Winston, Yalobusha

#### Central – Byron Tiller, Supervisor

Attala, Bolivar, Carroll, Claiborne, Clarke, Copiah, Hinds, Holmes, Humphreys, Issaquena, Jasper, Kemper, Lauderdale, Leake, Leflore, Madison, Montgomery, Neshoba, Newton, Rankin, Scott, Sharkey, Simpson, Smith, Sunflower, Warren, Washington, Yazoo

#### South – Ben Kelly, Supervisor

Adams, Amite, Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jefferson, Jefferson, Davis, Jones, Lamar, Lawrence, Lincoln, Marion, Pearl River, Perry, Pike, Stone, Walthall, Wayne, Wilkinson



Email: [wastewater@msdh.ms.gov](mailto:wastewater@msdh.ms.gov)

Mail: *Main Office*

Mississippi State Department of Health  
Division of On-site Wastewater  
805 South Wheatley Street, Suite 340  
Ridgeland, MS 39157

Telephone: (601) 991-6030

Facsimile: (601) 956-4019