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**Division of Environmental Health Position on  
Municipal Alterations to the HHE-200 Form  
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**This document does not represent Department policy.**

The Department of Health and Human Services, Maine Center for Disease Control and Prevention, Division of Environmental Health is responsible for promulgation of the Subsurface Wastewater Disposal Rules, CMR 241. Section 1.I of the Rules states “(a)ll subsurface wastewater disposal system permit applications (HHE-200 Forms) and supporting forms must be in a format and contain content prescribed by the Department. All applications and forms including, but not limited to, HHE-200 Forms must be the current revision as specified by the Department, at the time of completion. Alterations to the format and content of the Department’s forms are not allowed, except that additional pages may be added as necessary for any individual design.”

There have been proposals from some municipalities to alter the HHE-200 Form to accommodate local ordinances or preferences, particularly page 1. The Division has not approved any alterations to the HHE-200 Form.

The purpose of requiring use of a standardized form is to ensure that all Site Evaluators, Local Plumbing Inspectors, and applicants have access to the exact same application format statewide. Use of standardized forms also ensures that no Site Evaluator is subjected to inconsistent form requirements when working in multiple municipalities. Taken to an extreme there is potential for unnecessary confusion should many municipalities create HHE-200 Forms that are specific to themselves.

On the basis of the foregoing points, the Division does not condone the practice of municipalities altering the HHE-200 Form to accommodate local ordinances or preferences, including but not limited to, alteration of content or format such that the minimum data specified by the Division is modified or eliminated.

The Division recommends that additional pages be attached to any subsurface wastewater disposal system permits issued in lieu of modifying the HHE-200 Form, for example adding a fee schedule. Should a municipality none the less choose to adopt an unapproved version of the HHE-200 Form, the municipality alone is responsible for any adverse legal or practical effects or impacts from doing so. A municipality which has adopted an unapproved version of the HHE-200 Form may not refuse to issue a permit for an application prepared on an otherwise compliant standard HHE-200 Form.

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