

SL 2014-120 Report Burke County Environmental Health

Part 1A: On-site Water Protection: Standardize Certain Regulatory Review Procedures

- I. *Permitting Systems with design daily flows $\leq$ 3,000 total gallons per day, including EXPANSIONS [15A NCAC 18A .1936]***
 - A. Receive application with Fee, Burke County Zoning Permit, and Tax Map of Property. A legal Agent Verification is obtained when applicable
 - B. Assign application to the appropriate Environmental Health Specialist
 - C. Environmental Health Specialist meets with property owner/contractor for Site Evaluation, where holes are bored. The evaluation includes the following factors:
 - (1) Topography and Landscape Position
 - (2) Soil Characteristics
 - (3) Soil Wetness
 - (4) Soil Depth
 - (5) Restrictive Horizons
 - (6) Available Space
 - D. If the property is capable of maintaining the proper system, a permit is drawn by the Environmental Health Specialist.
 - E. The Property Owner receives a copy of the permit, a copy is retained in this office to be scanned and entered into the Munis Operation System, and a copy is given to Building Inspections for their records.
- II. *Septic Verifications (hooking onto an existing system)***
 - A. Receive Application with Fee, Burke County Zoning Permit, & Tax Map of Property.
 - B. Assign application to the appropriate Environmental Health Specialist
 - C. Environmental Health Specialist goes to property, ensures that there is a septic system on the property, that it is not failing at the time of inspection, the system is properly sized for its applied usage, and that the "SITE EVALUATION" rules are being met.

- D. The Environmental Health writes a permit that expires in sixty (60) days if structure has not been attached to system.
- E. The property owner receives a copy of the permit. This office retains a copy that is scanned and entered into the Munis Operating System. Also, Building Inspections receives a copy for their records.

III. *Repair Permits*

- A. Receive Application
- B. Assign application to the appropriate Environmental Health Specialist
- C. Environmental Health Specialist meets with property owner where a Site Evaluation is performed.
- D. A permit is drawn for the Repair (partial or full), along with instructions on abandoning the old system when applicable.
- E. The property owner receives a copy of the permit. This office retains a copy that is scanned and entered into the Munis Operating System. Also, Building Inspections receives a copy for their records.

IV. *Permitting systems with daily design flows $\geq 3,000$ total gallons per day [15A NCAC 18A .1938(e)]* (These submittals must be submitted to the State on a case-by-case basis)

- A. Receive Application with Fee, Burke County Zoning Permit, & Tax Map of Property.
- B. Assign application to appropriate Environmental Health Specialist.
- C. Notify state regarding need for review and convey materials to the State if applicable.
- D. Assist the State with processes outlined in Part 1A, Section I of the State report.

***Our office receives very few engineered septic plans, but we are involved with projects from the very start. The county's Planning & Zoning Department will request a site plan review from our office in where we have the chance to make comments on a project before any applications are even submitted. Most often an engineer will be involved from this early stage and a good working relationship can be established. When a project's septic plans are submitted, all on-site staff will review and make comments or suggestions ensuring all laws and rules are being met. We have a small on-site staff and find that with multiple reviews it greatly reduces the chance of missing any key items. The on-site staff who conducted the initial site plan review would be the main contact person on a project and forward any needed changes or recommendations to the*

engineer. If changes to a project's septic plans are needed and plans are resubmitted, the same process would be repeated with all on-site staff reviewing the new plans.

Although it is our goal to have a good working relationship with project engineers there can sometimes be disagreements on a septic systems design requirements or components. If such disagreements can't be resolved state guidance or review would be sought. Also, if a system design includes details that we are unfamiliar with or of a level of complication we are uncomfortable with permitting, it would go to state review.

Part 1B: Food Protection and Facilities: Standardize Certain Regulatory Review Procedures

- I. The Food Protection and Facilities Branch (FPF) reviews plan submittals for prototype food establishments to be franchised in multiple counties. Local Environmental Health Staff acting as authorized agents of the Department review individual food establishment plans.

Plans for construction of public swimming pools are also reviewed by local health department staff acting as agents of the Department with technical assistance from the FPF staff. Plan review checklists are used to assure uniform review for compliance with the rules.

- A. A Food Service Plan Review Application form and guidance are provided to assure all needed information is in order for approval.
- B. A public Swimming Pool Plan Review Checklist is used to check pool plans to assure all safety requirements and circulation system components are able to meet the water quality requirements.

**Part 2A: On-Site Water Protection Informal Internal Review Processes
And
Procedures to Develop and Maintain a List of Review Engineers**

- I. A list of PEs available for Informal Internal Reviews will be developed in accordance with Part 2A Section IV of the State Report.

**Part 2B: Food Protection and Facilities Branch Informal Internal
Review Processes
and
Procedures to Develop and Maintain a List of Review Engineers**

- I.** A list of PEs available for Informal Internal Reviews will be developed in accordance with Part 2A Section IV of the State Report.

Part 3A: Onsite Water Protection Review of Working Job Titles

****Burke County Environmental Health has ZERO employees with a working job title that includes the term “engineer” in the Onsite Water Protection Branch.**

Part 3B: Food Protection and Facilities Branch Review of Working Job Titles

****Burke County Environmental Health has ZERO employees with a working job title that includes the term “engineer” in the Food Protection and Facilities Branch.**