

CARTERET COUNTY HEALTH DEPARTMENT

Environmental Health Division

Session Law 2014-120, Section 29(b) Report Carteret County Environmental Health

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

Background: The Carteret County Health Department (CCHD) On-site Water Protection Section receives Regulatory Submittals for review under multiple scenarios as provided for in statute and rule. The processes for each type of review are described below.

- I. Systems with design daily flows $\geq 3,000$ total gallons per day [15A NCAC 18A .1938(e)] or for treatment of industrial process wastewater (IPWW) [15A NCAC 18A .1938(f)].
 - A. Receive application
 - A. Assign staff
 - B. Notify state regarding need for review and convey materials to the State
 - C. Assist the State with processes outlined in Part 1A, Section I of the State report
- II. Design plans and specifications pursuant to Rule .1938(f).
 - A. Receive application
 - A. File a Request for Review describing which elements of the Submittal the OSWP should review.
 - B. Convey the Regulatory Submittal and Request to Review to the OSWP.
 - C. Assist the State with processes outlined in Part 1A, Section II.B of the State report
- III. Design daily flow review pursuant to Rule .1949;
 - A. Receive application
 - B. File Request for Review for a proposal submitted based on Rule .1949 and convey it to the OSWP with the Regulatory Submittal.
 - C. Assist the State with processes outlined in Part 1A, Section II.A of the State report
- IV. Design plans and specifications pursuant to Rule .1948(d);
 - A. Receive application
 - B. File Request for Review for a proposal submitted based on Rule .1948(d) and convey it to the OSWP with the Regulatory Submittal.
 - C. Assist the State with processes outlined in Part 1A, Section II.C of the State report
- V. Design plans and specifications for flow reduction utilizing low-flow fixtures or low-flow technologies pursuant to Session Law 2013-413 or 2014-120. *(These submittals may be submitted to the State on a case-by-case basis. In those cases, procedures outlined in Section II above apply.)* The procedure below is for reviews conducted on the local level only.
 - A. Receive application
 - B. Conduct Review
 - C. Provide a response to the Submitting Party that includes:
 - a. *An approval of the system* engineering plans and specifications, or
 - b. *A request for revisions* that include:

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- (a) A section detailing any required revisions with citation of applicable statute or rule(s);
 - (b) A section detailing any suggested or recommended revisions based upon current knowledge base (guidance, manuals or standards of practice).
- c. *A request for additional information* that includes:
 - (a) A section detailing any required additional information with citations of applicable statute or rule(s) and;
 - (b) A section detailing any suggested additional information based upon current knowledge base (guidance, manuals, or standards of practice).
 - (c) Detailed listing of fixtures and practices that will be used in the facility to achieve flow reduction.

VI. Any other regulatory submittal for onsite wastewater system permitting, including, but not limited to design plans and specifications pursuant to Rules .1938(d).

- A. Receive application
- B. Assign Staff
- C. Conduct Review
- D. Consult with OSWP (Regional Soil Scientist and/or State Engineer), as needed.
- E. Provide a response to the Submitting Party that includes:
 - a. *An approval of the system* engineering plans and specifications, or
 - b. *A request for revisions* that include:
 - (a) A section detailing any required revisions with citation of applicable statute or rule(s);
 - (b) A section detailing any suggested or recommended revisions based upon current knowledge base (guidance, manuals or standards of practice).
 - c. *A request for additional information* that includes:
 - (a) A section detailing any required additional information with citations of applicable statute or rule(s) and;
 - (b) A section detailing any suggested additional information based upon current knowledge base (guidance, manuals, or standards of practice).
 - (c) Detailed listing of fixtures and practices that will be used in the facility to achieve flow reduction.

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

The Carteret County Health Department Environmental Health staff, acting as authorized agent of the state review plans for foodservice establishments that are not chains or franchise establishments. Plans for construction of public swimming pools are reviewed by an authorized agent of the state. Plan review checklists are used to assure uniform review for compliance with the rules. Technical assistance is provided as needed from the state's Food Protection and Facilities staff.

- I. A Food Service Plan Review Application form and guidance are provided to assure all needed information is in order for approval.
 - A. Receive application
 - B. Assign staff
 - C. Review plans in accordance with 15A NCAC 18A.2600.
 - D. Plan review letter issued to applicant detailing any conditions the need to be met to comply with rules.
- II. A Public Swimming Pool Construction application form and guidance are provided to assure all needed information is in order for approval.
 - A. Receive application
 - 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.
 - C. Provide a response to the submitting party that includes:
 1. An approval of Public Swimming Pool engineering plans and specifications, or
 2. If approval is not granted on a submittal, the submitting party is notified of which rules are not met and what problems need to be corrected upon resubmittal. They are also giving the formal appeals procedure, explaining that there is a 30-day window for formal appeals.
 - a. A request for revisions that include:
 - i. A section detailing any required revisions with citation of applicable statute or rule(s);
 - ii. A section detailing any suggested or recommended revisions based upon current knowledge base (guidance, manuals, or standards of practice).
 - b. A request for additional information that includes:
 - i. A section detailing any required additional information with citations of applicable statute or rule(s) and;
 - ii. A section detailing any suggested additional information based upon current knowledge base (guidance, manuals, or standards of practice).
 3. If resubmittal does not fully comply with the rules, the process of resubmittal may be repeated or notification will be given that the plans are not approved, and what rules are not met.

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

This department does not maintain a qualified Professional Engineer (PE) on staff, and so does not employ specific local procedures for informal internal review of On-site Water protection submittals filed by a Professional Engineer.

- I. If a Submitting Party requests an Informal Internal Review of an engineered design by this department, the request will be forwarded to the State in accordance with Part 2A Section III of the State report.
- II. 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 Informal Internal Review Processes
and
Procedures to Develop and Maintain a List of Review Engineers**

This department does not maintain a qualified Professional Engineer (PE) on staff, and so does not employ specific local procedures for informal internal review of Food Protection and Facilities submittals filed by a Professional Engineer.

- I. If a Submitting Party requests an Informal Internal Review of an engineered design, the request will be forwarded to the State in accordance with Part 2B Section II of the State report.
- II. A list of PEs available for Informal Internal Reviews will be developed in accordance with Part 2B Section III of the State report

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

- I. Review the Working Job Titles of every employee with job duties that include the review of Regulatory Submittals
 - A. Working job titles for all environmental health employees on staff for the Carteret County Health Department were reviewed. None of the Position Titles have the term “engineer” associated with the title.

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

II. Review the Working Job Titles of every employee with job duties that include the review of Regulatory Submittals

- A. Working job titles for all environmental health employees on staff for the Carteret County Health Department were reviewed. None of the Position Titles have the term “engineer” associated with the title.