

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

Reference Session Law 2014-120, Section 29.(b).

Background: Catawba County Public Health (CCPH) On-site Water Protection (OSWP) Section receives Regulatory Submittals for review under multiple scenarios as provided for in accordance with the *NC Laws and Rules for Sewage Treatment and Disposal Systems* (15A NCAC 18A .1900) and appropriate General Statutes. Additionally, many if not most engineered design proposals, are initially submitted locally as part of a cooperative relationship with the design engineer in order to facilitate a smoother review process and to assist as much as possible in expedited review and approval of the project. The general processes for each type of review are described below.

I. Systems with design daily flows > 3,000 total gallons per day 15A NCAC 18A.1938 (e) or treatment of industrial process wastewater 15A NCAC 18A .1938(f).

- A. Receive application and subsequent engineered plans/proposals
- B. Assign staff (usually assigned to Environmental Health (EH) Supervisor)
- C. Notify state regarding need for formal review and convey materials to the State as required or requested by the design engineer
- D. Assist the State OSWP Branch Engineer with review processes by providing preliminary review of engineered proposals, meeting with engineer to review and discuss initial recommendations, provide local liaison with design engineer as reviews and recommendations are provided, and forward any pertinent information and recommendations to the OSWP Branch engineer reviewing the project.
- E. Expedite permitting process upon receipt of State approvals

II. Design plans and specifications pursuant to Rule .1938(f).

- A. Receive application and subsequent engineered plans/proposals
- B. Assign staff (usually assigned to Environmental Health (EH) Supervisor)
- C. Notify state regarding need for formal review and convey materials to the State as required or requested by the design engineer
- D. Assist the State with processes as outlined in Part ID of this report
- E. Expedite permitting process upon receipt of State approvals

(Note: Design proposals forwarded to OSWP Branch for review may be concurrently treated as an *informal* review with Branch engineer acting in an advisory capacity when “specified by the local health department”, depending on the complexity of the proposal and agreement of the design engineer.)

III. Design daily flow review pursuant to Rule .1949;

- A. Receive application and subsequent engineered plans/proposals
- B. Assign staff (usually assigned to Environmental Health (EH) Supervisor)
- C. Notify state regarding need for formal or informal review and convey materials to the State OSWP Branch engineer as required or requested by the design engineer
- D. Assist the State with processes as outlined in Part ID of this report

IV. Design plans and specifications for flow reduction utilizing low-flow fixtures or low-flow technologies pursuant to Session Law 2013-413 or 2014-120.

- A. Receive application and subsequent engineered plans/proposals
- B. Assign staff (usually assigned to Environmental Health (EH) Supervisor)
- C. Notify state regarding need for formal or informal review and convey materials to the State OSWP Branch engineer as required or requested by the design engineer
- D. Assist the State with processes as outlined in Part ID of this report

V. Any other regulatory submittal, including, but not limited to design plans and specifications pursuant to Rule .1938

- A. Receive application and subsequent engineered plans/proposals
- B. Assign staff (usually assigned to Environmental Health (EH) Supervisor)
- C. Conduct initial review in consultation with design engineer to determine if formal review is necessary and proceed with formal or informal review process as appropriate and outlined in Part ID. Informal reviews are performed as consultative processes with the design engineer and may be locally approved with OSWP Branch engineer and/or Regional Soil Scientist acting in an advisory capacity as needed.
- D. Provide a response to the applicant or his design engineer that includes:
 - a. *An approval of the system* engineering plans and specifications and subsequent permit(s), 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).

Note: Revision requests may occasionally be provided in an informal process or discussion with the design engineer when such items are mutually agreed upon, and subsequent permits issued based on adherence to these revision requests by the design engineer.

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

Reference Session Law 2014-120, Section 29. (b).

The Catawba County Public Health Department Environmental Health staff reviews both food service establishments and public swimming pools plans. A checklist for both food service and public swimming pools are used during the plan review process to insure compliance with the state rules.

- 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, plans, equipment specs and menu
 - B. Food, Lodging and Institution supervisor reviews plans
 - C. Reviews plans in accordance with 15A NCAC 18A.2600
 - D. Once the plans are approved, a letter goes out to the applicant detailing conditions that need to be met to comply with the rules
- II. A public Swimming Pool Plan Review Checklist is used to check pool plans to assure all safety requirements including circulation system components are met.
 - A. Receive application, plans and equipment specs
 - B. All environmental health field staff review the plans
 - C. Review plans in accordance with 15A NCAC 18A.2500
 - D. Once the plans are approved, a letter goes out to the applicant detailing conditions that need to be met to comply with the rules

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

Reference Session Law 2014-120, Section 29.(c).

Catawba County Public Health does not specify an informal internal review process that is provided by written policy or procedure, but as a matter of course to provide these services as part of the ongoing professional services offered. Such reviews are conducted in consultation and in cooperation with local design engineers and consultants, and is entirely voluntary. Otherwise, informal reviews may be performed as a local service. Informal reviews requiring OSWP Branch personnel consultation and/or assistance are handled accordingly, with local EH personnel acting as liaison with the state. Otherwise, informal review requests will be processed

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as follows:

- 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 2A Section III of the State report.
- II. A list of local professional engineers has been developed in accordance with Part 2A Section IV of the State report and is maintained to assist in review processes as needed and as a resource for client referrals.

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

Catawba County Public Health does not specify an informal internal review process that is provided by written policy or procedure, but as a matter of course to provide these services as part of the ongoing professional services offered. Such reviews are conducted in consultation and in cooperation with local design engineers and consultants, and is entirely voluntary. Otherwise, informal reviews may be performed as a local service. Informal reviews requiring OSWP Branch personnel consultation and/or assistance are handled accordingly, with local EH personnel acting as liaison with the state. Otherwise, informal review requests will be processed as follows:

- III. 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 2A Section III of the State report.
- IV. A list of local professional engineers has been developed in accordance with Part 2A Section IV of the State report and is maintained to assist in review processes as needed and as a resource for client referrals.

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

V. *Reference Session Law 2014-120, Section 29.(h).*

The working title and position descriptions of all Catawba County Public Health Environmental Health staff who review Regulatory Submittals for On-site Water Protection were reviewed with Catawba County Human Resources. NO Environmental Health positions have engineer in their title. All positions and titles subject to review Regulatory Submittals are listed below:

- A. Environmental Health Supervisor
- B. Environmental Health Specialist

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

Reference Session Law 2014-120, Section 29.(h).

The working title and position descriptions of all Catawba County Public Health Environmental Health staff who review Regulatory Submittals for Food Protection and Facilities were reviewed with Catawba County Human Resources. NO Environmental Health positions have engineer in their title. All positions and titles subject to review Regulatory Submittals are listed below:

- A. Environmental Health Supervisor
- B. Environmental Health Specialist

Report to the Environmental Review Commission

Pursuant to S.L. 2014-120, Sec. 29 REFORM AGENCY REVIEW OF ENGINEERING WORK

January 14, 2015

Name of Local Government Unit: *Chatham County*

Approved/delegated program subject to reporting requirements:

☒ Sedimentation/erosion control

☒ Stormwater

☐ Water/sewer

☐ Cross-connection

☐ 401 certifications

☐ Other *Type program name*

Rachael Thorn

Signature of report preparer

January 8, 2014

Date

*Submit this report electronically to Mariah Matheson, Commission Assistant,
Environmental Review Commission, at Mariah.Matheson@ncleg.net.*

Name of local government unit: Chatham County

☒ Check to indicate that this plan review program implemented procedures whereby plan reviewers distinguish between plan changes that are required by statutory or other legal authority and those that the reviewer offers as suggestions for improvement. Refer to S.L. 2014-120, Section 29.(b)(1) for further details about this requirement.

☒ Check to indicate that this plan review program identifies the statutory or regulatory authority for any revisions or requests for additional information that are required by the program in order to grant the requested plan permit, approval, or license. Refer to S.L. 2014-120, Section 29.(b)(2) for further details about this requirement.

☒ Check to indicate that this plan review program implemented procedures for local governments to follow when (1) a Professional Engineer submits a sealed design or practice that is not in the local government's guidance, manuals, or standard operating procedures, and (2) the submitting Professional Engineer requests additional internal review of that design or practice. Refer to S.L. 2014-120, Section 29.(c)(1) for further details about this requirement.

☒ Check to indicate that this plan review program established a procedure whereby the plan reviewer's supervisor OR the approving/delegating state agency can provide further review and oversight of these design details. Refer to S.L. 2014-120, Section 29.(c)(1) for further details about this requirement.

☒ Check to indicate that this plan review program either employs a Professional Engineer who can conduct further review of these innovative designs, or maintains a list of consulting Professional Engineers of the local government unit's choice that may conduct this review, if requested by and paid for by the submitting Professional Engineer. Refer to S.L. 2014-120, Section 29.(c)(1) for further details about this requirement.

☒ Check to indicate that this plan review program established an informal internal process to address disputes when a plan reviewer identifies a change to the plans as being "required" under a specific, identified legal authority. Refer to S.L. 2014-120, Section 29.(c)(2) for further details about this requirement.

☒ Check to indicate that this plan review program discontinued use of the word "engineer" in the job titles of all program employees whose responsibilities include review of plans in affected programs, *unless* those employees hold Professional Engineer licenses. Refer to S.L. 2014-120, Section 29.(h) for further details about this requirement.

Name of local government unit: Chatham County

☒ Check to indicate that this plan review program reviewed the titles of all employees conducting plan reviews for this program. Refer to S.L. 2014-120, Section 29.(h)(1) for further details about this requirement.

☒ Check to indicate that this plan review program proposed revisions to those employees' job titles in order to eliminate use of the word "engineer" when publicly identifying those employees, if those employees do not hold Professional Engineer licenses. Refer to S.L. 2014-120, Section 29.(h)(2) for further details about this requirement.