

SL 2014-120 Report - Craven County Health Department

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

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

Background: Various types of regulatory submittals for review may be received by the Craven County Health Department's Onsite Water Protection Section. The review of submitted materials is limited to ensuring regulatory compliance. Local standard operating procedure is to utilize state staff for assistance in every case in which an engineered design is received.

- 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)].
These types of submittals require state review by statute.
 - 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). *(This is typically an engineered design that does not specifically require State review, but for which this department requests State assistance regarding one or more aspects of the design.)*
 - A. Receive application
 - B. File a Request for Review describing which elements of the Submittal the OSWP should review.
 - C. Convey the Regulatory Submittal and Request to Review to the OSWP.
 - D. 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; *(The local health department is only requesting assistance with determination of the proposed flow for a facility.)*
 - D. Receive application
 - E. File Request for Review for a proposal submitted based on Rule .1949 and convey it to the OSWP with the Regulatory Submittal.
 - F. 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); *(Proposals intended to overcome an UNSUITABLE classification)*
 - 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 per statute. Local standard operating procedure is to submit all such proposals to the state for assistance. 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:
 - (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).

Part 1B: Food, Lodging and Institutions Section: Standardize Certain Regulatory Review Procedures

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

- I. The Food, Lodging and Institutions (FLI) Environmental Health Supervisor, acting as an authorized agent of the state, reviews individual food establishment plans. Plans for construction of public swimming pools are also reviewed by the FLI supervisor acting as an agent of the state, with technical assistance from the state's Food Protection and Facilities (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

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

This section refers specifically to a request for Informal Internal Review of an *engineered design*.

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. Instead, this department requests qualified State staff to assist with such submittals.

Procedures for possible scenarios are described below.

- 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. Should qualified state personnel be unavailable, unable or unwilling to assist, this department will utilize the list of Review PEs available for Informal Internal Reviews, as developed and maintained by the state in accordance with Part 2A Section IV of the State report.

**Part 2B: Food, Lodging and Institutions Section Informal Internal Review Processes
and
Procedures to Develop and Maintain a List of Review Engineers**

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

- 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 by the state in accordance with Part 2B Section III of the State report.

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

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

- I. A review of the working job title and job descriptions of every employee in the Craven County On-site Water Protection Section was performed. For further clarification, the Craven County Human Resources Office may be contacted at (252) 636-6602.
 - A. Any of the current 5 staff positions in the Craven County On-site Water Protection Section may review submittals, utilizing state personnel or equivalent for assistance as per Part 1A (Sections I through V) and Part 2A of this report. None of the local position descriptions require that the employee be a licensed PE.
 - B. The Craven County Health Department's On-site Water Protection Section has zero employees with a working job title that includes the term "engineer".

Part 3B: Food, Lodging and Institutions Section Review of Working Job Titles

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

- I. Review the Working Job Titles and position job descriptions of every employee with job duties that include the review plans.
 - A. According to position job descriptions, one position in the Food, Lodging and Institutions Section of the Craven County Health Department conducts reviews of engineering plans. None of the position descriptions require that the employee be a licensed PE.
 - B. No staff positions are referred to as engineer in the position description.