

**Template for Local Health Department use in preparing the report required pursuant to Session Law 2014-120, Section 29.(b).**

The State has prepared this template for use by local departments in fulfilling the reporting requirements relative to the referenced Session Law. The format of the template mirrors that used in the State's report for your convenience. Each section includes a description of the information your department must provide.

# SL 2014-120 Report *Haywood County*

## *Health and Human Services Agency*

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

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

*Background: Describe the types of review your agency performs relative to On-site Water Protection Branch (OSWP) and what methods you use to ensure that reviews are limited to regulatory compliance. Reference the State's report as appropriate, including when/where you utilize State staff for assistance with regulatory submittal review.*

- I. *First type of regulatory submittal received*
  - A. *A description of the steps in the review, approval, and permit issuance process (listing each step separately if desired)*
- II. *Second type of regulatory submittal received*
  - A. *A description of the steps in the review, approval and permit issuance process (listing each step separately if desired)*

#### **EXAMPLES:**

- 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
  - B. Assign staff
  - C. Notify state regarding need for review and convey materials to the State
  - D. 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 the local 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.)*
  - A. Receive application

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- 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); *(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. 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).
- VI. Any other Regulatory Submittal for onsite wastewater system permitting
- A. Describe your processes.**

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

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

Background: Describe the types of review your agency performs relative to Food Protection and Facilities and what methods you use to ensure that reviews are limited to regulatory compliance. Reference the State's report as appropriate.

- I. First type of Regulatory submittal
  - A. A description of the process
  - B. Etc.

**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).*

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

If your department has specific local procedures for Informal Internal Review of On-site Water Protection Regulatory Submittals filed by a PE, *describe your process as the first item in this section*. Note that if you do not employ a qualified PE, you may create and maintain your own list of private sector consultants to fulfill that requirement as described in the Session Law.

Many departments will instead default to the State mechanism described in our report. If that is you, reference Part 2A Section III of the State report for an Informal Internal Review Process and Part 2A Section IV of the State report for developing and maintaining a list of PEs for Informal Internal Reviews:

- 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 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**

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

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

If your department has specific local procedures for Informal Internal Review of FPF Regulatory Submittals filed by a PE, *describe your process as the first item in this section*. Note that if you do not employ a qualified PE, you may create and maintain your own list of private sector consultants to fulfill that requirement as described in the Session Law.

Many departments will instead default to the State mechanism described in our report. If that is you, reference Part 2B Section II for an Information Internal Review Process and Part 2B Section III of the State report for developing and maintaining a list of PEs for Informal Internal Reviews:

- 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.

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

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

Note: you must research this through your own HR folks.

- I. Provide a simple description of how you researched working job titles of every local On-site Water Protection employee on your staff with job duties that include review of Regulatory Submittals here.
  - A. If you have ZERO employees with a working job title that includes the term “engineer”, state that in this section. You are done.
  - B. If you employ persons in positions that are referred to as an “engineer” but are not licensed as such in NC, you must outline measures and revisions to eliminate this. See the State report for the respective approaches for OSWP and FFP since they differ.
  - C. Note that the Session Law only requires that you review and propose any revisions prior to submitting the report. That is, revisions need not be accomplished prior to sending the report.

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

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

See note under Part 3A

- I. Provide a simple description of how you researched working job titles of every local Food Protection and Facilities employee on your staff with job duties that include review of Regulatory Submittals here.
  - A. If you have ZERO employees with a working job title that includes the term “engineer”, state that in this section. You are done.
  - B. If you employ persons in positions that are referred to as an “engineer” but are not licensed as such in NC, you must outline measures and revisions to eliminate this. See the State report for the respective approaches for OSWP and FFP since they differ.
  - C. Note that the Session Law only requires that you review and propose any revisions prior to submitting the report. That is, revisions need not be accomplished prior to sending the report.