

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

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

Background: The Hoke County Health Department (HCHD) 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 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).
 - 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 IB 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 IC 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.
 - 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, including, but not limited to design plans and specifications pursuant to Rules .1938(d),.1938(e)
- 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).

Part 1B: Food Protection and Facilities: Standardize Certain Regulatory Review Procedures
Reference Session Law 2014-120, Section 29. (b).

Background: The Hoke County Health Department environmental health staff reviews individual foodservice establishment plans. Plans for construction of public swimming pools are also reviewed by the Hoke County Health Department environmental health staff with technical assistance from the FPF staff. Plan review checklists for food service establishments and pools are used to assure uniform review for compliance with the 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
 - 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 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.
- A. Receive application
 - B. Assign staff
 - C. Review plans in accordance with 15A NCAC 18A.2500.
 - D. Plan review letter issued to applicant detailing any conditions the need to be met to comply with 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).

Background: The Hoke County Health Department does not have neither an Informal Internal Review Process, nor Procedures to Develop and Maintain a List of Review Engineers. By default the Hoke County Health Department utilizes the state mechanism as described below.

- 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).

Background: The Hoke County Health Department does not have neither an Informal Internal Review Process, nor Procedures to Develop and Maintain a List of Review Engineers. By default the Hoke County Health Department utilizes the state mechanism as described below.

- I. Differences of opinion regarding the interpretation of a rule may be resolved through an informal review as provided in rule 15A NCAC 18A .2676.
- II. 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.

III. A list of PEs available for Informal Internal Reviews will be developed in accordance with Part 2B Section III of the State report.

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

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

- 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 Hoke County Health Department was reviewed and verified with Human Resources. None of the Position Titles have the term “engineer” associated with the title.

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

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

- 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 Hoke County Health Department were reviewed and verified with Human Resources. None of the Position Titles have the term “engineer” associated with the title.