

**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. Local departments may reference the State report as appropriate.~~

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 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

I. Systems with design daily flows > 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

II. 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

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

III. 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

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. (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;

~~(a)~~(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: 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. Food, Lodging, Institutions and Public Swimming Pools
 - A. Application is submitted
 - B. Plans reviewed by assigned staff, unless plans submitted are for a franchise.
 - C. All discrepancies are reviewed with applicant. If no resolution is reached, reference section 1B of SL 2014-120 Report DHHS DPH EHS.

**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).

- I. 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).

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

No working job titles of engineer.

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

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

No working job titles of engineer.