

SL 2014-120 Report Onslow County Health Department, Environmental Health Division

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.

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

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

Background: The On-site Water Protection Section of the Onslow County Health Department, Environmental Health Division (OCHD/EH) 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 >3,000 total gallons per day [**15A NCAC 18A.1938 (e)**] or the treatment of industrial process wastewater (IPWW) [**15A NCAC 18A.1938 (f)**].
 - A. An application is received.
 - B. OCHD/EH reviewers: Assigned to the Program Specialist or the Environmental Health Supervisor.
 - C. Notify the State regarding the 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. Any wastewater system which meets one or more of the conditions pursuant to **15A NCAC 18A.1938 (d)** that requires design by a registered professional engineer.
 - A. An application is received resulting in the issuance of a wastewater system required to be designed by a professional engineer.
 - B. Optional and/or required pre-construction meeting: The owner or their consulting Professional Engineer (PE) may be required or may request a preconstruction meeting to review preliminary project information based on rules, procedures and requirements.
 - C. Engineered design is submitted for review prior to issuance of the Authorization to Construct.
 - D. OCHD/EH reviewers: Most plans will be reviewed by the Program Specialist or the Environmental Health Supervisor. The Soil Scientist or Environmental Health Specialists (EHS) who wrote the permit may also be assigned to the review.
 - E. State assistance will be requested, as needed.
 - F. Assist the State with processes outlined in Part 1A, Section II.B of the State report

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III. Design plans and specifications pursuant to **15A NCAC 18A.1942 (h), 15A NCAC 18A.1948 (d), 15A NCAC 18A.1949 (b)** or for any other design plans and specifications and/or documentation/evidence submitted for review by a registered professional engineer.

- A. An application is received, along with design plans or other specifications prepared by a registered professional engineer.
- B. OCHD/EH reviewers: Plans/design/documentation will be reviewed by the EHS assigned the application (with support from the Program Specialist and/or the Environmental Health Supervisor).
- C. State assistance will be requested, as needed.
- D. Assist the State with processes outlined in Part 1A, Section II.B of the State report.
- E. Provide a response to the Submitting Party that includes:
 - a. An approval of the system, engineering plans and specifications, or
 - b. Request for revisions, or
 - c. Request for more information.

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;

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- (b) A section detailing any suggested additional information based upon current knowledge base (guidance, manuals, or standards of practice).

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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. A Food Service Plan Review Application, submission checklist, and information requirements for plans are provided to assure all needed information is submitted for review.
 - A. Receive application
 - B. Plans reviewed by assigned staff. Franchised and chain type plans are submitted to Environmental Health Section, Plan Review Unit.
 - 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. Plans reviewed by assigned 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.

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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*.

Reference Section 2A of SL 2014-120 Report DHHS DPH EHS

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*.

Reference Section 2A of SL 2014-120 Report DHHS DPH EHS

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

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

- 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. Onslow County Health Department, Environmental Health does not have a working job title that includes the term “engineer”.

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

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

- 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. Onslow County Health Department, Environmental Health does not have a working job title that includes the term “engineer”.