



1717 W 5<sup>th</sup> Street     Greenville, NC 27834     252-902-3206

## **Pitt County Health Department SL 2014-120 Report**

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

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

Background: Pitt County Environmental Health receives Regulatory Submittals for review under multiple scenarios as provided for in statute and rule. The following is a description of how each of these reviews are performed:

- 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 IB 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 IC 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 describes an in-house review.

- 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).

V. Design plans, specifications, and hydrostatic testing for Alternative Pipe Materials used in force mains between the outside of the pump tank and the drainfield. (These submittals occur when a pipe type other than the industry standard Schedule 40 pressure rated PVC is used. 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 request for use of alternative pipe
- B. Conduct review of request using Section 3 of the State guidance document titled "Alternative Pipe Materials for use in Septic Systems" dated October 18, 2005
- C. Provide a response to the Submitting Party that includes:
  - 1. An approval of the use of the alternative pipe
  - 2. 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)
  - 3. 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)
- D. After installation, conduct a review of the required hydrostatic testing to ensure that it complies with Rule .1955(o)(4)
  - 1. Provide a response to the Submitting Party that includes:
    - (a) An approval of the alternative pipe installation
    - (b) Denial of the alternative pipe installation (An approval can be issued after leaks are repaired to ensure compliance with Rule .1955 (o) (4))

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

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

Background: Pitt County Environmental Health conducts plan reviews for permitting regulated establishments such as: Restaurants, Food Stands, Meat Markets, School Cafeterias, Nursing or Assisted Care Facility Cafeterias, Hospital Cafeterias, College Cafeterias, Limited Food Establishments, Catering Facilities, Mobile Food Units, Push Carts, Lodging Full Service Restaurants, Commissaries, Elderly Nutrition Sites conducting food preparation, Culinary Restaurants in High Schools, Middle Schools, Private Schools, and Temporary Food Establishments associated with festivals. Plans for construction of public swimming pools are also reviewed by local health department staff acting as agents of the Department with technical assistance from the state's NCDHHS-DEH Food Protection and Facilities Branch staff.

### **Food Protection & Facilities Process:**

No permit to operate shall be issued to a person or entity until an evaluation by Pitt County Environmental Health Food and Lodging has determined the facility or entity complies with all rules as defined in 15A NCAC 18A .2602.

1. Permits are required for new establishments, existing establishments changing ownership as per 15A NCAC 18A .2602. Applications for permitting are to be submitted to Pitt County Environmental Health 1717 W 5<sup>th</sup> Street, Greenville, NC 27834. Prototype or Franchised Facilities plans and applications are to be submitted to: North Carolina Department of Health Human Services Division of Public Health 1632 Mail Service Center Raleigh, NC 27699-1632.
2. An application using either NC Department of Health & Human Services Division of Public Health Environmental Health Section Food Establishment Plan Review Application or Pitt County Environmental Health Plan Review Application must be submitted 30 days in advance of opening of the facility or change of ownership.
3. Applications for permits and plan review submitted are to include completed application, scale drawing or professional drawings with equipment list, specifications, menu, procedures and lighting, plumbing and electrical information.
4. Fees for new facilities or change of use will be \$200.00 per facility.

5. A review of the application/plans will be conducted by the Environmental Health Supervisor or other staff member assigned within 2 weeks of receipt of application.
6. Accepted applications are logged into department's Plan Review Spreadsheet.
7. A plan review letter is sent to the applicant with approval of the application or next steps needed to approve the application.
8. Upon approval of the application a pre-opening inspection is conducted with any noncompliant issues addressed in writing necessary to obtain a permit.
9. A final inspection is conducted upon determination of compliance of the facility and all other approvals completed such as building inspections, fire inspections and utility inspections.
10. Permits are written upon acceptance or in cases of changes of ownership to existing facilities a transitional permit may be written as per 15A NCAC 18. 2602.
11. Throughout the process the applicant can request meetings to review the process, next steps or if denied can request both an informal or formal review.

#### PublicSwimming Pools Process:

No permit to operate shall be issued to a person or entity until an evaluation by Pitt County Environmental Health has determined the facility or entity complies with all rules as defined in 15A NCAC 18A .2500.

2. Publicswimming pool plans and specifications must be prepared by a registered design professional if required by G.S. 89C Engineering or G.S. 83A Architecture, as specified in 15A NCAC 18A .2509.
3. A publicswimming 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.
4. The Department shall approve, disapprove, or provide written comments on plans and specifications within 30 days of their receipt. If such action is not taken within 30 days, the plans and specifications shall be deemed approved.
5. The swimming pool contractor must contact the environmental health office when pool pipes are in place and visible so that the environmental health specialist may conduct an open-pipe inspection of the pool piping.
6. Prior to issuance of the operation permit, the owner shall submit to the environmental health office a statement signed by the registered design professional stating that construction is complete and in accordance with approved plans and specifications and approved modifications. Observation and construction and a final inspection for design compliance by the certifying registered design professional or his representative are required for this statement.
7. Throughout the process the applicant can request meetings to review the process, next steps or if denied can request both an informal or formal review.

**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)*

Pitt County Environmental Health will default to the State mechanism for handling both informal internal reviews and developing and maintaining a list of Review Engineers. This will be accomplished through the following steps:

- 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.

**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)*

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 of the State report.

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

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

Pitt County Environmental Health does not have any employees with a working job title that includes the term “engineer”. All job titles in Pitt County follow designations determined by the NC Office of State Personnel.

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

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

Pitt County Environmental Health does not have any employees with a working job title that includes the term “engineer”. All job titles in Pitt County follow designations determined by the NC Office of State Personnel.