

On-Site Wastewater Authorization Procedures

Original Set

(Please make all copies and discard all
previous forms)

Authorization Procedures Revised
February 22, 2012

On-Site Wastewater Authorization Procedures

Environmental Health Section, On-Site Wastewater Branch

PRELIMINARY ACTIVITIES

Initial/Date Completed

- _____ 1. The applicant shall successfully complete Initial Intern Training by the Environmental Health Section, DHHS.
- _____ 2. The local health department shall train the applicant to keep daily records of time and activities, and to use forms properly.
- _____ 3. The supervisor shall assign the applicant to an authorized environmental health specialist in the department to learn routine procedures of fieldwork. If no authorized environmental health specialist is available in the interns' department the regional specialist shall find an alternate location for this training. The local health directors of both health departments will be involved in the negotiations concerning training time and location.
- _____ 4. The supervisor and the regional specialist shall discuss and determine if the applicant will accompany the regional soil specialist whenever the regional specialist is doing consultation in that county.
- _____ 5. The supervisor shall supply the applicant with the necessary equipment to enforce the laws and rules and assure that the applicant is familiar with the use of all equipment.
- _____ 6. The supervisor shall assign the applicant to an authorized environmental health specialist for practice of skills and knowledge in the following specific areas:

Laws, rules, policies, and forms
Site/soil evaluation
System design

Final inspection of systems
System repair
On-site wastewater system construction

FIELD PRACTICE & REVIEW

Initial/Date Completed

- _____ 1. Independently evaluate and complete at varying site conditions
 - Site Evaluation form (20), and
 - mock Improvement Permit(s) (I.P.) including Construction Authorization (C.A.) (20), or
 - mock letter(s) of denial. At least one mock letter of denial shall be written out of the 20 sites evaluated.

The mock Improvement Permits and the Authorization of Wastewater Systems Construction (C.A.) shall include a scale drawing, which depicts the property with systems' location and design. This may be accomplished by assigning the applicant to sites that have been recently evaluated by an authorized environmental health specialist.

- _____ 2. With an authorized on-site wastewater environmental health specialist present, conduct at least ten inspections of sewage system installations. One of the ten must be for the repair of an existing sewage system. The applicant must complete a mock Operation Permit for each installation evaluated. The authorized environmental health specialist shall sign the official Operation Permit for each installation. The supervisor shall review both Operation Permits from each installation and resolve any differences. A copy of these documents and the On-Site Wastewater Delegation Procedures, initialed and dated as completed, shall be forwarded to the regional specialist when the request for delegation of authority is made.
- _____ 3. For Migrant Housing, the applicant shall conduct evaluations of at least three existing on-site wastewater systems and on-site water supplies for compliance with 15A NCAC 18A .1700 and .1900 rules in the presence of an environmental health specialist authorized in a program other than Childhood Lead Poisoning Prevention. The evaluations may be conducted at any location with an on-site water supply and wastewater system.

A review of the records on file and a site visit shall be made for each evaluation. A water sample shall be

collected at each of the sites visited. An inspection form for each site visited shall be completed by the applicant and reviewed and co-signed in the field by the authorized agent. Complete three of each form: *Preoccupancy Evaluation Report of Drinking Water Supply and Wastewater Facilities for Migrant Housing*.

For each site evaluated, the following file shall be developed for review and comments made by the supervisor. The applicant shall forward this file to the regional specialist when the request for delegation of authority is made:

- A. Plat
- B. Application
- C. Soil/site Evaluation form completed by the applicant
- D. Mock I.P. and C.A. or denial letter completed by the applicant. (If no applications are denied the file shall include at least one mock letter of denial.)
- E. *Bacteriological Analysis of Water Sample* (DHHS 1294)
- F. *Preoccupancy Evaluation Report of Drinking Water Supply and Wastewater Facilities for Migrant Housing* (DHHS 3765)
- G. *Inspection of Residential Care Facility* (DHHS 2094)
- H. Comment sheet for each of the twenty applications reviewed by the supervisor
- I. Items A - D as completed by the authorized environmental health specialist

NOTE: If upon reviewing the file, the regional specialist finds that the applicant needs additional practice, the evaluation for authorization may be postponed until that practice has taken place. To make best use of everyone's time, it is the supervisor/health director's responsibility to see that the applicant has sufficient field practice to prepare the applicant for authorization.

SCHEDULING THE EVALUATION FOR AUTHORIZATION

Initial/Date Completed

- _____ 1. When the applicant has completed the PRELIMINARY ACTIVITIES and FIELD PRACTICE & REVIEW, the applicant shall provide the following to the Environmental Health Section:
 - A. A properly completed *On-Site Wastewater Authorization Procedures Document* **AND** the Application for Authorization.
 - B. As of April 1999, Identification Cards will be issued in a digital format Digital images can be taken at the Raleigh Environmental Health Section offices. We will also accept images sent in by the applicant via e-mail.

Send to: ENVIRONMENTAL HEALTH SECTION
OFFICE OF EDUCATION & TRAINING
1632 MAIL SERVICE CENTER
RALEIGH NC 27699-1632
- _____ 2. The applicant shall forward the files generated in FIELD PRACTICE & REVIEW to the regional specialist.
- _____ 3. The Environmental Health Section will contact the appropriate regional specialist who will set an appointment to work with the applicant as soon as possible. If the evaluation cannot begin within two months from receipt of completed files and the referral from the division, the regional specialist shall contact his supervisor to arrange for the evaluation to be conducted by another regional specialist. The supervisor will communicate with the education and training specialist when the application has been referred to another regional specialist. Evaluations for authorizations are top priority for the regional specialist.

EVALUATION PROCEDURES

The regional specialist shall spend a sufficient amount of time necessary to determine the applicants' knowledge and skills in the enforcement of laws and rules.

1. The regional specialist shall review the documents generated in FIELD PRACTICE & REVIEW prior to arriving at the local health department for field work with the applicant.

2. The regional specialist shall coordinate the administration of a written test, which the applicant must pass by a score of 70% or more. The applicant must have taken and scored at least 70% on the written examination prior to the field evaluation by the regional specialist. If the applicant fails the test, he/she will be denied authorization. The written exam may be repeated. The regional specialist shall discuss the test results along with the incorrect answers with the applicant prior to continuing the evaluation.
3. The regional specialist shall observe the applicants' knowledge, skills, and ability to properly inspect the installation of at least one, but no more than three conventional sewage systems. The inspection shall include the issuance of Operation Permits or denials of issuance with reasons for the denials cited.
4. The regional specialist shall observe the applicants' knowledge, skills, and ability to properly evaluate at least four, but no more than eight applications for Improvement Permits, which have been previously evaluated. If an I.P. or the C.A. cannot be issued due to site suitability, the regional specialist will review the documentation involved with the denial.
5. For migrant housing/family foster home delegation, the regional specialist shall observe the applicants' evaluation of at least one existing on-site sewage system and on-site water supply for compliance with 15A NCAC 18A .1700 and .1900. A water sample shall be collected for the site evaluated. The evaluation shall be conducted at a site not previously visited by the applicant.
6. The regional specialist shall observe the applicants' evaluation of at least one lot, which has not been previously evaluated.
7. A conference will be held with the supervisor or designee to discuss the recommendations for authorization, which will be forwarded to the Environmental Health Section.
8. The regional specialist shall recommend granting or denying the applicant the authority to enforce specific laws and rules by completing a recommendation form and forwarding it to the Environmental Health Section as quickly as possible. If the regional specialist cannot recommend delegation be granted after the inspections have been conducted in Steps 3-6 of this section, the recommendation shall be to deny the authorization. If delegation is denied, the specific reasons for denial with recommendations for improvements shall be included.

DELEGATION OF AUTHORITY

1. Upon receipt of the recommendation from the regional specialist, a letter from the State Environmental Health Director will be sent to the applicant approving or denying the request for authorization. If approved, the *Identification Card* will be included as appropriate.
2. The authorized agent must carry the *Identification Card* while on duty.
3. The *Identification Card* is the property of the Environmental Health Section and must be immediately returned by the authorized agent to the division when he/she is no longer employed with the local health department.
4. The applicant may begin to enforce laws and rules when the letter of authorization is received in the local health department.

CHANGE OF EMPLOYMENT

1. If the agent becomes employed in another local health department, the individual must apply for authorization to enforce laws and rules. The following steps must be completed.
 - See PRELIMINARY ACTIVITIES, Step 2 and Step 5;
 - See SCHEDULING THE EVALUATION FOR AUTHORIZATION, Step 1 and Step 3.
2. When an authorized agent transfers from one local health department of the state to another, the regional specialist shall assess the need for additional training, which may include attending initial internship training at the expense of the employing health department.

N. C. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH SECTION
APPLICATION FOR DELEGATION OF AUTHORITY

- Initial Authorization
 Re-authorization Previous Identification Card attached or returned to

REGISTRATION NUMBER _____ DATE OF EMPLOYMENT: _____

NAME: _____ DATE OF BIRTH: _____

POSITION TITLE: _____ EMAIL ADDRESS: _____

COUNTY OF EMPLOYMENT: _____

COUNTY OF PREVIOUS EMPLOYMENT: _____ DATE LEFT: _____

PREVIOUS AUTHORIZATION:

- () CCC () FLI () OSW () TATTOO
() CLPP () MH () POOLS () WELLS

INITIAL APPLICANT TRAINING: LOCATION: _____ DATES: _____

TYPE OF AUTHORIZATION REQUESTED:

- () CCC () FLI () OSW () TATTOO
() CLPP () MH () POOLS () WELLS

STATEMENT OF APPLICANT

I hereby request that I be authorized to enforce state laws and rules.

DATE: _____ SIGNATURE: _____

STATEMENT OF SUPERVISOR

I hereby certify that the applicant has successfully completed the Preliminary Duties and Field Practice and Review. The applicant is ready to be considered for authorization.

DATE: _____ SIGNATURE: _____

INSTRUCTIONS:

- Purpose:** To request authority to be delegated to an environmental health specialist to administer and enforce state environmental health laws and rules.
- Preparation:** This form shall be completed by the applicant when all Preliminary Activities and Field Practice and Review have been completed or when the applicant changes the county of employment. Each item preceded by a blank space must be initialed and dated by the applicant when the activity has been completed.
- Distribution:**
1. Original to: Environmental Health Section, Office of Education & Training
1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00)
 2. Copy: Local health department files.
- Disposition:** This form may be destroyed in accordance with Standard 6, Personnel Records, *Records Disposition Schedule* published by the North Carolina Division of Archives and History.

Additional Forms: This form may be copied as needed.
DPH-EHS 1056 (REVISED 2/23/12)
A.D.B.