

**Intern Supervision Assigned to:**

\_\_\_\_\_  
Supervisor/Health Director      County      (\_\_\_\_)\_\_\_\_\_  
Phone

\_\_\_\_\_  
Intern Name      Date

The intern, prior to beginning the On-Site Water Protection Track within the Centralized Intern Training program must turn in an initialed, completed copy of this checklist. The intern can turn the checklist in on the first day of training. Keep a copy in the intern's county personnel file.

**LOCAL HEALTH DEPARTMENT ON-SITE WATER  
PROTECTION ORIENTATION CHECKLIST**  
Preparing Environmental Health Specialist Interns for Initial Internship Training

Date Completed	Intern & Supervisor Initials	Activity
		<b>Complete the OSWP specific distance learning requirements prior to attending CIT in Raleigh.</b> <ul style="list-style-type: none"><li>• Read chapters 1-4, 6-8, and 12 in the book titled "Soil Science Simplified."</li></ul>
		<b>Review:</b> <ul style="list-style-type: none"><li>• On-Site Sewage Laws &amp; Rules over the week</li><li>• Private Water Supply Rules (.1700 rules)</li></ul>
		<b>Discuss relationship with local surveying, and/or engineering firms, consulting soil scientists, and local planning and zoning departments.</b>
		<b>Equipment:</b> <b>Assemble assigned equipment for module as directed in the Equipment section of the Policy and Procedure manual.</b>
		<b>Land Surveys:</b> <ul style="list-style-type: none"><li>• Review application and permitting process</li><li>• Interpret bearings and distances</li><li>• Understand closure of plats</li></ul>

Date Completed	Intern & Supervisor Initials	Activity
		<p><b>Property corners and property lines in the field</b></p>
		<p><b>Soil/Site Evaluations:</b></p> <ul style="list-style-type: none"> <li>• Accompany EHS on a minimum of 3 new soil/site evaluations</li> <li>• Discuss layout and design of conventional, modified and alternative on-site wastewater systems.</li> <li>• Review forms used in your local health department.</li> </ul>
		<p><b>Installation of On-Site Sewage Systems:</b></p> <ul style="list-style-type: none"> <li>• Accompany EHS on final inspections of new installations of on-site sewage systems, if available.</li> <li>• Include one complete final inspection from tank and drain field installation prior to the covering of the system.</li> </ul>
		<p><b>Inspection of Existing and Failing Systems:</b></p> <ul style="list-style-type: none"> <li>• Accompany EHS on visits to an existing and/or failing systems.</li> <li>• Review permits suspension and revocation procedures.</li> </ul>
		<p><b>Complaint Investigation:</b></p> <ul style="list-style-type: none"> <li>• Review procedure for complaint investigation, record keeping, and response.</li> </ul>
		<p><b>Private Water Supply:</b></p> <ul style="list-style-type: none"> <li>• Accompany an EHS to inspect at least 2 individual or non-community protected water supplies.</li> <li>• Watch the EHS collect bacteriological samples and samples for chemical analysis.</li> <li>• Read county well ordinance if available, spend time watching a well being installed, if available.</li> </ul>

## ON-SITE WATER PROTECTION ORIENTATION CHECKLIST COMPLETE