

2013

PROCEDURES FOR ENVIRONMENTAL HEALTH OSWP SECTION

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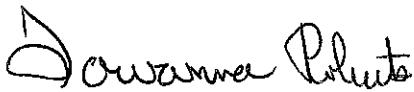
PROCEDURES FOR ENVIRONMENTAL HEALTH OSWP SECTION

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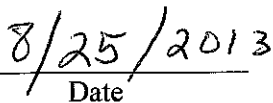
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1. Authority

Subsurface Wastewater Treatment and Disposal Systems are regulated by Article 11, Chapter 130A of the N.C. General Statutes (130A-333 through 130A-343), by Title 15A of the N.C. Administrative Code subchapter 18A rules .1900 et seq., and by policy made by the Board of Health. All Procedures are based on this body of Authority. Procedures are promulgated by the Health Director to achieve the objective of safeguarding the Public Health & Environmental Health. The following information is for questions that arise concerning wastewater systems and private drinking water wells. Subjects or situations not addressed in the procedures detailed below are often covered in the Administrative Code. The Administrative Code may be consulted or an Environmental Health Specialist may be contacted for further information.



Towanna Roberts, RN, MHS
Health Director



8/25/2013
Date

2. Easements

The entire wastewater sewage system shall be on property owned or controlled by the person owning or controlling the system. Necessary easements, rights of way, or encroachment agreements, as applicable, shall be obtained prior to issuance of a Construction Authorization for the system installation or repair. Terms of the easement, right of way, or encroachment agreement shall provide the easement, right of way, or encroachment agreement:

- 1. Is appurtenant to specifically described property and runs with the land and is not affected by change of ownership or control;*
- 2. Is valid for as long as the wastewater system is required for the facility that it is designed to serve;*
- 3. Describes and specifies the uses being granted and shall include ingress and egress, system installation, operation, maintenance, monitoring, and repairs;*
- 4. Specifies by metes and bounds description or attached plat, the area or site required for the wastewater system and appurtenances including a site for any required system replacement; and*
- 5. Shall be recorded with the Register of Deeds in the county where the system and facility is located.*

15A NCAC 18A .1938(j)



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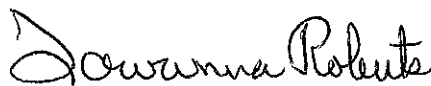


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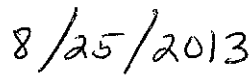
3. Improvement Permit without expiration versus Improvement Permit for 5 years

The requirements associated with an application for an Improvement Permit (IP) without expiration are rigorous because the system designed for the site must be capable of being constructed in the distant future when all present parties to the transaction are no longer present. Measurements showing the location of all the components of the system and all factors that enter into the evaluation process must be exact. There must be permanent monumentation of the system to be constructed in the remote future. To ensure that these requirements are met, the site must be depicted on a survey plat done by a professional land surveyor. The work of a professional land surveyor can be recorded in the Register of Deeds office where it will be on record forever.

An application made for an IP with a 5 year expiration is more expensive and has more requirements than an application made for an IP with a 5 year expiration date. The requirements for an application for IP with a 5 year expiration date can be fulfilled with a surveyor's plat or with a site plan drawn by anyone. In the case of a plat, it must be drawn at a scale no larger than 1" = 60'. A site plan should be drawn at roughly the same scale. The applicant should indicate to the secretary at Environmental Health that the IP being applied for is the IP with a 5 year expiration date unless the applicant wants the IP without expiration. See Sanitary Wastewater System Installation and Repair Procedure for more information on Site Plans and Surveyor's Plats.



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4. Inspection of Wastewater System Installation

When all the components of a system are installed with the exception of pumps and associated items, then the installer should call for an inspection of the system. Installers are required to schedule an appointment for inspection of the installation of a system by 4:00 PM on the day before needed inspection. If the Environmental Health Specialist (EHS) doing the inspection is delayed, the EHS will attempt to contact the office of Environmental Health to inform the installer of the situation. The EHS will reschedule an inspection promptly. Upon approval of the installation, the installer may cover the system.

An EHS will review the system to see that it meets the requirements of the Improvement Permit/Construction Authorization (IP/CA). Installers will be allowed a 30-minute grace period at inspection to correct minor problems or finish work. Systems that are not ready or that have not been installed in compliance with the regulations or the system design will be turned down. The structural integrity of septic tanks may be tested during installation inspections.

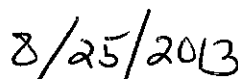
Environmental Health seeks to work efficiently. This requires the cooperation of the installers. The following practices will result in a re-inspection fee (see fee schedule) being assessed that must be paid at the Office of Environmental Health before a re-inspection visit will be scheduled:

1. Failure to install the system according to the rules, EHS design, and specifications.
2. Failure to cancel a scheduled inspection at least one hour before the scheduled time if the installer needs to reschedule.
3. Failure of an installer to be present for the inspection at the scheduled time.
4. Inappropriate behavior by installer. (i.e. threatening, abusive, or inebriated behavior).

If a system is correctly installed, it will be issued an Operation Permit (OP). The OP for a system using an effluent pump will be held until pump has been inspected in accordance with the procedure on Test Running Effluent Lift Pumps.



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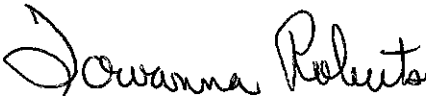


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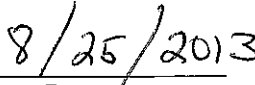
5. Number of Bedrooms

The Owner when making an application for an improvement permit states the number of bedrooms for which the system will be designed. If after making an application, the Owner desires to change the number of bedrooms, it will be necessary to modify the existing application to reflect the new number of bedrooms. If no site evaluation has been done when the new application is made there will be no new filing fee. If a site evaluation has already been done then a new fee will be charged if an Environmental Health Specialist decides that an additional visit is needed to reassess the site under the conditions of the new application. For example, filing an application with a reduction in the number of bedrooms for a system not already installed would not incur a new filing fee.

The number of bedrooms on the revised application must be the same as the number stated upon the building permit.



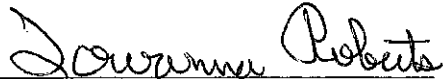
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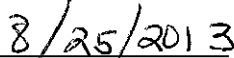


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6. Owner and Agent

The person who is the Owner of the property is the person who can legally make decisions about that property. The Owner may appoint an Agent to act in his behalf in making an application and /or all other dealings with Environmental Health. An Authorization Acknowledgement Form must be completed stating that the agent has been given the authority to act on the Owner's behalf in the installation of the wastewater system or private drinking water well. Once appointed, the Agent acts in the place of the Owner until his authorization is revoked in writing by the Owner. In the interest of clarity of communications, Environmental Health will communicate with the Owner. Ultimately, the Owner of the property is responsible for the property and any costs (e.g. revisit fees) or liabilities (e.g. poor work of installers) that may be associated with it. If Environmental Health cannot communicate with an Agent for some reason, then it will try to contact the Owner.


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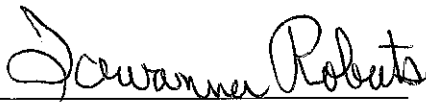

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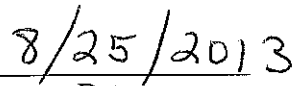
7. Predevelopment Work

Environmental Health is in the business of evaluating sites for the installation of wastewater systems and not in the business of land planning. An applicant with a large tract of land under single ownership may apply for multiple wastewater system improvement permits. The owner must propose the location of each wastewater site applied for and comply with the following provisos.

- a. Each system applied for is a separate application with a separate fee.
- b. For each system application, the Owner must propose an area within which the system will be located. The overall tract with deed calls must be shown on a drawing drawn to scale of 1" = 60' or less and on the drawing must also be shown the proposed area for each application with its approximate dimensions. Its location must be shown tied to a corner of the boundary corner and the proposed area must be flagged on the ground. The designated area may be any size but only one system will be situated in the designated area. If a system cannot be sited within the designated area, a letter of denial will be issued for that area.
- c. If multiple applications are made at one time or over a period of time, all shall be shown on the same site plan. This included applications resulting in an installed system, applications that were denied due to unsuitable site conditions, and applications approved but not installed. Failure to present the site plan at any application for permits shall be grounds to deny additional applications on that tract. This restriction applies to the current and to future owners of the tract.

The evaluation of a site for wastewater systems is a complex process that takes into account soil characteristics, land surface features, improvements to the land, and property line locations. Once a system is constructed, it impinges on the uses of the surrounding land and even to land owned by others. e.g. There is a 100' setback between a drainfield and a well so that the installation of one will restrict the installation of the other. Road cuts may cause the surfacing of underground water flows. Unplanned development creates a risk of damage to public health and the environment. Legal liability to the developer due to inadvertent interference between systems and other components of development is also a concern. The employment of soil scientists can avoid many of these risks and problems.


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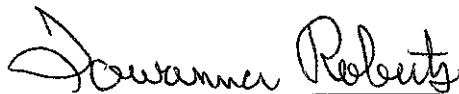

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8. Problems during Installation of Wastewater Systems

Environmental Health seeks to serve the public by ensuring that wastewater systems are correctly sited and correctly installed. After the site evaluation by an Environmental Health Specialist, the installer is the person who does the actual work on installing the wastewater system. Experienced installers have the knowledge to help avoid or quickly address problems encountered on the site. Environmental Health wants to address problems that are discovered as early as possible in the construction process to avoid more expense than necessary and to ensure that a quality installation is done.

If a wastewater system installer encounters poor soil conditions (rock, groundwater, or blue or gray soils) during his work on a site, he is encouraged to report the same to the office of Environmental Health. Poor subsurface conditions not always apparent during the site assessment can cause a permitted system to be turned down upon final inspection.

Any other factor, which in the installer's opinion might prohibit the installation of the wastewater system, should be reported. No charge will be made for a visit by an EHS for the investigation of a potential site problem reported by an installer.



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8/25/2013
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9. Registration & Behavior of Wastewater System Installers

Any person other than the owner ...who engages in the business of constructing, installing or repairing wastewater systems shall register with the local health department ... before constructing, installing or repairing wastewater systems.

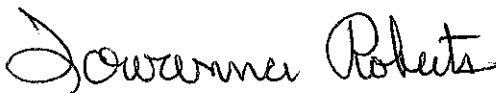
15A NCAC 18A .1937(l)

Manufacturers of proprietary systems ...shall provide a list of manufacturer's authorized installers ...to the applicable local health departments ...No Operation Permit shall be issued for a proprietary system installed by a person not authorized by the Manufacturer ...

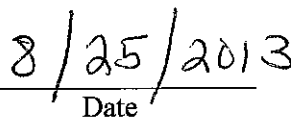
15! NCAC 18A .1969 (11)

Each person who wishes to engage in the business of working on wastewater systems shall be licensed in accordance with North Carolina General Statute Chapter 90A, Article 5. Environmental Health will post the list of licensed installers in its office and make it available to the public.

People who are on this list are expected to conduct their business with the Environmental Health Specialists in a professional manner. Failure to do so will result in a letter of reprimand sent by registered mail to the individual's address. All of Environmental Health's dealings are public information so that individuals seeking registered installers may be made cognizant of installers with a troubled work history. It is not the object of this rule to suppress adverse comments or criticism of Environmental Health Specialists or of the Environmental Health Section, but threatening, abusive, or inebriated behavior will not be tolerated.



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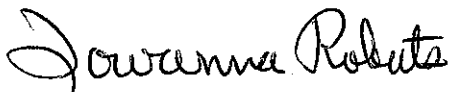


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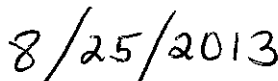
10. Relationship between Environmental Health Specialists and the Public

Environmental Health seeks to deal with the public in a professional and efficient manner. Its goal is to do the public's business in a prompt manner consistent with the requirements of the law and within the limits of its resources. Any person having a complaint about the performance of an individual employed by Environmental Health may seek redress by contacting the Health Director. This may be done in an informal manner or if desired in writing.

Environmental Health expects that the public will treat its employees in a dignified manner. Abusive or belligerent behavior by an Owner or his agent will not be tolerated. If an Environmental Health Specialist (EHS) is accosted or treated disrespectfully at a job site or elsewhere by an individual who has business with Environmental Health, the EHS will disengage from the individual and continue on his/her business elsewhere.



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Health Director



Date

11. Sanitary Wastewater System Installation and Repair

Any person owning or controlling a residence, place of business, or place of public assembly ...shall discharge all wastewater directly to an approved wastewater system.

15A NCAC 18A .1937(a)

An improvement permit (IP) ...Construction Authorization (CA) and Operation Permit shall be required.

15A NCAC 18A .1937(b)

An application for an IP or CA ...shall be submitted to the local health department for each site prior to the construction, location, or relocation of a residence, place of business or place of public assembly.

15A NCAC 18A .1937(c)

The property owner shall ensure that a Construction Authorization is obtained and is valid prior to the construction or repair of a system.

Once an IP is obtained, a Construction Authorization (CA) must be obtained before beginning construction on a wastewater system. The CA may also be obtained concurrently with the IP.

If a person acquires an IP and/or a CA and then conveys the land before building the system, then the person acquiring the land also acquires the IP and /or CA and is bound by the conditions of the IP and/or CA.

The following information is for systems generating less than 3000 gallons per day of wastewater and for a facility and system with single ownership. Contact an Environmental Health Specialist for information on other systems.

1. The Owner (or his Agent) should contact the secretary at the office of Environmental Health to receive an information sheet explaining what steps must be taken to prepare the site for an evaluation by an Environmental Health Specialist (EHS). The secretary will also give the prospective applicant a sign to post on the property to aid the EHS in locating the property and a Statement of Site Preparedness. The information sheet will also itemize additional things that the prospective applicant is required to provide when making the application. This will include the ownership record from the County Mapping/GIS Department, which states the names and mailing address of the legal owners of the property, the Parcel Identification Number (PIN) and the recording information of the deed. PINs have changed over time. To ensure that the Owner is presenting the correct PIN, it must be obtained from the County Mapping/GIS office and must be presented on the ownership record issued by that office. In the case that the Owner has an agent, a written authorization empowering the Agent to act on the Owner's behalf must be presented. The authorization must be signed but notarization is not required. Signing the application authorizes the Environmental Health Specialist to evaluate the property. It is not normally necessary to present a copy of the deed to the property. The one situation where the deed will be required is if the name of the applicant is not shown on the ownership record from the County Mapping/GIS office. This is necessary to explain any apparent discrepancy between the deed and the ownership record form.

“Plat” means a property survey prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet, that includes: the specific location of the proposed facility and

appurtenances, the site for the proposed wastewater systems, and the location of water supplies and surface waters.

NCGS 130A-334(13A)

“Site plan” means a drawing not necessarily drawn to scale that shows the existing and proposed property lines with dimensions, the location of the facility and appurtenances, the site for the proposed wastewater system, and the location of water supplies and surface waters.

NCGS 130A-334(13a)

2. The applicant must give a representation of the site. This is either a plat by a professional land surveyor or a site plan. A surveyor’s plat, if presented, must be drawn to a scale of no more than 1” = 60’, and it must include the location of the proposed residence and any outbuildings, the site of the proposed wastewater system, and the location of water supplies (wells) and surface waters. It does not have to be recorded at the time of application.

A site plan can be drawn by anyone and it need not be to exact scale. It must show the existing and proposed property lines and deed calls (i.e. bearings and distances and corners), location of the residence and outbuildings, the site of the proposed wastewater systems and the location of water supplies (e.g. wells) and surface waters. In either case, all the site features that enter into the evaluation of the EHS, whether on the property, or nearby, but off (e.g. such as wells on the neighbor’s property that are near the property line) the property must be shown.

In the case of a site plan, it is recommended that the Owner go to the Cherokee County Mapping/GIS Department and obtain a representation of their property. This service is inexpensive. A site plan can be requested at a scale of no more than 1” = 60 and the bearing and distances around the boundary can be put on the site plan. The Owner would then have to put the other required information on the site plan.

The applicant shall identify property lines and fixed reference points in the field. The applicant shall make the site accessible for an evaluation.

15A NCAC 18A .1937(d)

...for which the property lines are readily identifiable in the field.

15A NCAC 18A .1937(e)(1)

3. Prepare the site according to the checklist in the Statement of Site Preparedness received from the office of Environmental Health. Site preparation includes marking on the ground anything that is important in the evaluation of the site, e.g. the proposed location of any building, well, septic tank, and drain field. (This can be done with stakes and flagging.) All actual or proposed property lines and the property corners as shown on the plat or site plan must be marked in the field. (e.g. flagging, paint, or a series of wood stakes that are easily intervisible.) On small tracts of land it is best to flag the outside boundary lines remote from the area that the Owner proposes for the system. The Owner must however flag the area delineating the boundary of the area that he proposes for the evaluation for the system. (This could be a line inside the outer boundary of the property). The EHS in making the evaluation will tie the system location to fixed reference points shown on the plat or site plan. The reference points are permanently monumented points on the ground that can be found in the future. The most common of such reference points are property corners.

4. Acquire or prepare the information that will be necessary when making the application at the office of Environmental Health. E.g. Mapping/GIS Department ownership record, number of bedrooms.
5. Make an application at the Office of Environmental Health with the secretary. Deliver the Statement of Site Preparedness, the surveyor's plat or site plan, and pay the current application fee. The applicant must indicate the desired time of expiration for the IP. It can be 5 years from the date of issue or without expiration. The IP without expiration is more expensive and the requirements are more difficult to fulfill. The vast majority of IPs applied for (>95%) are done for 5 years. See procedure Improvement Permit for 5 Years Versus Without Expiration.

The local health department shall investigate each proposed site. The investigation shall include the evaluation of the following factors ...available space.

15A NCAC 18A .1939(a)(6)

6. It is necessary to have both an Improvement Permit (IP) and a Construction Authorization (CA), before the construction, expansion, or repair of a new or existing system. The IP must be obtained first. The CA can be obtained at the same time or at a later time than the IP. The vast majority (>95%) of the applications for new systems are for an IP/CA. When the CA is obtained at the same time as the IP, it is free and there are no additional requirements for most situations. If the CA is acquired at a later date there is an additional fee (see Fee Schedule), and the wait time is extended as additional site visits must be made. Environmental Health recommends that applicants apply for the IP/CA together.

A developer planning to divide a tract into smaller lots that are not legally subdivided may obtain an IP without CA. In this instance an Owner may request multiple IPs on a tract of land without CAs. It is still required that the Owner mark on the ground where he proposes property lines, improvements, wells, water sources, and system locations and show the same on his plat or site plan.

A developer cannot ask for multiple permits on a large tract of land without showing on the site plan, or surveyor's plat, and on the ground his proposed locations.

An IP valid for 5 years can be issued with a site plan a site plan or a surveyor's plat. An IP issued without expiration must be with a surveyor's plat. An IP is issued for a specific site and for a specific wastewater load. The wastewater load depends upon the number of bedrooms. The site is evaluated by and EHS from the standpoint of soil characteristics, including soil depth and proximity to various other site features such as wells, building, property lines, and bodies of water. If the features of the site are changed (e.g. bulldozing alters the land surface), or the planned residence or associated features are changed (e.g. number of bedrooms, property line locations or location of well), then the IP is no longer valid. The IP issued is only valid for the wastewater load stated in the application, and for the site as it was at the time of evaluation, and for the site plan presented at application. Any change will necessitate a new application and a new evaluation.

7. Once an application for an IP, IP/CA, or CA is made, an EHS will do a site visit. The site must be prepared by the Owner or his agent. If the EHS visits the site and it is not ready, it will not be evaluated. The EHS will leave and the Owner will be notified for the reason why. After the Owner has corrected the fault and paid a revisit fee to the Office of Environmental Health, the EHS will return to evaluate the site for suitability for the proposed residence.
If an Owner wishes to be present when the EHS is doing the evaluation, he may do so upon his application and an effort will be made to contact him to arrange an appointment. Due to workloads, it may not always be feasible to make this accommodation.

Soil profiles shall be evaluated at the site by borings or other means of excavation to at least 48 inches or to an unsuitable characteristic and a determination shall be made as to the suitability of the soil to treat and absorb septic tank effluent. Applicants may be required to dig pits when necessary for proper evaluation of the soil at the site.

15A NCAC 18A .1939(b)

8. The EHS will do one of three things after performing a site evaluation. (1) The EHS can issue an IP (with CA if requested). The IP may have conditions attached for a site that is problematical. (2) The EHS can issue a letter of denial. The letter will detail the reasons for the unsuitable classification. If nothing can be done to remedy the situation, then the lot is not buildable. An aggrieved applicant has the right to an informal review by the Health Department, and the right to a formal review by the Office of Administrative Hearing. Prior to issuing a letter of denial, the EHS will advise the applicant of possible site modifications or alternative systems that may allow the IP to be issued. Sometimes alternative technologies or use of neighboring land if available or a change in the contemplated use of the property can allow a system to be built. (3) The EHS may request more site preparation by the Owner. An EHS uses a hand soil auger to sample various locations to determine the soil characteristics and depth. In a marginal situation it may be necessary to ask the Owner to excavate pits so that the land can be investigated in greater detail. This can be done by machinery or by hand. The EHS will direct the Owner as to what is necessary. In this situation, there will be no revisit fee.
9. Once an EHS decides that a wastewater system can be installed on a site, an IP will be issued to the Owner.
10. An application for an IP without expiration requires a surveyor's plat. The surveyor who drew the original plat must return to the site and locate all the surface features of the land that were part of the decision making process; including the actual or proposed location of the house, any outbuilding, roads, driveways, wells or bodies of surface water, the tank and the drain field lines of the wastewater system. The location of all the above must then to be shown on the plat. The location of the drain field and the septic tank shall be monumented with iron pins. It is not necessary to show the exact dimensions of the house. It is sufficient to indicate an area or areas within which a house or other building may be located. Proposed roads, wells or other similar improvements may also be shown within a certain area. The delineated areas, however, must be well defined on the plat with bearings and distances. All the above information must be shown on the plat in a sufficient manner such that at some distant time in the future the exact location of the above can be replicated on the ground.

In addition to the above, on the face of the plat shall be shown a statement that reads substantially in the following form.

"This site has been issued Improvement Permit No. ___ by the Environmental Health Section of the Cherokee County Health Department for an On-Site Wastewater System. The permit is for a system that has ___ bedrooms, a dosage rate of ___ gal/day, and ___ linear feet of drainfield, using ___ system of drainfield construction. Any change to the site from that shown on the Improvement Permit on file with the Office of Environmental Health or as shown on this plat shall render the permit null and void".

Once the results of the site evaluation have been shown on the plat by the surveyor, then the plat shall be reviewed and initialed for compliance by Office of Environmental Health. The plat shall then be recorded in the Register of Deeds by the Owner and a copy of the same from the Register of Deeds shall be delivered to the Office of Environmental Health. Upon delivery of the plat the IP will be issued.

The property owner shall ensure that a Construction Authorization is obtained prior to the construction ...of a residence ... If the information submitted in the application for a Permit or Construction Authorization is found to have been incorrect, falsified or changed, or the site is altered, the Permit or Construction Authorization shall become invalid ...

A preconstruction conference with the owner ...shall be required for any authorization for wastewater system construction ...when the authorization is greater than 5 years old. Following the conference, the local health department shall issue a revised authorization for wastewater system construction that includes current technology than can reasonably be expected to improve the performance of the system. NCGS 130A-335(f)

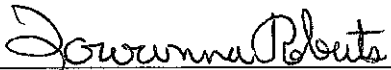
11. If an IP is issued without a CA, then a CA must be obtained before the beginning construction of the system. An application must be made for the CA just as an application was made for the IP. All the requirements for the CA application are the same as for the IP with the application. All property lines and corners must be marked in the field. All property lines concerning the tract where the system is located are now considered fixed and not proposed. After an application is made for a CA, then the site will be evaluated by an EHS and if appropriate, the CA will be issued with a design for the system. A CA that is issued after an IP will have the same expiration date as the IP. A CA issued for an IP without expiration must be reviewed an issued before beginning construction if more than 60 months have passed since the CA was issued.

*Any person ...who engages in the business of constructing ...wastewater systems shall register with the local health department ...
15A NCAC 18A .1937(l)*

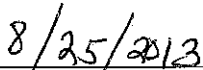
12. Once the IP and CA have been issued, then work can begin on the installation of the wastewater system. The Owner shall choose an installer from the Certified List of Installers. **AN INSTALLER MUST BE ON THE LIST.** The installers on the list have been educated on the installation of wastewater systems and they maintain certification of that education with the Office of Environmental Health. There are various types of systems, and an installer may be qualified to install one type of system but not another type.
13. Immediately upon installation, the installer should call for an inspection of the system. An EHS will review the system to see that it meets the requirements of the IP/CA. Upon approval of the installation, the installer may cover the system and the system will be issued an Operation Permit (OP). If the system fails to pass inspection, then the installer must make corrections, pay a revisit fee, and ask for a new inspection.

*The Operation Permit shall not be issued ...until the authorized agent finds that the system is in compliance with Article 11 of G.S. Chapter 130A, these Rules, and all conditions prescribed by the Improvement Permit, and Construction Authorization.
15A NCAC 18A .1937(I)*

Upon determining that the system is properly installed ...and that the system is capable of being operated in accordance with the conditions of the improvement permit, the rules, this Article ...the local health department shall issue an operation permit.
G.S. 130A-337(b)



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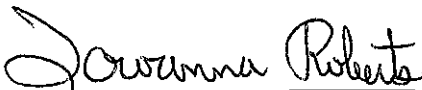


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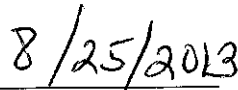
12. Reference Points on Large Tracts

- a. If survey exists, a surveyed reference point within 150' and within line of site must be clearly marked.
- b. If no recent survey plat* exists (only one site), applicant/owner must bring in deed and tax map from mapping department. The site must be referenced to known property corner shown on tax map and described in deed.
- c. If no recent survey plat* exists (more than one site), applicant /owner must have surveyed reference points within 150' and within line of site.

* Recent survey plat defined as a survey plat that has been issued within last 10 years.



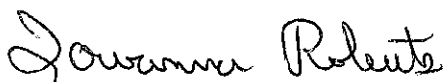
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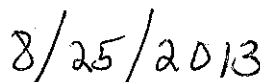
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13. Procedure for Digging Pits 15A NCAC 18A .1956 (6)(a)

- a. When evaluating a location for an on-site wastewater system it is sometimes necessary for the applicant to have pits dug. Pits are required by statute when saprolite is encountered. 15A NCAC 18A .1956 (6)(a) "An investigation of the site using pits at locations specified by the local health department shall be conducted." Pits are also needed for interpreting other soil criteria from time to time.
- b. Front-end loaders must not be used to dig pits.
- c. Pits should be dug on contour.
- d. Machine dug pits should be 3' wide X 6' long X 5' deep or to bedrock or the water table, whichever comes first. The pits should be dug so the evaluator can climb in and out of them.
- e. Hand dug pits are allowed in some cases. They should be at least 2' wide X 2' long X 5' deep or to bedrock or the water table, whichever comes first. The entire sidewall of the pit should be visible to the evaluator. The evaluators might not enter these pits.



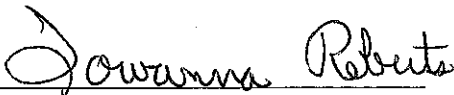
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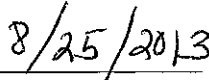


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14. Ultra-Shallow Installation

1. Remove surface litter (grass or leaves) but no soil.
2. Install drainfield trenches.
3. Add _____ inches of group II or III soil fill. Fill needs to extend 5 feet Beyond sides and ends of drainfield at full depth and then slope off at a 1:4 slope.
4. Install diversion ditch above drainfield.
5. Establish vegetative cover over drainfield as soon as possible by
 - Adding fertilizer and lime, then
 - Seeding and covering with jute matting ***or***
 - Rolling out sod over the drainfield then tamping it and watering it.
6. Installation should be done only during months that are favorable to growing grass.

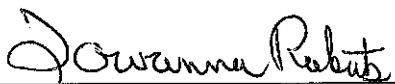

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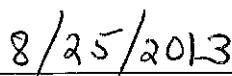
15. Procedure for Test Running Effluent Lift Pumps

1. Valid Improvement Permit/Authorization for Construction must be on file with the Health Department and Building Inspection Department.
2. The septic system drainfield trenches, septic tank(s), pump tank(s), supply line(s), distribution device, pump and appurtenances must be installed then inspected and approved by the Health Department as applicable.
3. The Health Department must provide written notice to Building Inspections that the pump system is ready to test run pending approval by the Building Inspector.
4. The Building Inspector can have the temporary full electric service turned on for 10 working days once all of their inspection requirements (for the whole structure) and the owner or his/her legal agent completes an official written request.
5. The Health Department must be notified when the temporary electric service is turned on so the dates can be tracked.
6. The owner must agree not to use the septic system or put anything into it other than clean water. Any wastewater will have to be removed by the owner prior to testing.
7. The pump tank must be filled at least 1 foot above pump with clean water as soon as possible and before the 10 working days of temporary full electric service is over.
8. The owner must contact the Health Department for testing the pump as soon as the pump tank is filled to the appropriate level with clean water.
9. The Health Department will observe a test run of the pump and distribution device with assistance from the owner, installer, electrician and Building Inspector as necessary.
10. The distribution device must be uncovered for the test run unless it was left uncovered during the installation;
11. The Health Department must notify the Building Inspections Department in writing (via an Operation Permit) once the pump and distribution device have been verified to function properly so the permanent electrical service can be turned on (if all other requirements of Building Inspections have been met).
12. If the Building Inspection Department does not receive an Operation Permit* from the Health Department by the end of the 10 working days, then the power must be disconnected from the structure.

*Or written request from the Health Department for an extension.



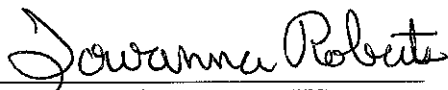
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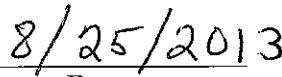
16. Procedure for Tracking Permit Status

It is the policy of this office not to try to predict when a site may be permitted. The process of evaluating lots is very complex. Final inspections take precedence over site layouts, as do repairs of failing systems and complaints. The weather, staffing (employees on sick leave, etc.) and other factors beyond our control do not allow accurate prediction of when a site can be permitted.

Permits are numbered as they are assigned to their respective districts. Applicants may call and inquire about status of an application.



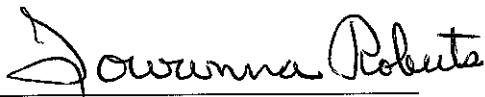
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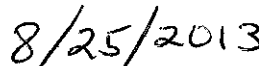
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17. Procedure for Fee Exemption

The Cherokee County Health Department has set a precedent of waiving fees of on-site wastewater permits for churches, county departments and non-profit charitable organizations such as the House Raising Volunteers of Cherokee County and others. The Health Director may waive on-site fees if satisfactory documentation of need is provided.



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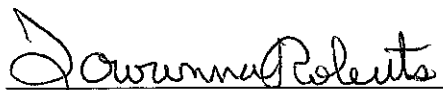


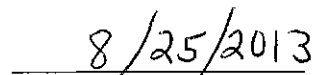
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18. Procedure on Deviation From Permitting Process

The Environmental Health Office has established a fair and efficient method of processing septic system applications. There is no deviation from this process unless there is a proven dire need. Some examples of dire needs include the following:

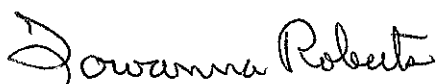
- The loss of a home due to fire or natural disaster
- A death in the family that causes an extreme financial hardship
- Some other circumstance that might cause someone to be homeless


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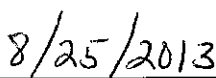

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19. Exchange of Applications

Any person who has an application that has already been submitted to the agency may exchange the older applications for a newer application. An application may only be exchanged once and the submitted date of the new application will become the effective date of the old application. If the agency has already begun work on the older application, then it shall not be eligible for exchange.



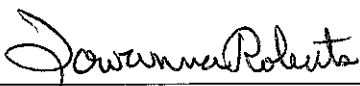
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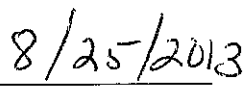
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20. Licensed Soil Scientist Reports

When a proposal is submitted from a Licensed Soil Scientist (LSS) it must meet specific criteria as defined by the North Carolina Department of Environment and Natural Resources (NCDENR) prior to evaluation. These criteria can be found in “**Content Requirements and Protocol for Submittal of Reports by Private Sector Consultants to Local Health Departments.**”



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21. Private Drinking Water Well Construction

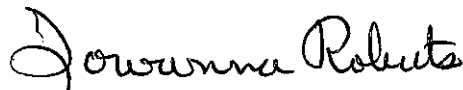
Prior to constructing a private drinking water well (PDWW), the owner/agent of the property shall apply for a PDWW Construction permit with the Cherokee County Health Department (CCHD). The well application shall include the following:

- 1) *Name, address and phone number of the proposed well property owner or owner's agent;*
- 2) *Signature of owner or agent;*
- 3) *Address and parcel identification number of the property where the proposed well is to be located;*
- 4) *A plat or site plan as defined in the rules of this Section;*
- 5) *Intended use(s) of the property;*
- 6) *Other information deemed necessary by the Department to determine the location of the property and any site characteristics such as existing or permitted sewage disposal systems, easements or rights of way, existing wells or springs, surface water or designated wetlands, chemical or petroleum storage tanks, landfills, waste storage, known underground contamination and any other characteristics or activities on the property or adjacent properties that could impact groundwater quality or suitability of the site for well construction;*
- 7) *Any current or pending groundwater use as specified in G.S. 87-88(a); and*
- 8) *Any variances regarding well construction of location issued under 15A NCAC 02C .0118.*

15A NCAC 02C .0303

The application shall be filled out in its entirety with an accurate site plan including, but not limited to, proposed or existing structures, septic systems, well location, petroleum storage tanks, barns, surface waters, etc for said property as well as adjoining properties. Prior to an Environmental Health Specialist (EHS) visiting the site, the applicant must verify that all proposed structures, proposed/existing septic systems, and well location are marked in the field. Should this not be completed a revisit fee may be incurred, as reflected in the current fee schedule. More detailed information regarding the application process and site preparedness may be found in Section 11 (Steps 1-4) of this procedure manual.

Once the application has been accepted an EHS will visit the site to determine if the proposed well location is in compliance with 15A NCAC 02C .0100 Well Construction Standards. After determining that the site is suitable, a construction permit will be issued giving a detailed site sketch including all suitable well locations. Please note, the CCHD does not guarantee yield. If the site is found to be unsuitable for a PDWW, a written notice of denial will be issued to the owner. PDWW Construction permits shall be valid for 5 years.



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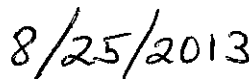
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22. Private Drinking Water Well Certificate of Completion

Upon completion of the private drinking water well (PDWW), the owner, agent, or well contractor shall contact the Cherokee County Health Department (CCHD) for a final inspection. The Environmental Health Specialist (EHS) will verify the well grout is present at the lands surface, and perform a well head inspection. If the EHS finds the well has been constructed as to code, the well head has all required components, and a Residential Well Construction Record (GW1a) form has been received, a Certificate of Completion (COC) will be issued. Within 30 days of the completion of the well, the well contractor must send a copy of the Residential Well Construction Records to the CCHD. Water samples are generally taken simultaneously with an approved well head inspection. No well shall be placed into service prior to the issuance of a COC.



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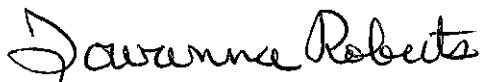


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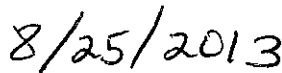
23. Grout Inspection Procedure

Once the certified well contractor is ready for a grout inspection, he/she must contact the Cherokee County Health Department (CCHD) the day prior to needing the inspection or before 9:00 AM the day of the inspection to schedule a time. If at some point, should the driller need to reschedule inspection time, they must call the Environmental Health Office 1 hour prior to the newly desired time. Should an Environmental Health Specialist (EHS) be unavailable to inspect within 1 hour after scheduled time, the driller may self-certify the grout inspection.

At the time of the grout inspection, the EHS will verify to the best of their ability that the 15A NCAC 02C .0100 well construction standards were followed, as well as verify the well was drilled in the location designated on the construction permit. If the grout inspection is self-certified, these criteria will be inspected prior to the issuance of the Certificate of Completion.



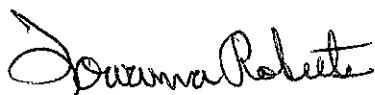
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Health Director



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24. Private Drinking Water Well Sampling

Within 30 days after a Certificate of Completion (COC) has been issued for a newly constructed Private Drinking Water Well (PDWW) a water sample will be collected and sent to a certified laboratory. Water samples are generally taken simultaneously with the issuance of a COC. As per 15A NCAC 18A .3800, the following parameters shall be tested: Bacteria, Inorganics, and Nitrates. The samples will be collected in accordance with the Cherokee County Health Department Water Sample Collection, Criteria, Receiving and Identification Policy and 15A NCAC 18A .3800 rules. Once analyzed, the homeowner will be notified of sample results.



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