

North Carolina
Department of Environment and Natural Resources
Division of Environmental Health
On-Site Wastewater Section



Michael F. Easley, Governor
William G. Ross, Secretary
Linda C. Sewall, Director
Bill Jeter, Chief

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To: Environmental Health Supervisors and Environmental Health Specialists

From: Bill Jeter, On-Site Wastewater Section [original signed by W. C. Jeter]

Subject: Regional Soil Specialists review of sites for Informal Appeals

In order for us to better serve the public and you, and to increase the efficiency of our staff, we are requesting that the following criteria be met prior to the Regional Soil Specialist (RSS) visits for Informal Appeals.

1. An Application which clearly states the intended use of the property and provides the information required in Rule .1937 Permits including a plat or site plan of the property must have been submitted to the LHD.
2. A thorough evaluation of the property must have been performed and documented by the Environmental Health Specialist (EHS). The soil/site evaluation sheet used by the EHS may be the state form or a county form with comparable information. The profile classification and the site classification must be listed. Each of the following factors listed in Rule .1939 need to be documented:
 - A. Topography and Landscape Position
 - B. Soil Characteristics (Morphology)
 - C. Soil Wetness
 - D. Soil Depth
 - E. Restrictive Horizons
 - F. Available Space
3. The location of soil borings, pits, cuts, gullies, wells and other site-limiting factors addressed in .1950 (a) setbacks to Wastewater Systems must be shown on the plat, site plan, or sketch of the property. The plat, site plan, or sketch should have a north arrow for reference and use in future discussions, reports or possible appeals.
4. A denial letter including the written report of site and soil conditions as per .1937(m) shall have been prepared and sent to the applicant prior to the RSS's visit.
5. The property lines must be clearly identifiable in the field.

6. Undergrowth if dense needs to be cleared to the point that the property is accessible; visibility is good for at least 50 feet from any one location; and adequate measurements can be taken along the contours.
7. Pits will need to be dug to evaluate saprolite, fill material, rocky soil, large tracts or any time so designated by the local health department (LHD). The backhoe should be onsite during the evaluation. The requirement for a backhoe can be discussed when the LHD contacts the RSS.
8. If there is an available space issue due to required setbacks, the horizontal separation distances need to be measured and staked out.
9. All written documentation and any other correspondence or information must be available to the RSS prior to or during the site evaluation.
10. The Supervisor or other designated “supervisory” person (Soil Scientist or Program Specialist), must have evaluated the site, verified the conclusions of the EHS and attempted to resolve the issue.

All requests for the RSS assistance must be from the LHD. Please do not have the property owner or their legal representative contact the RSS directly to schedule an appointment. The date for the visit will be set when the LHD calls the RSS. **The LHD shall provide a copy of the application, plat and denial letter to the RSS for review, prior to the site visit.** The supervisor or the other designated person must accompany the RSS to the site.

Your cooperation in following the above criteria and procedures will be most helpful in increasing the level of service we can provide. We will continue to be available to answer specific questions concerning soil and other site conditions, and as time permits to provide field consultations on specific soil conditions, to provide field-training sessions and to work with your field staff on a “routine workday” basis.

If you have any questions or need assistance related to the On-Site Wastewater program please contact the RSS for your area or the Raleigh staff.