



Charlie Crist  
Governor

Ana M. Viamonte Ros, M.D., M.P.H.  
State Surgeon General

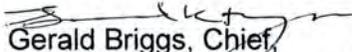
**INTEROFFICE MEMORANDUM**

**INFORMATION  
HSES 10-012**

**DATE:** October 8, 2010

**TO:** County Health Department Directors/Administrators  
ATTN: Environmental Health and Engineering Directors

**THROUGH:** Lisa Conti, D.V.M., M.P.H., Dipl. ACVPM, Director  
Division of Environmental Health

**FROM:**   
Gerald Briggs, Chief,  
Bureau of Onsite Sewage Programs

**SUBJECT:** Update to Applicable Sections of the Environmental Health Manual 150-4 and Standardization Tools

This memorandum repeals and replaces Interoffice Memorandums HSES 00-23, HSES 00-034 and HSES 02-014. In addition, this memorandum provides information on recent revisions to the onsite sewage program sections of the Environmental Health Program Manual 150-4 and the program's Field standardization Tools.

Revisions to the Environmental Health Manual 150-4 were made with input from the County Health Department Environmental Health Advisory Group. The revisions included substantive technical and non-technical changes, as well as the incorporation of several technical reference web sites. Sections on complaint investigation of unlawful septic tank contracting practices, enforcement, employee training and standardization and reporting requirements and procedures, to include equipment, construction permitting, variances and operating and service permits, were updated to reflect current policy and regulatory requirements. Previous guidance on on-the-job training (see HSES Memorandum 10-004) and new guidance on continuing education requirements were also incorporated into the manual.

Beginning with the Accelerated Certification Training (ACT) scheduled for October 2010, the correct methodology for performing and recording a site evaluation and a final construction system inspection (i.e., field standardization) will be taught using detailed field exercises. This methodology is documented in the revised and below referenced field standardization tools. Previously at the ACT, only a brief classroom presentation and field discussion on the site evaluation and final construction system inspection process was provided and county health department (CHD) environmental health directors or program supervisors were expected to conduct the training on the procedures and field standardize employees.



Core Public Health at Your Service  
Bureau of Onsite Sewage Programs  
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(850)245-4070 [www.MyFloridaEH.com](http://www.MyFloridaEH.com)

Acknowledgement of field standardization and receipt of documentation of proper procedures will continue to be required. Field standardization acknowledgment will be accomplished by signature by the CHD staff, attesting that they have received a copy of the standardization tools and understand the instructions for the performance of site evaluations and final construction system inspections. Acknowledgement forms will be completed at the time the CHD staff completes the ACT. Bureau staff will collect the signed forms and the original copy will be sent to David Wolfe, Certification Coordinator, with the Bureau of Community Environmental Health. A copy will be sent to the employee's supervisor for inclusion in the employee's personnel file and a second copy to the employee for the employee's personal files. The acknowledgement form is attached to this memorandum.

### **Revised Standardization Tools**

1. Standardization Tool Site Evaluation 07.19.2010, incorporated by reference.
2. Standardization Tool Inspection A07.19.2010, incorporated by reference.

Subsequent to field standardization at the ACT, to ensure that all field staff continue to employ approved methodologies and to help supervisors identify potential staff training needs, field staff shall be evaluated annually using the Standardization Tools. Annual field standardization evaluations shall be conducted by the CHD during the annual supervisor and employee ride-alongs and shall commence no later than October 1, 2011. A copy of the completed field standardization evaluation shall be included in the employee's personnel file. Each employee personnel file is required to contain the completed field standardization evaluation form for each year the employee worked in the program since the most recent CHD onsite sewage program evaluation.

Finally, all department staff with professional job duties in the onsite sewage program should attend the ACT, at least once every six years. Attendance every six years is recommended for continuing education purposes and does not require re-taking the certification examination.

To search or download a copy of the Environmental Health Program Manual 150-4 and Standardization Tools, please go to the Bureau's [Sharepoint](#) site in the Employee Standardization Tools folder under Shared Documents.

<http://def.sharepoint.doh.ad.state.fl.us/DEH/Onsite/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fDEH%2fOnsite%2fShared%20Documents%2fEmployee%20Standardization%20Tools&View=%7b47309213%2dF538%2d451F%2dA67F%2dD1908B25CFA7%7d>

Please direct any questions to Ed Barranco at (850) 245-4092.

Attachments



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**Acknowledgment of Site Evaluation and Final Inspection Training**

I acknowledge that I have read and understand the procedures for performing an onsite sewage treatment and disposal system site evaluation contained in the document entitled Standardization Tool Site Evaluation 07.19.2010, incorporated by reference, and how to properly complete form DH 4015, 08/09. I understand that changes in procedures will be identified through interoffice memorandums.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature (Please Sign)

\_\_\_\_\_  
Date

I acknowledge that I have read and understand the procedures for performing an onsite sewage treatment and disposal system inspection contained in the document entitled Standardization Tool Inspection A07.19.2010, incorporated by reference, and how to properly complete form DH 4016, 08/09. I understand that changes in procedures will be identified through interoffice memorandums.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature (Please Sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
*County Health Department*

*Note: Original copy of the acknowledgement form will be sent to David Wolfe, Certification Coordinator, with the Bureau of Community Environmental Health. Bureau staff will also send copy of the acknowledgement form to the employee's supervisor for inclusion in employee's personnel file and a second copy of the acknowledgment to the employee for the employee's personal files.*



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