

**XXXXX COUNTY HEALTH DEPARTMENT**  
**ON-SITE WASTEWATER QUALITY CONTROL PROGRAM**

**I.POLICY**

The Environmental Health, On-Site Wastewater Division, will periodically evaluate the performance of staff members with regard to overall program quality assurance.

**II.PURPOSE**

To ensure that Environmental Health staff provides consistent and high quality service to the citizens of Person County and that each staff member performs their work in compliance with the standards set forth in the Laws and Rules for Sewage Treatment and Disposal Systems (15A NCAC 18A .1900).

**III.PROCEDURE**

The Environmental Health, On-Site Wastewater Division, will implement an on-going quality control program in order to evaluate and document the performance of staff members.

**File Review**

1. All Improvement Permits/Construction Authorizations and Operation Permits will be turned into the OSWW Program Specialist for review.
2. The paperwork is reviewed, and necessary changes or revisions are documented and discussed with the EHS. The Program Specialist will date and initial each file reviewed on the front inside left hand corner of the folder.

**Field Review**

1. The Program Specialist or EH Supervisor will field review approximately 10% of IP/CA permits issued.
2. The field review will include, but is not limited to, the soil evaluation sheet, the site sketch, layouts, and documentation.
3. A Quality Control Plan Worksheet will be used to document the review. The results will be discussed with the Environmental Health Specialist. All worksheets will be kept on file and a copy will be provided to the Environmental Health Specialist.

DATE DEVELOPED:

DATE REVIEWED:

DATE REVISED:

APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_