
 <p>THURSTON COUNTY Washington Est. 1852</p> <p>Public Health & Social Services POLICY</p>	Policy Title PROCEDURE FOR WET SEASON STUDY	
	Number ONST.20.PRO.840	Effective Date 11/02/2007
	Latest Approval Date 11/02/2007	Approved By Art Starry
	Next Review Date 06/21/2029	
POLICY INTENT		
Purpose	This procedure outlines the responsibilities and procedures for professionals and reviewers conducting a wet season study.	
Scope	<input checked="" type="checkbox"/> Internal Only <input type="checkbox"/> Direct Impact to Citizens	
Are Office/Department Documents on this subject permitted?	<input checked="" type="checkbox"/> Yes, the policy clarifies regulations used only by the Environmental Health Division (Article IV and WAC 246-272A).	<input type="checkbox"/> No
POLICY STATEMENT		
Action By:	Action:	
Applicant/Designer/Engineer	1. Makes written application for a winter water table evaluation on form provided by the health department and pay appropriate fees.	
PAC Staff	2. Receives application for a winter water table evaluation and fees.	
	3. Gives applicant instructions and requirements for location and construction of monitor ports. See ONST.20.GUI.840.	
	4. Locates historic or current file{s} and attaches the winter water table evaluation application or notes if imaged file.	
	5. Routes file to EH for assignment.	
Applicant/Designer/Engineer	6. Confirms the number and location of the monitoring ports with Environmental Health field staff. Schedules site visit with field staff if site characteristics still need to be confirmed or soils evaluated.	
	7. Installs monitoring ports that comply with the requirements noted in ONST.20.GUI.840. Having a designer/engineer develop the winter water table evaluation plan is required.	
Field Staff	8. Receives notification site is ready for evaluation.	
	9. Makes copy of WWS application, site plans or design as applicable. Has means for recording observations and time expended, refiles originals.	
	10. Schedules and conducts a minimum of two on-site visits per month. Additional visits are required to determine storm event spike evaluations per ONST.20.POL.840.	

	11. Holds copies of portions of file and winter water table evaluation form in folder on desk and develops "tickler file" to keep track when site inspections are needed.	
	12. Completes the site evaluations as required.	
	13. Notes and summarizes the results of the field investigations and time expended on the Winter Water Table Evaluation.	
	14. Informs EHSS of the amount to bill.	
EHSS	15. Bills the applicant and attaches applicable information to the original file. Pulls original file. Routes to the case handler when the bill is paid for final report. Mails the final report and refiles the original project file.	
Field Staff	16. When notified the bill is paid, writes the final report and transmits the file to EHSS. In the event the study is completed in 4 hours write the final report for mailing and forwards the information to EHSS.	
DEFINITIONS AND ACRONYMS		
EHSS	Environmental Health Support Staff	
RELEVANT LAWS AND OTHER SUPPORTING INFORMATION		
County Code	Thurston County Sanitary Code, Article IV	
State Law		
State Rule	WAC 246-272A	
Other Sources		
Superseded Documents	ONST.07.PRO.840 (11/02/2007)	
Supporting Documents	N/A	
Related Documents	ONST.20.GUI.840 ONST.20.POL.841, ONST.20.POL.842. ONST.20.POL.843 ONST.20.GUI.843 Technical Guidelines ONST.20.POL.822 Application of Recommended Standards and Guidance For Sand Lined Trench Systems – March 2014 VERSION GUI eh-wws-002 -Use of Sand-lined Trenches / Beds	
Communication and Implementation Strategy	The Policy Administrator will: <ul style="list-style-type: none">• coordinate the review of the Office/Department Documents to ensure consistency• Send signed updated policy to OSS Professionals and Staff through Constant Contact e-mail• Post signed updated policy to Division’s OSS Professionals Webpage and PHSS intranet site.	
POLICY ADMINISTRATION		
Policy Owner	Steve Petersen/Program Manager, Environmental Health	
Contact Person (if different from above)		
Roles and Responsibilities	Laura Blakely	Policy Administrator

REVISION HISTORY		
Effective Date	Approved By	Modifications
06/21/2023	 Art Starry/Environmental Health Director	ONST.07.PRO.840 Updated
Xx/xx/xxxx	_____ Name/Title	Indicate what changed
Xx/xx/xxxx	_____ Name/Title	Indicate what changed
Reviewers of the Current Revision	Brad Sangston/Environmental Health Specialist II _____ Name/Title	_____ Name/Title
	Steve Davies/Environmental Health Specialist II _____ Name/Title	_____ Name/Title
	_____ Name/Title	_____ Name/Title

FURTHER INFORMATION	
This section is not published on the final PDF document. It is for website purposes only	
Keywords for search engine	Wet season, winter water table