

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – October 17, 2017**

**Members Present:**

Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Colin Duke, Baldwin County Environmental Health Manager  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Susan Taylor, Taylor Services, Vice Chairman  
Tim Walls, Walls Septic  
Chuck Shropshire, Johnny- On -The Spot

**Guest(s):**

None.

Secretary Virgil Fancher called the meeting to order at 9:11 a.m.

Colin Duke made a motion to accept the July 25, 2017 CRC meeting minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

***Continuing Education Classes Update***

Leslie Freymann updated the committee on the vendors (Soil Science Incorporated, Southeastern Building Trades Association, and GOWA) that are Department approved to offer continuing education classes for the upcoming February 2018 septic tank contractor certification renewal. She also informed the committee that Chris Kumnick will be presenting at the Georgia Onsite Wastewater Association training classes, and the Department will send a letter notifying the portable sanitation contractors that only the owner or his/her designee are required to obtain 6 hours of Department approved continuing education credit. Training classes and portable sanitation renewal information will be posted on the website.

***Department's Website Posting of Companies with Disciplinary Actions***

Virgil Fancher sent the committee the latest copy of the website posting of companies with disciplinary actions. Legal Counsel, Victoria Haibach, reviewed and made several recommendations to the list prior to issuing the final approval. Leslie Freymann will edit the format and have it posted on the website.

**NEW BUSINESS:**

*None.*

**OTHER BUSINESS:**

*None.*

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Colin Duke offered a second. Meeting adjourned at 9:25 am.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – July 25, 2017**

**Members Present:**

Susan Taylor, Taylor Services, Vice Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Colin Duke, Baldwin County Environmental Health Manager

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Chuck Shropshire, Johnny- On -The Spot  
Tim Walls, Walls Septic  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1

**Guest(s):**

**None**

Vice Chairman Susan Taylor. called the meeting to order at 9:01 a.m.

Colin Duke made a motion to accept the April 20, 2017 CRC meeting minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

***Continuing Education Classes Update***

Virgil Fancher updated the committee on the status of the Department's approved continuing education classes for septic tank contractors and county environmental health specialists. Currently Southeastern Building Trades Association is offering an 8-hour online training class and Soil Science, Inc is offering an 8 hour in-person continuing education class. Mr. Fancher stated that he has discussed continuing education classes with Georgia Onsite Wastewater Association (GOWA), but have not received any information about class dates and locations. Susan Taylor mentioned GOWA's upcoming annual conference in Macon and the opportunity for septic tank contractors attending to obtain 8 hours of continuing education credit. Approved classes and vendors will be updated regularly on the Environmental Health Section's website by Leslie Freymann.

***Flanigan Brothers' Complaints***

Virgil Fancher informed the committee that a letter was sent to Flanigan Brothers concerning their probation. They are currently not certified to pump out septic tanks because they do not have a current septage removal permit from the local county board of health. Gwinnett County has refused to inspect and permit the company's pump trucks due to a pending court case. Based on the outcome, additional actions may be taken against the company's certification. Mr. Fancher will update the committee at the October meeting.

*Department's web posting of Companies with disciplinary actions*

The committee approved the Department's website posting of the disciplinary actions taken against septic tank companies and contractors. Virgil Fancher sent the list to legal counsel for review and was told to only list the procedural status, and leave out any additional information or explanations. He will revise the list and obtain legal counsel's final approval before sending it to Leslie for posting.

**NEW BUSINESS:**

*Tattoo/Body Artist Potential Certification*

Virgil Fancher informed the committee members that there is nothing to discuss at this time concerning tattoo/body artists certification. It is early in the process and is being reviewed by legal. In the event the Department develops a state-wide rule, the committee will be asked to create a certification exam, as well as include a representative from that industry. Virgil will keep the committee informed throughout the process.

**OTHER BUSINESS:**

*None*

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Colin Duke offered a second. Meeting adjourned at 9:20 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – April 20, 2017**

**Members Present:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Susan Taylor, Taylor Services, Vice Chairman  
Chuck Shropshire, Johnny- On -The Spot  
Colin Duke, Baldwin County Environmental Health Manager  
Tim Walls, Walls Septic

**Guest(s):**

Adam Stell, Land Use Program Consultant

Chairman Ralph Hilliard Jr. called the meeting to order at 9:10 a.m.

Leslie Freymann made a motion to accept the January 19, 2017 CRC meeting minutes. Christopher Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

***December 2017 County Septage Removal Permit Expiration Standardization Update***

At the January meeting, Leslie Freymann stated that the Department will be implementing the standardized county septage removal permit expiration. The counties were notified, and will determine how to implement the policy change on a county by county basis. Some counties extended the current county septage removal permit expiration date, while others issued a renewal permit with a December 31, 2017 expiration date. Each county also decided whether or not to pro-rate their septage removal permit fees.

***Flanigan Brothers' Complaints***

Virgil Fancher sent the committee members a copy of the complaints the Department received concerning the septic tank contractor company Flanigan Brothers Septic LLC. He stated that the 2016 Onsite Sewage Manual Revision Decertification Protocol included a provision that allowed the Department to issue lesser sanctions where the circumstances of the violation do not merit revocation of the certification. It is the Department's decision to place Flanigan Brothers, employees and owners, under a 24-month certification probation. If any of the company's employees violate the Department's Onsite Rules and Regulations, they will be decertified. The committee reiterated the need to hold the employees as well as the owners of the company liable for any rule violation. Following extensive discussion, the committee supported the Department's decision to place the company and its employees on a 24-month probation. Virgil Fancher will notify the company by certified mail.

***Department's web posting of Companies with disciplinary actions***

The committee expressed an interest in providing the public information on septic tank contractor companies that received disciplinary actions from the Department. Virgil Fancher asked legal counsel and obtained approval to proceed with the web posting. The list of companies and their disciplinary actions were sent to the committee prior to the scheduled meeting for review. With the committee's approval, the Department will move forward with posting the list. Leslie Freymann will format the list to be posted, and will send it to legal counsel for final approval.

**NEW BUSINESS:**

*Continuing Education*

Virgil Fancher informed the committee members of the vendors that are currently approved to provide continuing education to septic tank contractors for the upcoming 2018 certification renewal period. The Department will send a letter and or email notifying the contractors of continuing education classes, and post the information on the website. The letters will contain each company's certified contractor, and the number of hours needed for renewal. The notifications are expected to be sent by the end of June.

**OTHER BUSINESS:**

*None*

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Chris Hutcheson offered a second. Meeting adjourned at 9:44 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – January 19, 2017**

**Members Present:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Colin Duke, Baldwin County Environmental Health Manager  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Leslie Freymann, Environmental Health Section  
Tim Walls, Walls Septic

**Members Absent:**

Susan Taylor, Taylor Services, Vice Chairman  
Chuck Shropshire, Johnny- On -The Spot

**Guest(s):**

Victoria Halibach, DPH Legal Counsel

Chairman Ralph Hilliard Jr. called the meeting to order at 10:18 a.m.

Colin Duke made a motion to accept the October 27, 2016 CRC meeting minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

***County Septage Removal Permit Expiration Standardization Update***

At the July meeting Leslie Freymann proposed a common county septage removal permit expiration date for all the pumpers in the state. She developed a Proposal for Standardization of Expiration Dates document that justified the standardized date. This document was presented to the District Environmental Health Directors (DEHDs) at their October meeting for review and discussion. After receiving approval from the DEHDs, Ms. Freymann sent the document to the county environmental health specialists for review and comments. A letter will be sent to the Department's certified septic tank pumpers informing them of the December 31, 2017 county septage removal permit expiration date. It will be up to each District/County to decide how they will implement this change.

**NEW BUSINESS:**

***Decertification Protocol***

Virgil Fancher detailed the changes that has been made to the Decertification Protocol. He then turned the discussion over to Victoria Halibach, to provide more details concerning the Department's and Committee's authority to revoke, suspend or deny **a certification**. Ms. Halibach referred to Section 511-3-1-.19 of the Onsite Rules that provides a list of activities for which the Department may revoke, suspend or deny certification. She stated the Department may take any of the disciplinary actions against a contractor's or company's certification for violating at least one (1) of the listed activities. In the past, the practice was to obtain several legal judgments prior to initiating the decertification process. With the revised rule, it is easier to hold individuals and company owners' accountable for violating the Department's Onsite Rules and Regulations, as well as providing various levels of disciplinary actions prior to decertification. The committee discussed posting a list

of individuals and companies that has been disciplined by the Department. Virgil Fancher and Leslie Freymann will develop a list, but will discuss the legality of posting it on the website with the State Environmental Health Section Director, and the Department's Legal Counsel. An update will be presented at the next CRC meeting.

### *Election of Officers*

Tim Walls made a motion to nominate Ralph Hilliard Jr. for another term as chairman; Susan Taylor for another term as Vice-Chairman; and Virgil Fancher for another term as committee Secretary. Leslie Freymann offered a second. Motion passed unanimously.

### **OTHER BUSINESS:**

*None*

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Colin Duke offered a second. Meeting adjourned at 11:30 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee



**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – October 27, 2016**

**Members Present:**

Susan Taylor, Taylor Services, Vice Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Colin Duke, Baldwin County Environmental Health Manager  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Tim Walls, Walls Septic  
Chuck Shropshire, Johnny- On -The Spot  
Leslie Freymann, Environmental Health Section

**Guest(s):**

Thomas Vanderboom, State Land Use Program Consultant

Vice Chairman Susan Taylor called the meeting to order at 9:05 a.m.

Colin Duke made a motion to accept the July 27, 2016 CRC meeting minutes. Susan Taylor offered a second. Motion passed.

**OLD BUSINESS:**

***Brian Lott's Certification Status Update***

Virgil Fancher updated the committee on the Department's decision not to recertify Brian Lott. The Department notified Mr. Lott by certified mail dated August 29, 2016 and have not received notification that he will appeal the Department's decision. He had twenty (20) days from the receipt of the letter to initiate an appeal.

***County Septage Removal Permit Expiration Update***

At the July meeting, Leslie Freymann proposed a common county septage removal permit expiration date. She developed a Proposal for Standardization of Expiration Dates that detailed the reasons for a common statewide septage removal permit expiration date. This document will be presented to the District Environmental Health Directors at their October meeting for review and discussion. Thomas Vanderboom stated that specific implementation details concerning the pro-rating of fees and effective date will be worked out by the Department. After reviewing the document, the committee offered its support of the proposal as submitted.

**NEW BUSINESS:**

***Disaster Relief Efforts***

Susan Taylor complimented the efforts of those involved in the evacuation efforts during the Hurricane Matthew land fall that resulted in the mandatory evacuation along the coast of Georgia.

**OTHER BUSINESS:**

*None*

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Colin Duke offered a second. Meeting adjourned at 9:37 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – July 27, 2016**

**Members Present:**

Susan Taylor, Taylor Services, Vice Chairman  
Chuck Shropshire, Johnny- On -The Spot  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Colin Duke, Baldwin County Environmental Health Manager

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Tim Walls, Walls Septic

**Guest(s):**

Thomas Vanderboom, State Land Use Program Consultant  
Chris Kumnick, Interim State Environmental Health Section Director

Vice Chairman Susan Taylor called the meeting to order at 9:03 a.m.

Virgil Fancher made a motion to accept the April 26, 2016 CRC meeting minutes with Leslie Freymann's recommendation to add "former" when referencing Tom Vanderboom's soil scientist certification status. Colin Duke offered a second. Motion passed.

**OLD BUSINESS:**

***Brian Lott's Certification Status Update***

Virgil Fancher provided the committee members a list of complaints and judicial actions that were levied against Mr. Lott. He informed the committee that this information is currently being reviewed by the Department's Legal Counsel. Based on the outcome of that review, a determination will be made concerning Mr. Lott's re-certification application. The committee decided it will support the result of the Department's decision. Virgil Fancher will provide an update to the committee at the October meeting.

***Portable Sanitation Rule Implementation***

At the April CRC meeting, Susan Taylor brought to the committee's attention the lack of enforcement of certain parts of the Portable Sanitation Contractors Rule., specifically Table 2, which references the number of portable sanitation units required at special events. There are special event sponsors that are unaware of this rule, and will hire companies that will not provide the correct number of units per the rule. Virgil Fancher informed the committee that the Department distributed a Portable Sanitation Brochure to the districts and counties as a tool to be used in educating special event sponsors. The intent is to inform stakeholders of the recently adopted rule and make them aware of the requirements for construction sites and special events. Chuck Shropshire asked about enforcement of the rule as it relates to sanitation or nuisance complaints. Chris Kumnick stated that county environmental health specialists may respond to a sanitation complaint and hold the event sponsor accountable. The complaint may be tied to an insufficient number of portable sanitation units, and or the servicing frequency of those units. Mr. Kumnick stated that the Department will follow up with ensuring the portable sanitation brochure is being distributed to the stakeholders, and will also reference it at the upcoming Georgia Onsite Wastewater Association's Conference in August. Chuck Shropshire asked that we check to make sure the charts referenced in the rule are current.

**NEW BUSINESS:**

***County Septage Removal Permits***

Leslie Freymann provided the committee with the history of septic tank contractor certification renewal dates, and asked if the members would favor all counties using the same expiration dates for their septage removal permits. She stated that since permitting is a county function, the Department could not mandate the counties to renew their permits on the same date, doing so would be entirely voluntarily. Currently, most counties have a rolling date for permit renewals, which makes it difficult for the Department to maintain an updated list certified pumper. By having all the counties' septage removal permits expire on the same date, it will be easier to maintain a current list and make the bi-annual certification renewal process more efficient. Ms. Freymann will do more background work on this issue and provide an update at the October committee meeting.

**OTHER BUSINESS:**

***None***

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Colin Duke offered a second. Meeting adjourned at 9:37 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes - April 26, 2016**

**Members Present:**

Susan Taylor, Taylor Services, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Colin Duke, Baldwin County EH Manager

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Chuck Shropshire, Johnny- On -The Spot  
Tim Walls, Walls Septic

**Guest(s):**

Thomas Vanderboom, State Land Use Program Consultant

Vice Chairman Susan Taylor called the meeting to order at 9:05 a.m.

Virgil Fancher made a motion to accept the January 21, 2016 CRC meeting minutes. Colin Duke offered a second. Motion passed.

**OLD BUSINESS:**

***2016 Septic Tank Contractor Renewal***

Leslie Freymann provided the committee members with 2016 Septic Tank Contractor's certification data. This included the newly certified portable sanitation contractors. They were not required to obtain continuing education credit for certification, but the owner or their designee will be required to obtain 6 hours of continuing education for the 2018 renewal period. While the total number of septic tank contractors are down, the increase in fees made up the difference in the State's operating budget. The certification renewal data included the total number of certified septic tank companies and contractors, in addition it also included portable sanitation companies and contractors. The report also listed the type of continuing education venue, as well as the sponsoring organization.

**NEW BUSINESS:**

***Portable Sanitation Rule Implementation***

Susan Taylor brought to the committee's attention the lack of enforcement of certain parts of the Portable Sanitation Contractors Rule. Specifically, Table 2, which references the number of portable sanitation units required at special events. There are special event sponsors that are unaware of this rule, and will hire companies that will not provide the correct number of units per the rule. This puts the companies that's trying to do the right thing at a disadvantage. Ms. Taylor stated that the county should require a permit for special event sponsors. Virgil Fancher stated that the Department will discuss this issue of enforcement with the District Environmental Health Directors, and provide additional information to the committee at a subsequent meeting.

**OTHER BUSINESS:**

*New Land Use Program Consultant*

Virgil Fancher introduced to the committee members the newly hired Land Use Program Consultant Thomas Vanderboom. He joined the state office from Effingham County with over 21 years of experience. He has worked in three public health districts and is a former State Certified Soil Classifier.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Virgil Fancher offered a second. Meeting adjourned at 10:00 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – January 21, 2016**

**Members Present:**

Susan Taylor, Taylor Services, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Colin Duke, County Environmentalist, Baldwin County EH Manager  
Tim Walls, Walls Septic

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Chuck Shropshire, Johnny On The Spot

**Guest(s):**

None

Vice Chairman Susan Taylor called the meeting to order at 10:04 a.m.

Colin Duke made a motion to accept the October 27, 2015. CRC meeting minutes. Christopher Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

***Onsite Sewage Manual Update Review***

Virgil Fancher provided information on the Department's Onsite Sewage Manual Revisions. The updated manual has been placed on the Department's website, so Mr. Fancher wanted to provide the committee with an update on the sections applicable to the committee. Section A, which are the Rules of The Department of Public Health Chapter 511-3-1, were updated to provide the local boards of health grounds for which a septic tank pumper's permit may be suspended, revoked or denied. Some of this information was taken from the Department's Decertification and Denial of Renewal Protocol. This protocol was originally located in Section N of the manual, but has been moved to the section that contains the rules, Section A. Section N, "Certification" was updated with definitions of the different types of certifications; a reduction of duplicate information; a rewording in the composition of the Department's Certification Review Committee, and an update in the certification fee for septic tank contractor companies.

***Septic Tank Contractors Renewal***

Leslie Freymann provided a status update on the current renewal of septic tank contractor companies (installers and pumpers), as well as the current renewal status of the portable sanitation contractors. Leslie distributed a reference document containing the number of companies currently in business, and the number of contractors eligible for renewal. The document also listed the continuing

education status of the contractors, and the numbers trained by each vendor approved by the Department. She also informed the committee that this is the first time the Department is accepting online certification fee payments by credit card and has implemented a late fee penalty. Leslie stated that she will present a summary of certification data at the next committee meeting in April.

### **NEW BUSINESS:**

#### ***Bylaws Update***

Mr. Fancher informed the committee that the Department's update to Section N requires a revision to the Certification Review Committee's Bylaws. Since the Onsite Rules does not reference the Portable Sanitation Rule, the Department changed the Certification Review Committee make-up from an advocate for environmental health services and two portable sanitation contractors to three consumer advocates. Virgil Fancher made a motion to revise the committee bylaws membership to rename the advocate for environmental health services and two portable sanitation contractor's positions to three consumer advocates. Colin Duke offered a second. Motion passed unanimously.

#### ***Election of Officers***

Mr. Fancher informed the committee that it is time to elect committee officers for the upcoming year. Christopher Hutcheson made a motion of nominate Ralph Hilliard Jr for another term as chairman. Colin Duke offered a second. Motion passed unanimously. Colin Duke made a motion to nominate Susan Taylor for another term as vice-chairman. Chris Hutcheson offered a second. Motion passed unanimously. Susan Taylor made a motion to nominate Virgil Fancher for another term as secretary. Christopher Hutcheson offered a second. Motion passed unanimously.

### **OTHER BUSINESS:**

#### **None**

With no other business pending, Susan Taylor made a motion that the meeting be adjourned. Leslie Freymann offered a second. Meeting adjourned at 10:50am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee



**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – October 27, 2015**

**Members Present:**

Susan Taylor, Taylor Services, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Colin Duke, County Environmentalist, Baldwin County EH Manager  
Chuck Shropshire, Johnny On The Spot  
Tim Walls, Walls Septic

**Members Absent:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman

**Guest(s):**

None

Vice Chairman Susan Taylor called the meeting to order at 9:17 a.m.

Colin Duke made a motion to accept the July 21, 2015 CRC meeting minutes. Susan Taylor offered a second. Motion passed.

**OLD BUSINESS:**

***Onsite Sewage Manual Section N Revision Update***

Virgil Fancher provided a status update to the committee concerning the Department's decision to delay implementing all of the proposed changes approved by the committee. Due to implementation issues and time constraints, the Department decided to change the Rule reference from Chapter 290-5-26 to 511-3-1; implement the new septic tank contractor certification/renewal fee of \$400.00; and move the Contractor's Decertification Protocol to Section A of the Manual. Leslie Freymann stated that the other previously approved committee revisions to the section will occur in the near future, along with updates to the rest of the onsite sewage manual. The manual revisions will move forward once additional staff is added to the State Land Use Program.

***Septic Tank Contractor Decertification Status***

Virgil Fancher provided a status update on Mr. Morrow's decertification from the last meeting. The Department's decision to decertify Mr. Morrow was upheld by the Office of State Administrative Hearings. Legal Counsel notified Mr. Morrow's of the agency's decision, and the Department sent him a certified letter stating that he is to cease all services described by the Georgia Manual for Onsite Sewage Management Systems requiring Departmental certification.

Mr. Fancher then informed the committee of the possibility that additional decertification requests are forthcoming in the near future. In the event the Department decides to decertify a company or individual between scheduled committee meetings, the committee be polled electronically. As

referenced in the previous committee meeting, Mr. Fancher reviewed the by-laws to verify the allowance of electronic polling. He also sent each member the latest approved version of the by-laws for review.

***Bylaws Review***

Mr. Fancher sent each member of the committee the strikethrough and bold version of the by-laws, as well as a copy of the document in its final form. He asked the committee to review the document and make suggestions of any needed revisions. The committee agreed that the document was satisfactory in its current form and no changes were required at this time.

**NEW BUSINESS:**

***2016 Septic Tank Contractor Renewal***

Mr. Fancher informed the committee that the Department, just as it did during the 2014 certification renewal period, have partnered with Georgia Onsite Wastewater Association to conduct training classes throughout the state. He also stated that class content is being received and reviewed by other vendors for online and in-person training classes. Leslie Freymann stated that the Department will be able to accept online certification fee payments during the 2016 renewal period. She will provide specific information pertaining to septic tank contractor renewals and continuing education at the January, 2016 meeting.

**OTHER BUSINESS:**

None

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Susan Taylor offered a second. Meeting adjourned at 9:35 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes – July 21, 2015**

**Members Present:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Colin Duke, County Environmentalist, Baldwin County EH Manager

**Members Absent:**

Chuck Shropshire, Johnny On The Spot  
Susan Taylor, Taylor Services, Vice Chairman  
Tim Walls, Walls Septic

**Guest(s):**

None

Chairman Ralph Hilliard Jr. called the meeting to order at 9:17 a.m.

Colin Duke made a motion to accept the April 16, 2015 CRC meeting minutes. Christopher Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

***Onsite Sewage Manual Section N “Certification Revision”***

Virgil Fancher provided a status update to the committee concerning the Department’s reconsideration of some proposed changes to Section N of the Manual. The Department may remove the 2 years of verifiable work experience as a certification requirement for Installers, Pumpers and Maintenance Contractors. Also, the names of the certification levels are being re-visited. Instead of the Installer certification levels 1 through 4, the certification designation will be indicative of the complexity of systems being installed. Ralph Hilliard stated that the Department should keep the 2 years of verifiable work experience as a prerequisite for contractors. If not, then those individuals should be required to have a bond to protect the homeowner. This will provide the homeowner’s an avenue to seek compensation from septic tank contractors. He also stated that the continuing education requirements for contractors should match those being proposed for environmentalists. The Department plans to increase the number of continuing education hours required for certification renewal. Though the hours will increase from 8 to 16, half of the hours must cover the Department’s Onsite Rules and Regulations.

The committee also discussed the current provision that allows a homeowner that successfully passes the contractor’s residential exam, the ability to install their own onsite sewage management system at their primary residence. The committee agrees that the type of system allowed for installation should only cover conventional systems. Alternative systems should not be allowed for installation by a homeowner.

***Joseph Morrow Decertification Status***

Virgil Fancher provided a status update on Mr. Morrow’s decertification. Mr. Morrow appealed the Department’s decision to decertify him and was granted a court hearing. Mr. Fancher, along with the Department’s legal counsel Victoria Kizito, was in court on Friday, July 17 to present evidence supporting the Department. The hearing was conducted by the Office of State Administrative Hearings, and held at the Magistrate Court in Forsyth County. Mr.

Jonathan Terry, Walton County Environmental Health Manager, provided a substantial amount of testimony in support of the Department's decision to decertify Mr. Morrow. The homeowner, Ms. Janet Moses, also testified about the actions performed by Mr. Morrow on her onsite sewage management system. The judge will rule on the decertification in 30 days.

Mr. Fancher also informed the committee of the possibility that additional decertification requests are forthcoming in the near future. In the event the Department decides to decertify a company or individual between scheduled committee meetings, the committee may conduct a special call meeting to address the issue, or be polled electronically. Virgil Fancher will review the by-laws to verify the allowance of electronic polling. If necessary, the committee will address this issue in the by-laws at its October 2015 meeting.

**NEW BUSINESS:**

***Contractor Exams***

Mr. Fancher informed the committee of the Department's revisions to the septic tank contractors' exams. He stated that questions concerning wiring of pumps, pump curve calculations, and possible judicial actions for those violating the Department's Onsite Rules and Regulations will be added to the revised exams. Ralph Hilliard supported adding the information concerning actions taken against those individuals and companies violation the rules, but opposed adding wiring and pump curve calculation questions to the exams. He feels that wiring to a breaker panel should be performed by a licensed electrician, and pump sizing be performed by the manufacturer of engineer. He does not feel the septic contractors should assume that liability.

**OTHER BUSINESS:**

None

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Susan Taylor offered a second. Meeting adjourned at 10:08 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section**

**ON-SITE SEWAGE CERTIFICATION COMMITTEE  
Meeting Minutes - April 16, 2015**

**Members Present:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Susan Taylor, Taylor Services, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Tim Walls, Walls Septic

**Members Absent:**

Chuck Shropshire, Johnny On The Spot  
Colin Duke, County Environmentalist, Baldwin County EH Manager

**Guest(s):**

Chris Kumnick, State Land Use Program Director

Chairman Ralph Hilliard Jr. called the meeting to order at 9:08 a.m.

Virgil Fancher made a motion to accept the January 15, 2015 CRC meeting minutes. Susan Taylor offered a second. Motion passed.

**OLD BUSINESS:**

***Onsite Sewage Manual Section N "Certification Revision"***

Virgil Fancher discussed the Department's reason for the proposed changes to the certification section of the Onsite Sewage Manual. There were a lot of repetitive information for each certified entity, consequently information were streamlined for ease of understanding. Requirements for initial certification, recertification, and fees were listed under multiple certification classifications. These were combined under combined headings.

Also, as mentioned in previous meetings, the septic tank contractors designation of Residential, Commercial, Drip and Mound classifications will be replaced with Levels I, II, III, IV and V. The new classifications will be based on complexity of onsite systems installed.

In addition, the Maintenance Contractor certification has been added for those individuals that perform existing system evaluations.

Chris Kumnick gave a detailed account of the Land Use Program's budget to support the proposed fee increase of one hundred dollars (\$100.00) per company certification. The option to charge every certified individual was considered, but the additional workload would negate any additional revenue. He stated that at the current rate, the funds will be exhausted in 2017. The increase will provide the necessary revenue to continue the program, and along with the planned revenue from the portable sanitation certification, should allow the Department to replace one of the two positions lost during the downturn in the economy.

Ralph Hilliard asked if the funds can be used to support county operations. He stated that the lack of county staff in certain parts of the state negatively impacts the septic tank contractors' businesses. Chris Kumnick informed the committee that the increase can only be used at the State Office to support the Land Use Program. The County Board

of Health is responsible for the county staff and resources. Mr. Hilliard asked if the fees would provide a barrier of entry for those individuals wanting to get into the business. Mr. Kumnick stated that this nominal fee increase would not serve as a barrier of entry. The Department, in an attempt to improve the quality of work in the onsite industry, will use the improved certification exams to ensure septic tank contractors are better prepared.

### **NEW BUSINESS:**

#### ***Joseph Morrow Decertification Status***

Virgil Fancher referenced the packet he sent to the committee members detailing the Department's reasons for decertifying Mr. Joseph Morrow. He was cited by Walton County Environmental Health, and found guilty by the County's Magistrate Court for repairing an onsite sewage management system without a permit or inspection. Additionally, this illegal repair caused damage to the system.

Ralph Hilliard commented the need to hold companies accountable for their employees' actions. Currently, employers will dismiss an employee, but the illegal practice will continue within that company. Leslie Freymann stated that the revised Decertification Protocol will assist in closing that gap. The Department currently tracks individuals as they move from one company to another, and have revoked their certification based on past and current violations.

Ralph Hilliard made a motion to support the Department's decision to decertify Joseph Morrow. Virgil Fancher offered a second. Motion passed unanimously. Upon notification, Mr. Morrow will have an appeal process. Virgil Fancher will provide an update to the committee at the next meeting.

#### ***Onsite Sewage Manual Section A Rule Change***

Mr. Fancher informed the committee of the Department's Legal Counsel's recommendation to move the Decertification Protocol from Section N to the Rule, Section A. The protocol was also revised to allow better oversight of the septic tank contractors and companies. Previously, there was a two (2) year time period that the Department could revoke a certification; the revised protocol removes that limit. In addition, the revised protocol clearly defines specific actions that will prompt decertification, and provides a means for the suspending or placing an individual's and/or company's certification on probation. No action by the committee is required with this change.

#### ***Septic Tank Contractors' Training Class Update***

Virgil Fancher informed the committee that the Department is in the process of reviewing continuing education classes for next year's certification renewal. There have been a couple of classes conducted recently, and the Department will notify the septic tank contractors when a complete training schedule is finalized. Chris Kumnick stated that the Land Use Program will partner with Georgia Onsite Wastewater Association (GOWA) in offering continuing education training. These classes are conducted throughout the state and available to septic tank contractors and county environmental health specialists.

### **OTHER BUSINESS:**

None

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Susan Taylor offered a second. Meeting adjourned at 10:30 am.

Minutes were recorded, transcribed and submitted by  
Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 15, 2015**

**Members Present:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice  
Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Susan Taylor, Taylor Services  
Chuck Shropshire, Johnny On The Spot  
Colin Duke, County Environmentalist, Baldwin County EH Manager

**Members Absent:**

Tim Walls, Walls Septic

**Guest(s):**

Chris Kumnick, State Land Use Program Director  
Shawn Conroy, Governor's Office of Consumer Protection  
Sid Barrett, Georgia DPH General Counsel  
John Ford, Georgia Onsite Wastewater Association  
Matthew Vinson, Georgia Onsite Wastewater Association  
Jennifer Delveau, Cobb County Environmental Health

Chairman Ralph Hilliard Jr.called the meeting to order at 10:05 a.m.

Leslie Freymann made a motion to accept the July 15, 2014 CRC meeting minutes. Colin Duke offered a second. Motion passed.

**OLD BUSINESS:**

*Richard Groden's Decertification Status* –Mr. Sid Barrett discussed the Department's hearing and appeal process as it relates to decertifying septic tank contractors. He informed the committee the status of Mr. Groden's appeal, with the result being in favor of the Department. In addition, he stated there will be an emphasis in holding those individuals and companies accountable for violating the Department's Onsite Rules and Regulations. In the past, the Department forwarded all complaints involving pricing to the Governor's Office of Consumer Protection, now those issues may now be addressed by both agencies. As a result of the decertification hearing process with Mr. Groden, legal counsel revised the Decertification Protocol and sent it to Chris Kumnick for review. I informed the committee that I will send the revised Section N of the Onsite Sewage Manual and Decertification Protocol for review prior the next meeting. The revision to the Decertification Protocol will strengthen the Department's

ability, as well as streamline the process, to take action against those individuals and companies in violation of the Department's Onsite Rules and Regulations.

### **NEW BUSINESS:**

*Governor's Office of Consumer Protection Complaint Process* – Mr. Shawn Conroy discussed the functions and responsibilities of this Office. He detailed the complaint review process from receipt of the complaint, investigation of its merit, and resolution. They primarily handle complaints that falls under the Fair Business Protection Act. These complaints involve misleading advertisements or deception of a sale. Questions were asked about the availability of complaint outcomes on their website, and how many complaints will initiate an investigation, He stated that they currently do not post complaints or outcomes of the complaints on their website, but will respond to inquiries from the public. He also stated that is isn't necessarily the number of complaints, but the nature of the complaints that may warrant an investigation. They categorize complaints and based on the information presented, a decision is made whether or not an investigation is needed. Once an investigation is initiated, the investigator assigned to a complaint may ask for assistance from the County and District Environmental Health Departments, as well as the State Office. If the complaint falls under the jurisdiction of multiple agencies, each of those agencies may be contacted for assistance.

*Election of Officers* – Chairman Ralph Hilliard Jr opened the floor up for nominations of officers. Colin Duke made a motion to nominate Ralph Hilliard Jr for another term as Chairman. Virgil Fancher offered a second. Motion passed unanimously. Colin Duke made a motion to nominate Susan Taylor for Vice Chairperson. Christopher Hutcheson offered a second. Motion passed unanimously. Leslie Freymann made a motion to nominate Virgil Fancher for another term as Secretary. Colin Duke offered a second. Motion passed unanimously.

### **OTHER BUSINESS:**

*Portable Sanitation Contractor Certification* – Chris Kumnick clarified the Portable Sanitation Association International (PSAI) Certification reciprocity guidelines. Individuals currently certified by will not have to take the Department's Portable Sanitation Contractor Examination. However, the company must meet the company certification requirements. The company must obtain a Septage Removal and Disposal Permit from the local count health department, and in 2016, pay the certification fee. As with the companies that pump septic tanks, certified portable sanitation companies must also employ at least one portable sanitation certified contractor. In addition, portable sanitation companies are only required to have one person obtain continuing education credit prior to renewal. The owner, or their designee, will need to complete 6 hours of continuing education credit prior to the 2018 certification renewal period.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Colin Duke offered a second. Meeting adjourned at 1:53 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee



**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 7, 2014**

**Members Present:**

Ralph Hilliard, Jr. Ralph Hilliard Septic Service, Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice  
Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Tim Walls, Walls Septic  
Susan Taylor, Taylor Services  
Chuck Shropshire, Johnny On The Spot  
Colin Duke, County Environmentalist, Baldwin County EH Manager

**Members Absent:**

Tim Walls, Walls Septic

**Guest(s):**

None

Vice Chairman Christopher Hutcheson called the meeting to order at 9:10 a.m.

Leslie Freymann made a motion to accept the July 15, 2014 CRC meeting minutes. Colin Duke offered a second. Motion passed.

**OLD BUSINESS:**

*Richard Groden's Decertification Status* –Virgil Fancher briefed the committee on the status of Mr. Groden's appeal to the Department's decision to decertify him. Virgil Fancher stated that the Land Use Program Director, Chris Kumnick, has represented the Department at the hearing conducted by the Office of State Administrative Hearings. Mr. Kumnick will attend the next scheduled meeting in January, 2015 to provide detailed information of Mr. Groden's certification status. Virgil Fancher also informed the committee that a representative from the Governor's Office of Consumer Protection will also attend the meeting to discuss their role in determining which specific individuals and companies to pursue for deceptive business practices. Mr. Fancher stated that the Department is looking very close at its Decertification Protocol as it relates to companies' and individuals' questionable business practices. With the support of the Department's Legal Counsel, those activities will be pursued more aggressively in the future.

## **NEW BUSINESS:**

*Septic Tank Contractor's Renewal Requirements Update* – Virgil Fancher informed the committee that the Department has updated its septic tank contractor renewal requirements in concert with the revised onsite rules and regulations. Septic tank contractors (installers and pumpers) who have not been certified for 2 or more years from the last renewal period must re-take and pass any applicable exams. They will no longer be required to submit continuing education credit for renewal. This information has been conveyed to the districts, and noted in the revised Contractor Application.

## **OTHER BUSINESS:**

*Portable Sanitation Contractor Certification* – Leslie Freymann informed the committee of the Department's implementation of the portable sanitation certification implementation schedule. County Environmental Health Specialists taking and passing the exam will have the portable sanitation designation on their certification cards immediately. Septic Tank Contractors that have taken and passed the exam will see that designation on their cards beginning in 2015. Portable Sanitation companies are not subject to the \$300.00 certification fee payment until February 28, 2016. Virgil Fancher informed the committee that any currently certified pumper company will not have to pay an additional fee to add the portable sanitation designation. The most any septic tank contractor company will pay is \$600.00. If a certified company currently installs and pump out septic tanks, they can add the portable sanitation component at no extra fee. However, if a certified septic tank contractor is only an installer, an additional fee of \$300.00 will be added for the portable sanitation certification.

*Pumper Permit Review* – Leslie Freymann apprised the committee of the Department's plan to check the permit status of every certified pumper on a monthly basis. Prior to their expiration, each pumper will receive an "About to Expire" letter. Once their permit expires, the Department will send them a "Permit Expired" letter informing them that they are not allowed to pump septic tanks until they are in compliance.

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Leslie Freymann offered a second. Meeting adjourned at 9:40 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 15, 2014**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Tim Walls, Walls Septic  
Susan Taylor, Taylor Services  
Chuck Shropshire, Johnny On The Spot

**Members Absent:**

Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice Chairman  
Colin Duke, County Environmentalist, Baldwin County EH Manager

**Guest(s):**

None

Chairman Ralph Hilliard Jr called the meeting to order at 9:08 a.m.

Leslie Freymann made a motion to accept the April 22, 2014 CRC meeting minutes. Virgil Fancher offered a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Manual Revision – Section N* – Virgil Fancher discussed the Department’s proposed changes to the certification section of the onsite sewage manual. The bold, strikethrough and underlined copy of the proposed revisions were distributed to the committee members for review prior to the scheduled meeting. Leslie Freymann provided some background information of the proposed changes for the new members. In addition, she referenced several items in the section that needed to be addressed. She mentioned the current allowance for homeowner’s to install their own onsite sewage management system after passing the residential contractor’s exam. With the changes, she wants to make sure that it only allows them to install conventional systems, and not advanced treatment systems. Whether or not septic tank pumpers should obtain additional continuing education hours prior to their certification renewal were discussed, but the committee decided the current number of 6 hours was sufficient. The statement (under the heading “Certification Renewal for Contractors”) implies that the Certification Review Committee approves continuing education; conversely it needs to be revised to state that the Department approves continuing education.

*Bylaws* - Virgil Fancher stated that the bylaws were sent to allow the committee for their review. It is living document that can be revised whenever the committee deems necessary.

**NEW BUSINESS:**

*Contractor's Decertification Update* – Virgil Fancher discussed the Department's decision to decertify Richard A. Groden's septic tank contractor's certification. A summary of legal actions and complaints issued against Mr. Groden were distributed to the committee for review prior to the scheduled meeting. After discussing whether the company is responsible for their employee's action, or if the individual is solely responsible for their own actions, Virgil Fancher offered a motion to support the Department's decision to decertify Mr. Groden. Tim Walls offered a second. Motion passed unanimously. Mr. Fancher stated that during the current onsite sewage manual revision process, the Decertification Protocol will be revised to allow better enforcement against those contractors that violate the Department's Rules and Regulations.

**OTHER BUSINESS:**

*None*

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Tim Walls offered a second. Meeting adjourned at 10:00 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 22, 2014**

**Members Present:**

Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice Chairman  
Colin Duke, County Environmentalist, Baldwin County EH Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Tim Walls, Walls Septic  
Susan Taylor, Taylor Services  
Chuck Shropshire, Johnny On The Spot

**Members Absent:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman

**Guest(s):**

Chris Kumnick, Land Use Program Director

Vice-Chairman Christopher Hutcheson called the meeting to order at 9:00 a.m.

Colin Duke made a motion to accept the January 9, 2014 CRC meeting minutes. Christopher Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

*Bylaws Approval* - Virgil Fancher informed the committee per instructed at the January committee meeting, the revised Bylaws were sent electronically to the members and a vote to approve was recorded. Having voted to approve the bylaws, the committee has been expanded to include two individuals from the portable sanitation industry. In addition, the legal counsel position on the community will be replaced with a community advocate. Mr. Fancher stated that the bylaws is a fluid document and may be revised to reflect changes in the Department's Rules and Regulations. He also asked the committee to let him know in advance if they want to propose revisions so he can place it on the meeting agenda.

**NEW BUSINESS:**

*New Committee Members* – Virgil Fancher welcomed the new members to the committee. Susan Taylor of Taylor Services and Chuck Shropshire of Johnny On The Spot will represent the portable sanitation industry on the committee. Chris Kumnick provided some historical information concerning the development of the Certification Review Committee, and detailed future activities that the committee will be asked to address. Some of these include the Onsite

Sewage Manual revision (Section N deals with certification), as well as updating the septic tank contractor exams. He thanked the new members for their willingness to serve on the committee and look forward to their input on the committee.

*Septic Contractor Renewal Update* – Leslie Freymann provided the committee with the number of septic tank contractors and companies that successfully renewed their certification during the February 28, 2014 renewal period. Information also included the venue used by contractors to obtain their continuing education credit. While most took the online continuing education training class, large number attended classes conducted in person around the state. She also informed the committee that the portable sanitation contractor applications received during the February renewal period will be processed within the next two weeks.

#### **OTHER BUSINESS:**

*Contractor Info* – Chris Kumnick informed the committee that the septic tank contractor and company applications have been updated with the portable sanitation information and placed on our web site. He also discussed the Land Application changes that will take place in July, 2014. Georgia Environmental Protection Division will take over permitting all land application sites in Georgia. This includes those sites that receive waste from single as well as multiple septage haulers.

With no other business pending, Colin Duke made a motion that the meeting be adjourned. Tim Walls offered a second. Meeting adjourned at 10:00 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 9, 2014**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Colin Duke, County Environmentalist, Baldwin County EH Manager  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Tim Walls, Walls Septic

**Guest(s):**

Chris Kumnick, Land Use Program Director

Chairman Ralph Hilliard Jr. called the meeting to order at 10:10 a.m.

Colin Duke made a motion to accept the October 8, 2013 CRC meeting. Christopher Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

*Portable Sanitation Rule Update*- Virgil Fancher informed the committee that the rule has been passed and certification will begin in March. Chris Kumnick provided detail information about the rule's development, as well as key components of its content. He also stated that there will be a 2 year implementation period. This will allow the districts time to adopt the rule and implement the permitting process, and provide the needed time to test and certify individuals involved in the portable sanitation industry. The certification fee will be waived until the 2016 renewal period. There is also a 6 hour continuing education requirement for the owner of the company or their designee.

**NEW BUSINESS:**

*Onsite Sewage Rules Revisions* – Chris Kumnick discussed the proposed revisions to the Department's Onsite Sewage Rules. This involved clarifying certain areas of the rules and adding content to address specific issues. Specific areas being addressed in the revised rule involves tank abandonment and the requirement to connect to public sewer in the event of onsite system failure. He stated that the process to revise the Department's Onsite Sewage Manual will begin soon, and the committee will be asked to update Section N as it deals with certification.

*Election of Officers* – Ralph Hilliard opened the floor for nominations. Leslie Freymann made a motion to nominate Virgil Fancher for the office of Secretary. Colin Duke offered a second. Motion passed unanimously. Colin Duke made a motion to nominate Ralph Hilliard Jr for the position of Chairman. Leslie Freymann offered a second. Motion passed unanimously. Leslie Freymann made a motion to nominate Christopher Hutcheson for the position of Vice Chairman. Colin Duke offered a second. Motion passed unanimously.

#### **OTHER BUSINESS:**

*Bylaws Adoption* – It was mentioned that although the committee voted to approve the additional members to the committee from the portable sanitation industry, the bylaws reflecting the change would have to be approved and voted on by the committee. This includes the community advocate position that's replacing the legal counsel on the committee. Virgil will revise the bylaws to reflect the changes previously approved by the committee and submit it to the members for an electronic vote. If passed, this will allow the newly appointed members the opportunity to participate at the next committee meeting scheduled for April 22, 2014.

*Residency Verification Requirement* – Chris Kumnick informed the committee of the Department's plan to implement the state's residency verification law during this upcoming septic tank contractor renewal period. This information was sent to the septic tank contractors and portable sanitation companies as part of their rule notification packet. The Department also included an explanation of the requirement in the certification renewal, and included a residency verification form for each certified employee. This verification procedure is only required once, it will not be repeated during the next renewal period.

With no other business pending, Colin Duke made a motion that the meeting be adjourned. Chris Hutcheson offered a second. Meeting adjourned at 11:15 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee



**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 8, 2013**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Colin Duke, County Environmentalist, Baldwin County EH Manager  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Tim Walls, Walls Septic

**Members Absent:**

Leslie Freymann, Environmental Health Section

**Guest(s):**

None

Chairman Ralph Hilliard Jr. called the meeting to order at 9:07 a.m.

Colin Duke made a motion to accept the July 23, 2013 CRC meeting. Christopher Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

*Contractor Certification Exam Revisions* – Virgil Fancher reminded the committee of their task to submit questions for the Septic Tank Contractor and Portable Sanitation Contractor Exams. He stated that members could submit questions to him anytime during the following months for inclusion into the exams, and did not have to wait until the next scheduled committee meeting.

*Portable Sanitation Rule Update*- Virgil Fancher distributed the latest revised draft portable sanitation rule to the committee for their review. He informed the committee the second public hearing is scheduled for October 9, 2013 at 1:30 pm. This will be the second opportunity for stakeholders to review the document and submit their comments. Notification of the upcoming public hearing was sent to Georgia Onsite Wastewater Association, Portable Sanitation Association International, Association of County Commissioners of Georgia, Georgia Municipal Association, Home Builders Association of Georgia and all currently certified DPH Pumpers.

**NEW BUSINESS:**

*Bylaws Revision* – Virgil Fancher discussed the proposed revisions to the bylaws with the committee. Some of the changes involved editing the text to represent the Department of Public Health instead of the Department of Human Resources. Other discussions involved the addition of two (2) portable sanitation contractors to the committee, with an additional position for a consumer advocate to fill the position once held for legal, and whether or not to remove the term limits. Virgil Fancher asked Ralph Hilliard Jr. to

solicit from the Georgia Onsite Wastewater Association (GOWA) names of two (2) individuals currently working in the portable sanitation industry for consideration on the committee. The names should be submitted to the Department by the end of November so their appointment on the committee could occur at the January 2014 CRC meeting. Virgil Fancher made a motion to approve the two portable sanitation contractor positions on the committee, as well as the community advocate position. Tim Walls offered a second. Motion passed unanimously. Language was also added to allow members to be counted present at a meeting when they call in by phone, as well as allowing them to cast a vote. Virgil Fancher made a motion to count members as present in attendance when they call in to a meeting, as well as allowing them to vote. Colin Duke offered a second. Motion passed unanimously.

#### **OTHER BUSINESS:**

*Continuing Education Classes* – Virgil Fancher informed the committee that the Department in conjunction with Georgia Onsite Wastewater Association is conducting training classes for septic tank contractors around the state. There are also a couple of vendors that are in the process of obtaining approval for their online and traditional classes.

With no other business pending, Colin Duke made a motion that the meeting be adjourned. Chris Hutcheson offered a second. Meeting adjourned at 9:50 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Committee

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 23, 2013**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Colin Duke, County Environmentalist, Baldwin County EH Manager  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1 Vice Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary

**Members Absent:**

Tim Walls, Walls Septic  
Leslie Freymann, Environmental Health Section  
Legal Counsel - Vacant

**Guest(s):**

None

Chairman Ralph Hilliard Jr. called the meeting to order at 10:40 a.m.

Virgil Fancher made a motion to accept the April 24, 2013 CRC meeting minutes with any changes that may be recommended by any of the absent members. Colin Duke offered a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Manual Revisions* – Virgil Fancher asked the committee to provide exam questions for the proposed septic tank contractor certification levels. Initially discussed at the April 13, 2011 CRC meeting, Virgil wanted to make sure the certification exams were completed in the event the Onsite Sewage Manual revisions are approved. Exam questions from the current exams have been revised and placed into specific draft exams based on the proposed criteria. Ralph Hilliard asked how the Department was going to handle those individuals that are currently certified. Given that the revisions will only apply to newly certified septic contractors, those currently certified will have to be issued new certification cards noting the revised designations. A decision will have to be made to determine what new designation will be assigned to individuals based on the number of modules they have successfully completed. Colin Duke reminded the committee the need to update the study guides to match the new certification exams. Virgil stated that he will discuss these issues with the Land Use Program Manager prior to implementation. Once committee members submit their questions for inclusion into a specific certification exam, the Department will review the questions and make a decision as to which ones will be added. The committee may have an opportunity to review the exams prior to distribution.

*Portable Sanitation Rule Update*- Virgil Fancher informed the committee on the status of the portable sanitation rule. He stated that the Department and legal counsel are reviewing and revising the document.

Once that review process is complete, there will be a public hearing that will afford every stakeholder a chance to review the document and submit comments. He asked that they do not show their draft copy to anyone, and if they have any comments, please send them to him.

**NEW BUSINESS:**

*None*

**OTHER BUSINESS:**

*Concrete Septic Tank Manufacturer Inspections* – Virgil Fancher informed the committee that the Department is making plans to perform plant inspections throughout the State. A survey questionnaire was mailed to every concrete septic tank manufacturer asking for specific information concerning their tank manufacturing processes. The Department also wanted to verify whether or not a company was still in business, as well as confirm that they are following the required tank and lid structural reinforcement guidelines. Based on the responses from the questionnaire, and recommendations from the county environmentalists, an inspection of plants will begin this summer.

With no other business pending, Colin Duke made a motion that the meeting be adjourned. Chris Hutcheson offered a second. Meeting adjourned at 11:48 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 24, 2013**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1, Vice Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section  
Tim Walls, Walls Septic

**Members Absent:**

Colin Duke, County Environmentalist, Baldwin County  
Legal Counsel - Vacant

**Guest(s):**

None

Chairman Ralph Hilliard called the meeting to order at 9:05 a.m.

Virgil Fancher made a motion to accept the January 31, 2013 CRC meeting minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

*Contractor Certification Exams Revision* – Virgil Fancher informed the committee that the Department is in discussion with Georgia's Department of Natural Resource's Environmental Protection Department (EPD) concerning the Pumper 2 Certification Examination. Since EPD is assuming all of the responsibility for issuing Land Application Permits in 2014, they are asking that we still administer the certification exam. It was discussed whether to offer the test without issuing a certification since the rules are under the purview of another agency, or just denote the additional certification as a module as is currently done for septic tank installers.

**NEW BUSINESS:**

*None*

**OTHER BUSINESS:**

None

With no other business pending, Tim Walls made a motion that the meeting be adjourned. Christopher

Hutcheson offered a second. Meeting adjourned at 9:35 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH

Secretary - Certification Review Board

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 31, 2013**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Galen Baxter, County Environmentalist, Lowndes County, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Tim Walls, Walls Septic  
Legal Counsel - Vacant

**Guest(s):**

None

Chairman Ralph Hilliard called the meeting to order at 10:05 a.m.

Virgil Fancher made a motion to accept the October 4, 2012 CRC meeting minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

*Tony Cagle of Professional Septic Update* – Virgil Fancher informed the committee of Tony Cagle's certification status. Having reviewed the past complaints and citations, the decision was made to allow him to renew his certification with stipulations. He agreed to abide by the Departments Rules and Regulations governing onsite sewage management systems at all times, not to have any judicial judgments against him or his company for a period of three years, and to address all future complaints the Department receives against him or his company. Failure to follow these stipulations will result in the Department initiating the decertification process. To date, Mr. Cagle has not completed the certification requirements and is currently not certified.

**NEW BUSINESS:**

*New Member Introduction* – Virgil Fancher informed the committee that Galen Baxter will be leaving the committee since he is now employed by the State Environmental Health Office in the Food Program. The districts were asked to submit nominations to replace Galen Baxter as the county environmentalist representative on the committee. After reviewing the nominations from the Athens, Clayton and Macon districts, the Department chose Colin Duke, Baldwin County Environmental Health Manager to fill the vacant position. Mr. Duke has over 18 years of experience in environmental health, and has held his current position for over a year. In

addition, his nomination supports the Department's initiative to have a committee comprised of individuals from areas outside the metro Atlanta area. A letter will be sent by the Department to Mr. Duke welcoming him to the committee.

Election of Officers - Virgil Fancher informed the committee that it was time to elect a new Chairman, Vice-Chairman and Secretary for the committee. Leslie Freymann made a motion to nominate Ralph Hilliard Jr. for another term as Chairman. Virgil Fancher offered a second. Motion passed unanimously. Leslie then made a motion to nominate Christopher Hutcheson for the position of Vice-Chairman. Ralph Hilliard Jr. offered a second. Motion passed unanimously. Leslie's last motion was to nominate Virgil Fancher for the position of Secretary. Galen Baxter offered a second. Motion passed unanimously.

#### **OTHER BUSINESS:**

*Brian Lott of Universal Septic Update-* Virgil Fancher discussed recent information received from Jonathon Terry of Walton County Environmental Health, and David Mercer of Jasper County Environmental Health concerning Brian Lott's activities. Mr. Terry stated that due to lack of a valid mailing address, he has not been able to issue a citation against Mr. Lott for a pumping out a septic tank without being certified. The violation occurred in November of 2011. Mr. Mercer submitted a copy of an invoice from Universal Septic dated June 12, 2012 detailing the pumping and repair of an onsite sewage management system. The Department, with the committee's support, informed Mr. Lott in January of 2012 that if he refrained from working in the onsite sewage industry for the entire year, he would be able to apply for certification in January of 2013. Leslie Freymann made a motion to change the evaluation of Mr. Lott's certification renewal request to June, 2013. Ralph Hilliard offered a second. Motion passed.

*Leslie Freymann* - informed the committee of the online continuing education survey that was sent via email to septic tank contractors. The results were overwhelmingly in favor of online classes. The Department will emphasize onsite rules and regulations in upcoming face to face and online training class curriculums.

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Leslie Freymann offered a second. Meeting adjourned at 10:55 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Leslie Galen Baxter offered a second. Meeting adjourned at 9:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board



**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 4, 2012**

**Members Present:**

Tim Walls, Walls Septic  
Galen Baxter, County Environmentalist, Lowndes County, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Legal Counsel - Vacant

**Guest(s):**

Chris Kumnick, State Office Land Use Program Director

Vice Chairman Galen Baxter called the meeting to order at 9:05 a.m.

Galen Baxter made a motion to accept the July 12, 2012 CRC meeting minutes. Chris Hutcheson offered a second. Motion passed.

**OLD BUSINESS:**

*Contractor Certification Exams Revision* – Virgil Fancher discussed the proposed revision to the certification section in the Onsite Sewage Manual and how it is related to the exams. He further stated that if approved, the changes will be phased in over a period of time. The committee can submit questions specific to any of the exams, or can let the department decide under which certification category to place the questions. Since this is an ongoing process, exam questions can be submitted for inclusion until the manual revision is approved.

**NEW BUSINESS:**

**OTHER BUSINESS:**

*Committee Appointment Letters*- Chris Kumnick informed the committee that the department is in the process of sending appointment letters to the committee members. The letters will be sent to the members prior to the January committee meeting. He discussed the composition of the committee, as well as the responsibility of our legal representative committee member. That position, which may be asked to defend the committee's decisions during administrative hearings, will serve in an advisory capacity and not attend the quarterly committee meeting.

*Land Application* – Chris Kumnick, as a follow up from last year’s discussion, updated the committee on the land application rules that were supposed to become Georgia Environmental Protection Division’s sole (EPD) responsibility as of July, 2012. As part of their land application approval process, EPD asked the Department to continue administering the Level 2 Pumper Certification examination. The Department agreed, but will not issue a Level 2 Pumper Certification, only a certificate of completion or passing score. The committee will be asked to review the exam prior to it being administered throughout the State.

*Proposed Certification Requirement* - Chris Kumnick discussed the Department’s intent to require on the job training or an 8 hour equivalent training class for septic tank contractors prior to becoming certified. He wants the committee members to recommend a vendor or vendors that the State should allow to provide this training class. Presenter qualifications, training content and training materials of every training class will be approved by the Department.

*Online Continuing Education Classes* – Chris Kumnick informed the committee that online continuing education classes will be re-evaluated prior to the next certification deadline. There have been issues voiced concerning the quality of the material, as well as how the information is being presented in the online format. An option would be to use a sole provider as an effective way to improve content and trainer qualifications. He will send the committee information on class formats and numbers trained, and wants the committee to recommend future online classes.

Galen Baxter asked Chris if Districts can sponsor continuing education classes for septic tank contractors. Chris stated that the Department can approve the classes as long as they go through the ceu training class approval process.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Leslie Galen Baxter offered a second. Meeting adjourned at 9:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 12, 2012**

**Members Present:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Galen Baxter, County Environmentalist, Lowndes County, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Tim Walls, Walls Septic  
Legal Counsel - Vacant

**Guest(s):**

None

Chairman Ralph Hilliard Jr. called the meeting to order at 10:15 a.m.

Galen Baxter made a motion to accept the April 11, 2012 CRC meeting minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Manual Revisions* - Chris Kumnick asked the committee to review the latest draft revision of Section N Certification. With new members on the committee, he wanted to give them an opportunity to review the proposed changes and ask questions. Galen Baxter asked several questions for clarification purposes. One question asked involved the statement that individuals would have to complete two (2) years of on-the-job experience, or a Department approved equivalent prior to becoming certified. Chris Kumnick stated that he may remove that statement from the document due to the Department's lack of resources. Leslie Freymann commented on the Department's requirement that individual contractors must be employed with a certified contractor company or show proof of ownership of a certified contractor company. She stated that this poses a problem since all counties in Georgia do not require a business license. Chris Kumnick stated that other forms of proof of ownership would be acceptable in lieu of a business license.

*Tony Cagle Professional Septic Update*- Virgil Fancher informed the committee that he spoke with Mr. Cagle concerning his septic tank installer's certification renewal request. Since he has a pending judicial action, Mr. Fancher informed Mr. Cagle that his renewal request could not be considered until the judicial case was cleared. Mr. Fancher, on behalf of the Department, is asking the committee to support the Department's decision to not renew Mr. Cagle's certification until the judicial action is cleared and if

recertified, to immediately proceed with the decertification process. Leslie Freymann made a motion to support the Department's decision not to renew based on the pending judicial action, and if renewal is granted, to proceed with the decertification process. Galen Baxter offered a second. Motion passed with Chris Hutcheson abstaining due to a possible conflict of interest.

#### **NEW BUSINESS:**

*Draft Contractor Exam Review* – Virgil Fancher distributed draft exams as referenced in revised certification section of the onsite sewage manual. The exams are in the early draft form, and the department is asking the committee for input. The members are asked to review the current draft exams, and suggest changes to the draft, as well as develop questions for inclusion for each of the exams.

#### **OTHER BUSINESS:**

*Certification Listing Update* - Leslie Freymann informed the committee that the department has made changes to listing on the website for certified septic tank pumpers. They are now being listed in the county where they receive their septage removal and disposal permit, as opposed to where their business is located. This will allow better accountability of companies that try to avoid detection by getting permitted in counties where they do none or little business.

Leslie Freymann – as a carryover from the previous committee meeting, Leslie expressed an interest in the department imposing a fine for septic tank contractors that intentionally install an onsite sewage management system illegally. The fine would not apply to those companies that made an honest mistake concerning their certification status, but would attempt to penalize those knowingly installing systems without being certified. Currently when a contractor gets caught by the county, they call the State Office concerning continuing education hours and fee payment. Once the hours are completed, usually the same day online, the fee payment would be express mailed and their certification re-issued. There seems to be no consequences to their actions of installing systems illegally. Ralph Hilliard Jr. stated that he understands the issue, but could not support a fine being imposed at this time, but is in favor of a late fee for those renewing their certification after the expiration date. He stated that he may reconsider his position if the fine could be used in place of a certification fee increase. Leslie stated that the fine is not intended to increase revenues for the department, but to penalize those individuals that violate the rules and regulations. Christopher Hutcheson expressed concerns as to the use of the money collected, as well as justification for the fine. Galen Baxter recommended looking at assessing a cumulative late fee. It would increase by a specific amount based on the amount of time elapsed since the company's certification expired. He also stated that some accommodation should be made for first time offenders. Virgil stated that he needs to check with legal to see if the department has the authority to assess a fine, since it's the counties that has enforcement authority. He stated that this discussion may be unnecessary if it is determined that the department cannot fine individuals for illegally installing onsite sewage management systems. Virgil will update the committee after discussing the issue with the department's legal office.

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Leslie Freymann offered a second. Meeting adjourned at 11:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 11, 2012**

**Members Present:**

Galen Baxter, County Environmentalist, Lowndes County, Vice Chairman  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Leslie Freymann, Environmental Health Section

**Members Absent:**

Ralph Hilliard, Jr. H&H Contractors Inc., Chairman  
Tim Walls, Walls Septic  
Legal Counsel - Vacant

**Guest(s):**

Chris Kumnick, State Office Land Use Program Director

Vice Chairman Galen Baxter called the meeting to order at 9:06 a.m.

Leslie Freymann made a motion to accept the January 26, 2012 CRC meeting minutes. Virgil Fancher offered a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Manual Revisions* - Chris Kumnick asked the committee to review the latest draft revision of Section N Certification. With new members on the committee, he wanted to give them an opportunity to review the proposed changes and ask questions. Galen Baxter asked several questions for clarification purposes. One question asked involved the statement that individuals would have to complete two (2) years of on-the-job experience, or a Department approved equivalent prior to becoming certified. Chris Kumnick stated that he may remove that statement from the document due to the Department's lack of resources. Leslie Freymann commented on the Department's requirement that individual contractors must be employed with a certified contractor company or show proof of ownership of a certified contractor company. She stated that this poses a problem since all counties in Georgia do not require a business license. Chris Kumnick stated that other forms of proof of ownership would be acceptable in lieu of a business license.

*Brian Lott of Universal Septic Update*- Virgil Fancher informed the committee that he spoke with Mr. Lott concerning his septic tank installer's certification renewal request. After providing the certification renewal options from the January 26, 2012 meeting, he decided to wait until January, 2013 and re-apply. It was emphasized that he could not work violate any onsite sewage management rules during his non-

certification period. Failure to comply would jeopardize his ability to renew his certification.

**NEW BUSINESS:**

*Certification Renewal Update* – Leslie Freymann provided an estimate of septic tank contractors and companies that have renewed their certification. She stated that the numbers have decreased from the last 2010 renewal period, but that was to be expected due to the condition of the economy.

**OTHER BUSINESS:**

*Leslie Freymann* - asked the committee their input on the Department implementing a certification renewal fine for companies renewing their certification because they were caught working illegally. She stated that this would serve as a deterrent for those businesses trying to bypass the Department's regulations and defraud the system. This fine would be in addition to any fine levied against the company by the judicial system. The committee decided to discuss this further at the next meeting in order to obtain input from the members currently employed as septic tank contractors.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Virgil Fancher offered a second. Meeting adjourned at 10:50 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 26, 2012**

**Members Present:**

Tim Walls, Walls Septic, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Walter Howard, Deputy District Environmental Health Director, Gwinnett District 3-4  
Ralph Hilliard, Jr. H&H Contractors Inc.  
Galen Baxter, County Environmentalist, Lowndes County

**Members Absent:**

Legal Counsel - Vacant  
Christopher Hutcheson, District Environmental Health Director, Cobb Douglas District 3-1

**Guest(s):**

Chris Kumnick, State Office Land Use Program Director

Chairman Tim Walls called the meeting to order at 10:06 a.m.

Leslie Freymann made a motion to accept the October 13, 2011 CRC meeting minutes with Leslie Freymann's correction. Mark Woody offered a second. Motion passed.

**OLD BUSINESS:**

*Brian Lott of Universal Septic Update-* Virgil Fancher distributed the December 19, 2010 and January 31, 2011 letters the Department sent to Brian Lott informing him of his certification status. The letters stated that he was not certified to perform any onsite sewage management installation, repair or maintenance activities. It was also stated that if he decided to renew his certification, the Department would immediately start the decertification process. The committee agreed that he could wait until January, 2013 and re-apply for certification renewal. This is provided that he does not violate the onsite sewage management rules during his non-certification period.

**NEW BUSINESS:**

*New Members Introduction-* Virgil Fancher and Chris Kumnick introduced Galen Baxter, Lowndes County Environmental Health Manager, and Christopher Hutcheson, District Environmentalist for the Cobb-Douglas Health District. Galen Baxter is taking the place of Mark Woody on the committee, and

Christopher Hutcheson is replacing Walter Howard. In appreciation to their service and dedication to the committee, Chris Kumnick presented both Walter and Mark a Certificate of Appreciation from the Department. He thanked both of them for their years of service on the committee, and for their dedicated work to improve the onsite sewage program.

*Election of Officers* - Virgil Fancher informed the committee that it was time to elect a new Chairman, Vice-Chairman and Secretary for the committee. Walter Howard made a motion to nominate Ralph Hilliard Jr. for the position of Chairman. Tim Walls offered a second. Motion passed unanimously. Walter then made a motion to nominate Galen Baxter for the position of Vice-Chairman. Ralph Hilliard Jr. offered a second. Motion passed unanimously. Leslie Freymann made a motion to nominate Virgil Fancher for the position of Secretary. Tim Walls offered a second. Motion passed unanimously.

**OTHER BUSINESS:**

*Leslie Freymann* - informed the committee that the Department is changing how septic tank pumpers are listed on the website. They will be listed under the county in which they were permitted. Previously, companies could choose under which county they wanted to be listed regardless of where they were permitted. This will make it easier to track pumper company activities throughout the State.

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Leslie Freymann offered a second. Meeting adjourned at 11:40 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board



**Georgia Department of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 13, 2011**

**Members Present:**

Tim Walls, Walls Septic, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Walter Howard, Deputy District Environmental Health Director, Gwinnett District 3-4

**Members Absent:**

Lisa Flagg, Legal Counsel  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Guest(s):**

Chris Kumnick, State Office Land Use Program Director

Chairman Tim Walls called the meeting to order at 9:06 a.m.

Virgil Fancher made a motion to accept the June 15, 2011 Special Called CRC meeting minutes. Leslie Freymann offer a second. Motion passed.

Virgil Fancher then made a motion to accept the April 13, 2011 CRC meeting minutes with Leslie Freymann's corrections. Mark Woody offered a second. Motion passed.

**OLD BUSINESS:**

*Tony Cagle of Professional Septic Update-* Virgil Fancher reviewed the list of complaints he had received concerning Mr. Cagle and informed the committee on the status of Tony Cagle's application to renew his certification. Currently everything is on hold because of a bench warrant issued for Mr. Cagle for failing to appear in court. The Department will explore all of its options in the event Mr. Cagle settles his court case and re-applies for certification.

**NEW BUSINESS:**

*Portable Sanitation Rules and Regulations Review-* Virgil Fancher and Chris Kumnick briefed the committee on the status of the rules and regulations. Chris provided background on the revisions to the current Rules of the Department of Human Resources' Chapter 290-5-59 Special Onsite Sewage Management Systems. The document has been review by several groups of stakeholders, and is in the final revision stages. To keep from having two certification committees, the Department decided to

expand the committee's powers to include portable sanitation contractors. The committee will add two additional members from the portable sanitation industry. Leslie Freymann made a recommendation to include the word "dumping" on page 4 where it talks about the discharge of effluent. Chris discussed the fee schedule and separating it from the rules and regulations. He plans to ask for adoption of the fee schedule by the Department of Public Health's Board as soon as all of the revisions to the rules are finalized. Once adopted, only a reference to the certification fee will be in the rules, and not a specific amount.

*New Continuing Education Application* - Virgil Fancher distributed the revised Application for Continuing Education Course approval documents. The documents were revised to allow the Department to obtain more detailed information on the qualifications of training class presenters, as well as obtain more specific information on course content. There may be instances where handouts and powerpoint presentations will have to be reviewed by the Department prior to the class being held. Leslie Freymann recommended the submission period of the application be increased from 15 to 30 days prior to the scheduled training class. This will give the committee time to review the content of the training class and make a recommendation on how many hours of credit should be awarded. The committee discussed the Department's recommendation of prohibiting peer to peer training, and decided that peer to peer training should be evaluated on a case by case basis and approved by the Certification Review Committee, as needed. That wording was added at the bottom of the application.

*New Continuing Education Guidelines Proposal* Virgil Fancher distributed the revised Guidelines for Continuing Education Credit. Wording was added at the bottom of the document stating the role of the Certification Review Committee and where the authority originated to impose the continuing education requirements.

**OTHER BUSINESS:**

*None*

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Mark Woody offered a second. Meeting adjourned at 10:25 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE  
SPECIAL CALL MEETING  
June 15, 2011**

**Members Present:**

Tim Walls, Walls Septic, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Walter Howard, District Environmental Health Director, Clayton District 3-3  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Members Absent:**

Lisa Flagg, Legal Counsel  
Leslie Freymann, Environmental Health Section, Vice Chairman

**Guest(s):**

Chris Kumnick, State Land Use Program Director

Chairman Tim Walls called the meeting to order at 9:15 a.m.

**OLD BUSINESS:**

*Onsite Sewage Management Systems Manual Certification Section N Revision-* Virgil Fancher stated that the special meeting was called to vote on the revisions to Section N of the Department's Onsite Sewage Manual. The latest revision was sent electronically to all committee members prior to the special meeting. Mr. Fancher stated that although Leslie Freymann could not participate in the conference call meeting, her comments had been addressed in the revised document. The committee members reviewed the revised Section N of the Department's Onsite Sewage Manual and discussed several issues. With no issues remaining to address in the revised document, Walter Howard made a motion to approve the revised section. Ralph Hilliard offered a second. The motion passed unanimously.

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Mark Woody offered a second. Meeting adjourned at 9:30 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 13, 2011**

**Members Present:**

Tim Walls, Walls Septic, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman

**Members Absent:**

Lisa Flagg, Legal Counsel  
Walter Howard, District Environmental Health Director, Clayton District 3-3  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Guest(s):**

None

Chairman Tim Walls called the meeting to order at 9:08 a.m.

Virgil Fancher made a motion to accept the January 20, 2011 CRC meeting minutes. Tim Walls offer a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Management Systems Manual Certification Section N Revision-* The committee members reviewed the revised Section N of the Department's Onsite Sewage Manual and discussed several issues. Mark Woody and Leslie Freymann indicated the need to keep the position of legal counsel on the committee. They feel that it is beneficial to the committee to have a person on the committee to review the legality of its actions and documents, as opposed to sending documents to them for review. They also felt that the legal counsel should have public health experience. The next item discussed were the certification levels for septic tank contractors. The Department commented in the previous meeting that the certification exams would be revised and renamed to be more indicative of the duties performed under each certification level. Instead of having a Residential, Commercial, Drip and Mound/Area Fill certification levels, the Department is proposing Levels I through IV with a description of duties allowed under each level. Leslie Freymann wants the Department to review the duties under each level to ensure that you cannot obtain a Level III certification without a Level II certification. Virgil informed the committee of the Department's decision not to increase the number of continuing education required for septic tank contractors. Due to the current economic situation and probable certification fee adjustments for the next renewal period, the Department decided not to proceed with increasing the

number of hours required for septic tank contractors in this manual revision. However; the proposal to increase the number of hours for environmentalists increases from 8 hours to 16 hours per certification period has not changed. Leslie Freymann commented that the hours should be the same for contractors and environmentalists; however, feels that the district environmental health directors should have some input on this issue. She believes that manufacturers will be more inclined to offer free training classes if contractors attended in addition to the environmentalists. Lastly, Virgil informed the committee that the section for Pumpers will not be changed at this time. Changes to this section will occur in July of 2012 when the Department of Natural Resources' Environmental Protection Division assumes responsibility of all land application sites. After discussing the document, the committee decided to table the vote until they can review the document in detail and offer comments. Virgil Fancher stated that there is a timeline associated with completing the revision, and would like their comments by May 1, 2011. He will make the appropriate revisions to the section with the Department's approval, and send a final draft to each member. If necessary, a special meeting may be called in order to record a vote on the final revision.

*Status on revisions to the Septic Tank Contractor Certification Exams-* Virgil Fancher reiterated his statement concerning the revising of the exams. Greg Harless has begun reviewing each exam, and placing each question in their appropriate category. In addition, an exam for a Maintenance Contractor will be developed. It will coincide with the description of the duties described for maintenance contractors in the revised manual. Prior to the revised Septic Tank Contractor Level I through Level IV Certification Exams and the Maintenance Contractor Certification Exam being distributed to each environmental health director, the committee will have the opportunity to review and offer comments.

#### **NEW BUSINESS:**

*Committee Member Rotation and Service Recognition-* Virgil Fancher informed the committee of the Department's intent to rotate the District Environmentalist position, Walter Howard, and county environmentalist position, Mark Woody on the committee. The Department is reviewing possible replacements for these members. Leslie Freymann stated that based on the Certification Review Committee Bylaws, a nominating committee is to be formed and nominations initiated by that committee. Virgil stated that a nominating committee has never been formed in the past and the Department has provided the nominees. He will discuss that issue with the Department and advise the committee members prior to the next scheduled meeting. He also expressed the Department's gratitude to Mark Woody and Walter Howard for their contributions to the committee and certification guidelines. A Certificate of Appreciation will be presented to each of them prior to the next meeting.

#### **OTHER BUSINESS:**

*None*

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Mark Woody offered a second. Meeting adjourned at 10:06 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 20, 2011**

**Members Present:**

Tim Walls, Walls Septic, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Walter Howard, District Environmental Health Director, Clayton District 3-3  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Members Absent:**

Lisa Flagg, Legal Counsel

**Guest(s):**

Chris Kumnick, State Land Use Program Director

Chairman Tim Walls called the meeting to order at 10:08 a.m.

Virgil Fancher made a motion to accept the October 13, 2010 CRC meeting minutes with the recommendation that Ralph Hilliard's name be removed from the Members Present listing. Walter Howard offer a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Management Systems Manual Certification Section N Revision-* As requested at the previous committee meeting, Chris Kumnick presented information supporting the Department's intent to revise the section. The Department wants to increase the number of continuing education credit hours required from eight (8) hours to sixteen (16) hours every two (2) years. By doing so, classes involving onsite sewage manufacturer demonstrations would be awarded four (4) hours of continuing education credit; self study and relevant conference presentations would get four (4) hours of credit, and the remaining eight (8) hours would involve training classes on the onsite rules and regulations. Walter Howard suggested the recommendation be presented to the District Environmental Health Directors before the Department makes a decision on the issue. He's concerned that the additional time off of the job and travel expenses may prevent many environmentalists from obtaining the additional hours.

Chris Kumnick stated that the additional eight (8) hours should not cause undue hardship, because self study and manufacturer product demonstrations can be done locally. Ralph Hilliard expressed support for the additional continuing education requirements, and felt that there are quite a few contractors that currently obtain more than the current number of required continuing education credit. Leslie Freymann stated that by increasing the number of required, the Department should ensure training classes are available whenever needed. Virgil Fancher informed the committee that the State EH Office had stopped offering continuing education credit, and that there are several organizations from which continuing education credit could be obtained. The committee decided to revisit this at the next meeting.

*Contractor Certification Requirement Revision-* Chris Kumnick discussed the Department's decision to change the certification requirements for septic tank contractors. This involves implementing a two (2) year on the job training requirement, or completing an equivalent class as approved by the Department. Leslie Freymann expressed concern with the requirement of verifying work experience of individuals prior to taking the certification exam. She stated that the use of W-2s would require special handling because of the personal information submitted to the State Environmental Health Office, and companies may be hesitant in training individuals that may end up competing with them in the same market. Ralph Hilliard stated that other professions, such as Soil Scientists and Plumbers requires on the job/apprentice training. He goes on the state that septic tank contractors are currently employing individuals that may leave and start their own business which results in direct competition with them for the same business clientele. He see the on the job requirement as a positive step in the right direction. Also discussed was determining whose responsibility verify that the individuals' two (2) years of actual on the job training was field work, the State or District Office. A recommendation was made that the Department detail what type of experience would be accepted, and what would be taught in the one (1) or two (2) day equivalent training class.

#### **NEW BUSINESS:**

*Decertification Request for Universal Septic Tank Management-* Virgil Fancher informed the committee of the Department's intent to initiate the decertification process for Brian Lott of Universal Septic Tank Management if he decides to renew this elapsed certification. The Department sent a certified letter to Mr. Lott on December 15, 2010 informing him that the Department was sending a request to the Certification Review Committee asking for their support of this decision. The committee reviewed the company's complaint file, and Mark Woody made a motion to support the Department's decision to initiate the decertification process. Walter Howard offered a second. Motion passed unanimously.

*Election of Officers -* The committee discussed the election of new officers and decided to keep the current ones for the upcoming year. Leslie Freymann made a motion to keep Tim Walls as committee president for another annual term. Walter Howard offered a second. Motion passed. Walter Howard made a motion to keep Leslie Freymann as the committee's Vice Chairman for another term. Mark Woody offered a second. Motion passed. Tim Walls made a motion to keep Virgil Fancher as the committee's Secretary for another term. Leslie Freymann offered a second. Motion passed.

#### **OTHER BUSINESS:**

*Onsite Sewage Management Exam Revisions* – Chris Kumnick informed the committee that the Department is considering revising the septic tank contractor certification exams. The revisions would ensure that relevant information in the onsite sewage manual would be included in each exam. The current names of each specific module would be broadened as to test the individual's knowledge on more relevant subject matter. Once the Department decides on titles and content, it will ask the committee to review and comment before the final exams are distributed to the District Environmental Health Directors.

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 9:55 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board



**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 13, 2010**

**Members Present:**

Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Walter Howard, District Environmental Health Director, Clayton District 3-3

**Members Absent:**

Tim Walls, Walls Septic, Chairman  
Lisa Flagg, Legal Counsel  
Ralph Hilliard, Jr. H&H Contractors Inc.

Vice-Chairperson Leslie Freymann called the meeting to order at 9:10 a.m.

Virgil Fancher made a motion to accept the July, 2010 CRC meeting minutes with typographical errors corrected and removing the last sentence in the first paragraph. Walter Howard offer a second. Motion passed.

**OLD BUSINESS:**

*Onsite Sewage Management Systems Manual Certification Section N Revision-* The committee reviewed the section that Virgil sent in an earlier mailing. The revisions were discussed in the previous meeting which was intended to better define the certification and recertification requirements. Some areas of concern were the location of the "Exclusion(s)" section, the requirement to show "proof of ownership (business license) in a business", and verifying work experience of individuals prior to taking the certification exam. The committee decided not to take any action at this meeting, but will revisit the subject at the January 2011 meeting. In addition, the members will send their comments and suggestions to Virgil for incorporation into the revised section prior to the next meeting.

**NEW BUSINESS:**

*Contractor Certification Revision-* Virgil Fancher informed the committee of the Department's intent to increase the proposed on the job training requirement for septic contractors from one (1) year to two (2) years. The committee discussed the issue and expressed hesitation in restricting an individual's ability to become certified for two (2) years. Virgil Fancher informed the committee that there is the alternative to attend a departmental approved training class. The committee decided to wait until more information

is available on the availability of the training classes, the content of the classes, and how two (2) years of on the job training correlates to a one (1) week department approved training class. This issue was tabled until the January 2011 committee meeting when more information will be made available. Virgil Fancher was asked to invite Chris Kunnick, Land Use Program Director, to the next meeting to discuss the committee's concerns.

**OTHER BUSINESS:**

*None*

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 9:55 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 15, 2010**

**Members Present:**

Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Walter Howard, District Environmental Health Director, Clayton District 3-3  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Members Absent:**

Tim Walls, Walls Septic, Chairman  
Lisa Flagg, Legal Counsel

**Guests:**

Chris Kumnick

Vice-Chairperson Leslie Freymann called the meeting to order at 10:05 a.m.

Leslie Freymann made a motion to accept the April 15, 2010 CRC meeting minutes. Mark Woody offered a second. Motion passed. Leslie Freymann also asked Virgil Fancher to include more information concerning the discussion of issues by the committee even if no actions are taken by the department. This request is in regards to the Department's intent to change the Onsite Sewage Manual as it relates to Land Application of domestic septage. The Department of Natural Resources' Environmental Protection Division will be in responsible for permitting all Land Application sites in 2012, and the department discussed making changes to the Onsite Sewage Manual to reflect the change. Ralph Hilliard made a motion to leave the Level II certification in the manual with the EPD permit requirement pending DCH General Counsel review. The motion passed at the January 2010 CRC meeting.

**OLD BUSINESS:**

*Updated Septage Removal and Disposal Exams Approval-* The committee reviewed the revised exams that Virgil sent in an earlier mailing. Walter Howard asked if DHR (Department of Human Resources) reference needed to be changed to DCH (Department of Community Health). Virgil Fancher stated that we are enforcing DHR's Rules and Regulations Governing Onsite Sewage Management Systems and cannot make that change until changes are made to the rules. Mr. Fancher also stated that the study guide may also be updated, but is not urgent since the exams only added additional information

concerning activities currently being performed by pumpers, and that the study guide should not contain all of the answers to the exams. However; he will ensure the study guide is updated and placed on the website as soon as possible. Walter Howard made a motion to approve the revised exams for distribution. Ralph Hilliard offered a second. Motion passed.

## **NEW BUSINESS:**

*Continuing Education Guidelines Revision*— Chris Kumnick informed the committee of the Department's intent to increase the number of continuing education credit hours required for county environmentalists to renew their certification from eight (8) to sixteen (16). By doing so, hours would also be awarded for self study, which includes attending a public health related conference; presenting poster presentations; or reading peer reviewed literature. In addition, environmentalists would be required to obtain advanced soils training, as well as training based on the onsite rules and regulations. They will be able to obtain continuing education credit from product specific training offered by departmental approved providers. Leslie Freymann and Mark Woody stated that the economy needs to be considered when requiring county environmentalists to travel to obtain these additional 8 hours of continuing education credit. Also, that the State Environmental Health staff needs to make sure someone is will available if there is a need to provide continuing education training to the counties. Chris Kumnick stated that if training is not available under a specific topic, then additional hours can be awarded under a different departmental approved topic. He also commented that online classes will be available for those individuals with limited travel funds. Walter Howard stated his support for increasing the education requirement and making it mandatory as a means to justify the travel costs that the counties may incur. Walter Howard made a motion that the committee to allow Chris Kumnick to proceed with the continuing education revision process. Ralph Hilliard offered a second. Motion Passed.

*Septic Tank Contractor Recertification Revisions* - Chris Kumnick discussed the need to close a loop-hole in the recertification requirements in the onsite sewage manual. He stated that it needs to be revised to better define the reasons not to renew a septic tank contractor's certification. The committee discussed the issue extensively and comments ranged from making the re-certification guidelines consistent with those of the Decertification Protocol, leaving it as is, or toughening the certification requirements. The committee decided to consult with legal council before making a decision on how to proceed. The next topic discussed was proposed changes to septic tank contractor continuing education guidelines. The changes involve limiting any manufacturer's product demonstration/training to 4 hours of credit, which would include 2 hours set aside for field training. Also, the Department will implement speaker/presenter qualification standards to ensure qualified individuals are presenting the information.

*Mound/Area Fill Module Testing* – Mr. Kumnick stated that anyone installing a sand based onsite sewage management system should be required to pass the Mound/Area Fill Exam. The exam and study guide will be revised to incorporate information about sand based systems. Ralph Hilliard made a motion that septic tank contractors installing products that require certified sand fill be required to take the mound exam. Walter Howard offered a second. Motion passed unanimously.

## **OTHER BUSINESS:**

*Onsite Sewage Manual Certification Section N Proposed Revision*- Chris Kumnick stated that department is looking at revising the certification section that deals with Inspection Personnel. The

changes will mimic the food programs standardization model and better define the activities/duties performed under each certification/standardization level.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 11:55 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 15, 2010**

**Members Present:**

Tim Walls, Walls Septic, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Walter Howard, District Environmental Health Director, Clayton District 3-3

**Members Absent:**

Ralph Hilliard, Jr. H&H Contractors Inc.  
Lisa Flagg, Legal Counsel

**Guests:**

None

Chairman Tim Walls called the meeting to order at 9:10 a.m.

Mark Woody made a motion to accept the January 13, 2010 CRC meeting minutes. Tim Walls offered a second. Motion passed.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

*Marty Zorn's Complaint against J & E Backhoe*– Virgil Fancher distributed all correspondence and complaint information to the committee members prior to the scheduled meeting. He told the members that Mr. Zorn is requesting the decertification of J & E Backhoe due to the complaint and court settlement. After reviewing the documents and discussing the issue in detail, Leslie Freymann made a motion that based on the evidence submitted; the CRC does not find cause to decertify J & E Backhoe. Tim Walls offered a second. Motion passed unanimously.

*Tony Cagle (Professional Septic) Certification Renewal Request* – Virgil Fancher informed the committee members of the Department's decision not to renew Tony Cagle's certification. Supporting documents of prior complaints, citations and a pending judicial action were provided to the committee

prior to the scheduled meeting. After reviewing the documents in detail and discussing the issues, Leslie Freymann made a motion that the CRC recommend that the Department initiate the decertification process immediately. Walter Howard offered a second. Motion passed unanimously.

**OTHER BUSINESS:**

None

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Leslie Freymann offered a second.

Meeting adjourned at 9:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH

Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 13, 2010**

**Members Present:**

Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Section, Vice Chairman  
Lisa Flagg, Legal Counsel  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Members Absent:**

Tim Walls, Walls Septic, Chairman  
Walter Howard, District Environmental Health Director, Clayton District 3-3

**Guests:**

None

Vice- Chairman Leslie Freymann called the meeting to order at 10:15 a.m.

Virgil Fancher made a motion to accept the October 8, 2009 CRC meeting minutes with changes implemented after he verifies the information against his written notes. If revisions are necessary, he will send the revised minutes to the committee prior to web posting. Mark Woody offered a second. Motion passed.

**OLD BUSINESS:**

*Septage Removal and Disposal Exam Update* – Virgil Fancher distributed the Department’s revised questions that are intended to be added to the Septage Removal and Disposal Exam. Some members stated that the current exam is too easy, and encourages the Department to increase the complexity of the questions. Virgil Fancher stated the additional revisions could be implemented at a later date. The committee reviewed the questions, and approved their inclusion. Virgil Fancher made a motion to add the questions to the Septage Removal and Disposal Exam. Mark Woody offered a second. Motion passed.

**NEW BUSINESS:**



*Election of Officers*— Mark Woody made a motion to keep the current officers in place through the next election period. Ralph Hilliard offered a second. Motion passed.

**OTHER BUSINESS:**

*Onsite Sewage Manual Revisions* – Chris Kumnick, presented the Department’s desire to revise the Onsite Sewage Manual as it relates to Level II Septage Removal and Disposal Certification. This was prompted from a request from a Georgia Environmental Protection Division’s (EPD’s) request to maintain the Department’s (Department of Human Resources’) Level II Pumper Certification for the EPD’s Land Application Operators that will go in to effect on July 1, 2012. EPD wants the Department to certify individuals operating land application sites regulated by EPD. The committee discussed several options ranging from not offering the service; administering the test only and provide the results to EPD; to continuing the current Level II certification process with changes to the recertification guidelines. Lisa Flagg stated that we should have the Department’s legal office review the proposed changes before going forward. Chris Kumnick will summarize the proposed changes and send them to Lisa Flagg for legal review. After extensive discussion, Ralph Hilliard made a motion that we leave the Level II certification in the Onsite Sewage Manual and add EPD’s permit to the renewal requirement, but subject to review of the Department of Community Health’s General Counsel. Virgil Fancher offered a second. Motion passed.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 11:40 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 8, 2009**

**Members Present:**

Walter Howard, District Environmental Health Director, Clayton District 3-3  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Branch, Vice Chairman  
Tim Walls, Walls Septic, Chairman  
Ralph Hilliard, Jr. H&H Contractors Inc.

**Members Absent:**

Lisa Flagg, Legal Counsel

Chairman Tim Walls called the meeting to order at 9:10 a.m.

Leslie Freymann made a motion to accept the July 15, 2009 CRC meeting minutes with a change referencing Environmental Health Branch in Leslie Freymann's title to Environmental Health Section. Mark Woody offered a second. Motion passed.

**OLD BUSINESS:**

*Septage Removal and Disposal Exam Update* – Virgil Fancher distributed the Department's questions that are intended to be added to the Septage Removal and Disposal Exam prior to the scheduled meeting date. The committee reviewed the questions, and wants the Department to increase the complexity of the questions, and incorporate more false answers to the multiple choice questions. Tim Walls made a motion to ask the Department to revise the questions (make them harder), and incorporate more questions with false answers. Walter Howard offered a second. Motion passed. Virgil Fancher stated that he will discuss the issue with Chris Kumnick, and distribute and the revised questions to the committee prior to the next meeting.

**NEW BUSINESS:**

*New Member Welcome* – Virgil Fancher introduced Chris Batchelor's replacement, Ralph Hilliard Jr. to the committee. Walter Howard asked if the Department still issued letters to the individuals that agree to serve on the committee. Virgil Fancher stated that he will ask Chris Kumnick, Land Use Program Director about the issue, and inform the committee of the outcome prior to the next meeting.

**OTHER BUSINESS:**

*Initial/additional Certification Requirement Guidelines* – Virgil Fancher informed the committee that he had discussed implementation of the additional certification requirements with Chris Kumnick, and will let them know when the Department is planning to implement the changes to the certification program at the next meeting

With no other business pending, Tim Walls made a motion that the meeting be adjourned. Ralph Hilliard Jr offered a second.

Meeting adjourned at 9:35 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Community Health  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 15, 2009**

**Members Present:**

Walter Howard, District Environmental Health Director, Clayton District 3-3  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health Branch, Vice Chairman  
Tim Walls, Walls Septic, Chairman

**Members Absent:**

Lisa Flagg, Legal Counsel  
Chris Batchelor

**Guest(s):**

Chris Kumnick, Land Use Program Director

Chairman Tim Walls called the meeting to order at 10:10 a.m.

Leslie Freymann made a motion to accept the April 1, 2009 CRC meeting minutes. Walter Howard offered a second. Motion passed.

**OLD BUSINESS:**

*Initial/additional Certification Requirement Guidelines* – Virgil previously distributed guidelines revised by Leslie Freymann following the April, 2009 committee meeting. After reviewing and discussing the document, the committee decided to change the wording in the document from “may” to “must”, and place “Department” in front of “approved pre-certification course”. Leslie Freymann made a motion that the committee approves the document with the recommended changes. Virgil Fancher offered a second. Motion passed. Virgil Fancher will send the final revised document to the Department.

*Onsite Sewage Manual Certification Requirement Change* – With the addition of new members on the committee, Virgil Fancher reiterated the Department’s intent to eliminate a conflict in the N Section of the Department’s Manual for On-Site Sewage Management Systems that references Chapter 290-5-26-.11. The requirements for Level I certification requires a pump truck inspection and permit. However, prior to inspecting and permitting a pump truck, counties require a Level I certification. Virgil Fancher stated that it was the Department’s intent for only require proof of inspection and permitting at the time

of renewal, and not the initial certification. The committee discussed the issue and recommended eliminating the “Chapter 290-5-26-.11” reference under the heading titled “Requirements for Level I Certification”. Virgil Fancher offered a motion to approve removing the reference to Chapter 290-5-26-.11 from the section. Leslie Freymann offered a second. Motion passed.

#### **NEW BUSINESS:**

*Septage Removal and Disposal Exam Update* – Chris Kumnick informed the committee of the Department’s intent to update the exam. He stated that septic tank pumpers are performing tasks, such as replacing damaged or missing T’s, of which they have limited knowledge. As a result, the Department plans to revise exam by including information pertaining to these and other tasks routinely performed by pumpers. Virgil Fancher will provide a list of the additional questions and distribute them to the committee prior to the next meeting.

#### **OTHER BUSINESS:**

*Continuing Education* – Chris Kumnick informed the committee that he will be travelling around the state to train county environmentalists prior to their July, 2010 certification deadline. He plans to contact the district environmental health directors for training content input. This training will meet the continuing education credit requirements for county environmentalists.

*Committee Member Replacement*- Virgil Fancher informed the committee that he received Tom Campbell’s letter of resignation. Mr. Campbell retired and Walter Howard was chosen to fill his position on the committee. Also, he expects the vacant position left by Chris Batchelor to be filled prior to the October meeting.

With no other business pending, Tim Walls made a motion that the meeting be adjourned. Virgil Fancher offered a second.

Meeting adjourned at 11:30 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 1, 2009**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Lisa Flagg, Legal Counsel  
Tim Walls, Walls Septic

**Members Absent:**

Chris Batchelor, Skyline Septic

Chairman Tom Campbell called the meeting to order at 9:25 a.m.

Virgil Fancher made a motion to accept the January 7, 2009 CRC meeting minutes. Mark Woody offered a second. Motion passed.

**OLD BUSINESS:**

*Initial/additional Certification Requirement Guidelines* – Virgil previously distributed the Department’s recommended changes to the certification program to the committee members. After reviewing and discussing the document, the committee decided to add language stating that the guidelines are in response to the Department’s request for approval to revise the certification guidelines for septic tank contractors. Leslie Freymann will revise and distribute the document prior to the July, 2009 committee meeting.

*Election of Officers* – Prior to electing officers, the committee acknowledged Mr. Tim Walls who was selected to replace Gary Horton on the committee. The January election was postponed due to the exiting of several members from the committee. Chairperson Tom Cambell will be retiring in June and members Gary Horton and Chris Batchelor terms expired. Leslie Freymann made a motion to nominate Tim Walls for the position of Chairman. Mark Woody offered a second. Motion passed. Mark Woody made a motion to nominate Virgil Fancher for the position of Secretary. Leslie Freyman offered a second. Motion passed. Virgil Fancher made a motion to nominate Leslie Freymann as Vice-Chairperson. Mark Woody offered a second. Motion passed. New elections will be held at the first quarterly meeting in 2010.

## **NEW BUSINESS:**

*New Committee Members Welcome* - The committee welcomed Mr. Tim Walls to the committee. Virgil Fancher announced that Walter Howard, the Clayton County District Environmental Health Director has agreed to serve on the committee as Tom Campbell's replacement, and hope to have Chris Batchelor's replacement seated at the July 2009 meeting.

## **OTHER BUSINESS:**

*Onsite Sewage Manual Certification Requirement Change* - Virgil Fancher informed the committee of the Department's intent to eliminate a conflict in the N Section of the Department's Manual for On-Site Sewage Management Systems. The requirements for Level I certification requires a pump truck inspection and permit. However, prior to inspecting and permitting a pump truck, counties require a Level I certification. Virgil Fancher stated that it was the Department's intent for only require proof of inspection and permitting at the time of renewal, and not the initial certification. The committee discussed re-wording that section to ensure that the other certification requirements are met prior to issuing a certification card. After an intensive and exhaustive discussion concerning removing that requirement from the initial certification section, Lisa Flagg made a motion to table the issue until the next meeting. This will give the committee time to discuss relevant issues with the Department. Tim Walls offered a second. Motion passed.

*Continuing Education* – Virgil Fancher notified the committee about the upcoming continuing education training classes. In addition, he announced that UGA has hired Vaughn Berkheiser as the Griffin Training Center Coordinator to replace Kirk McEachern.

*Database Management* – Leslie Freymann of the Department's progress in implementing a state-wide database management system for county environmentalists/

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 10:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 7, 2009**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Chris Batchelor, Skyline Septic  
Gary Horton, Horton's Incorporated

**Members Absent:**

Lisa Flagg, Legal Counsel

Chairman Tom Campbell called the meeting to order at 10.05 a.m.

Gary Horton made a motion to accept the October 2, 2008 minutes. Chris Batchelor offered a second. Motion passed.

**OLD BUSINESS:**

*Initial/additional Certification Requirement Guidelines* – Virgil distributed the Department's recommended changes to the certification program to the committee members. After reviewing and discussing the document, the committee made the following recommended changes:

1. Sentences #1 through #5 will be combined and re-worded

Leslie Freymann made a motion to accept the Certification Requirement Guidelines document once revised. Gary Horton offered a second. Motion passed.

Virgil Fancher will send revised Proposed Certification Changes document to Leslie Freymann and Tom Campbell prior to distributing it to the committee members.

**NEW BUSINESS:**

*Election of Officers:* Chairman Tom Campbell stated that he is retiring and will not be available to hold another office on the committee. Gary Horton and Chris Batchelor stated that their terms are



expiring and will be rotating off of the committee. The committee decided to table the vote until their replacements are seated.

**OTHER BUSINESS:**

None

With no other business pending, Virgil Fancher made a motion that the meeting be adjourned. Chris Batchelor offered a second.

Meeting adjourned at 10:50 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 2, 2008**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Chris Batchelor, Skyline Septic

**Members Absent:**

Lisa Flagg, Legal Counsel  
Gary Horton, Horton's Incorporated

Vice-Chairman Leslie Freymann called the meeting to order at 9.00 a.m.

Mark Woody made a motion to accept the April 15, 2008 minutes. Chris Batchelor offered a second. Motion passed.

**OLD BUSINESS:**

*Initial/additional Certification Requirement Guidelines* – Virgil distributed the Department's recommended changes to the certification program to the committee members. After reviewing and discussing the document, the committee made the following recommended changes:

1. Item #3 include "Residential" prior to the work "examination.
2. Item #4 in the first sentence reword to say that "the applicant must have completed the residential contractor certification requirements and on the job....
3. Item #5 reword the sentence to say, " In lieu of on-the-job experience, applicants must attend an approved training course of each system prior to taking the drip, mound or commercial exams.

Virgil Fancher will send revised Proposed Certification Changes document Leslie prior to distributing it to the committee members..

**NEW BUSINESS:**

None

**OTHER BUSINESS:**

None

With no other business pending, Mark Woody made a motion that the meeting be adjourned. Chris Batchelor offered a second.

Meeting adjourned at 9:35 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH

Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 16, 2008**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Gary Horton, Horton's Incorporated  
Chris Batchelor, Skyline Septic

**Members Absent:**

Lisa Flagg, Legal Counsel

Chairman Tom Campbell called the meeting to order at 10.05 a.m.

Chris Batchelor made a motion to accept the April 15, 2008 minutes. Mark Woody offered a second. Motion passed.

**OLD BUSINESS:**

*Revised Reinstatement Protocol Approval*- The committee reviewed the protocol and recommended the following changes:

1. Check the spelling of "onsite" and make changes as needed,
2. Check the capitalization of "Superior Court", and
3. Remove the word "previously" from the "Requirements for Reinstatement" title.

Virgil Fancher made a motion to approve the Decertification Protocol with the recommended changes. Leslie Freymann offered a second. Motion passed.

*Initial/additional Certification Requirement Guidelines* – Virgil distributed the Department's recommended changes to the certification program to the committee members. After reviewing and discussing the document, the committee made the following recommended changes:

1. Item #2 require a signed affidavit from the contractor company,
2. Item #3 delete reference to the University of Georgia.
3. Item #4 reword to state "installing 3 drip, mound and or commercial systems ( $\geq$  2000 gallons per day), and add that "an affidavit signed by a certified contractor company and

proof of on the job experience and proof of on the job experience will be verified by the State Environmental Health Office and/or local county environmental health office.

In addition, the committee will review the content of the approved pre-certification courses prior to their approval. Virgil Fancher will send revised Proposed Certification Changes document to the committee members within two (2) weeks following this meeting.

**NEW BUSINESS:**

None

**OTHER BUSINESS:**

Due to a scheduling conflict, CRC Chairman Tom Campbell recommended changing the October 9, 2008 CRC Meeting date to the 2<sup>nd</sup>. This will be a conference call meeting beginning at 9:00 a.m. The committee decided to hold all subsequent meetings on the 1<sup>st</sup> Thursday of each quarter.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Gary Horton offered a second.

Meeting adjourned at 11:00 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 15, 2008**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Gary Horton, Horton's Incorporated  
Lisa Flagg, Legal Counsel  
Chris Batchelor, Skyline Septic

**Members Absent:**

None

Chairman Tom Campbell called the meeting to order at 9:25 a.m.

Chris Batchelor made a motion to accept the January 9, 2008 minutes. Leslie Freymann offered a second. Motion passed.

**OLD BUSINESS:**

*Revised Bylaws Approval* –Following review of the bylaws, Chris Batchelor made a motion that the committee accepts the revised bylaws. Leslie Freymann offered a second. Motion passed.

*Revised Reinstatement Protocol Approval*- The committee asked Virgil to remove the title from the Reinstatement Protocol and add the re-instatement document to the Decertification Protocol. Virgil will send the revised Decertification Protocol to the committee members within two (2) weeks following this meeting. The committee will review the document and vote on its approval at the next regularly scheduled meeting.

**NEW BUSINESS:**

*Initial/Additional Certification Requirement Guidelines* – Virgil Fancher asked for the committee's support for the Department's intent to add additional pre-certification requirements for septic tank contractors. In addition to requiring the passing the septic tank contractor's exam, individuals will be required to have on the job training, or completing an approved pre-certification course prior to taking the certification examination. Following extensive discussion

on the issue, the Certification Review Committee unanimously supported the need for additional pre-certification requirements, but withheld voting on the Department's requirements until more detailed information is presented.

**OTHER BUSINESS:**

None

With no other business pending, Mark Woody made a motion that the meeting be adjourned. Gary Horton offered a second.

Meeting adjourned at 10:32 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH

Secretary - Certification Review Board

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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 24, 2007**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Gary Horton, Horton's Incorporated  
Chris Batchelor, Skyline Septic

**Members Absent:**

Lisa Flagg, Legal Counsel

Chairman Tom Campbell called the meeting to order at 10:15 a.m.

After reviewing the July 25, 2007 meeting minutes, Leslie Freymann stated the minutes should be revised to show Joey Meeks as the member absent, not Chris Batchelor. Mark Woody made the motion to accept the revised. Gary Horton offered a second. The motion was passed.

**OLD BUSINESS:**

*Bylaws Revision* –The review and discussion of the bylaws centered on committee terms. After extensive discussion, Leslie made a motion to change the terms for the State Environmentalist and Attorney positions from 2 years, subject to re-appointment, to 2 years, upon approval by the Certification Review Committee or Department may serve an additional term. Chris Batchelor offered a second. Motion passed.

*Decertification Protocol Revision* – The committee reviewed the document and discussed the protocol. The committee asked Virgil to review the sentence (1)(c) that deals with Judicial judgments with legal counsel. Also, Chairman Tom Campbell asked Virgil to review the current protocol to make sure we are not omitting pertinent information from the revised draft document. The committee discussed re-wording paragraph #2 for clarity. Leslie Freymann made a motion to change paragraphs #2 and #11 to read “The holder of any certification that is revoked including owners, officers and employees for failure...” The motion also included deleting the last sentence in the paragraphs. Gary Horton offered a second. Motion passed.



## **NEW BUSINESS:**

*Reinstatement Protocol-* The committee reviewed the protocol sent developed by Mr. Fancher, and revised by legal counsel. Following the discussion, the committee recommended changing the word in the first sentence from “include” to “must comply”. The other recommendations were to remove the continuing education requirements from (b); changing the wording in (c) to read “Must not have any pending judicial actions related to the installation, maintenance or repair of onsite sewage management systems against the individual or company”; and deleting (e) that referenced letters of support from the document.

## **OTHER BUSINESS:**

*Continuing Education Courses-* Virgil Fancher informed the committee that Southeastern Building Trades are in the process of offering courses online, as well as classroom courses. He also stated that Georgia Southern University has obtained approval to offer online courses and their website is linked to the Environmental Health’s website under the Continuing Education Courses’ link. The University of Georgia is currently presenting contractor continuing education courses throughout the State.

With no other business pending, Mark Woody made a motion that the meeting be adjourned. Gary Horton offered a second.

Meeting adjourned at 11:20 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 25, 2007**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Gary Horton, Horton's Incorporated

**Members Absent:**

Joey Meeks, B&B Septic Tank Incorporated  
Lisa Flagg, Legal Counsel

**Guests:**

John Tebeau:

Chairman Tom Campbell called the meeting to order at 10:15 a.m.

Mark Woody made the motion to accept the minutes from the April 11, 2007 meeting. Leslie Freymann offered a second. The motion was passed.

**OLD BUSINESS:**

*Bylaws Revision* – Virgil Fancher informed the committee that he received an e-mail from legal counsel Lisa Flagg in reference to revising the Bylaws. She stated that the document should be left as is, and no changes to committee members' terms were necessary. The committee recommended that legal counsel provide the members with a draft copy prior to the next scheduled committee meeting.

*Decertification Protocol Revision* – Mr. Fancher informed that he received an e-mail from legal counsel concerning the protocol revisions. She wants the committee members to decide if they want to use the word "revocation" or "decertification" throughout the document. As it stands, the terms are used interchangeably. After discussing the issue, the committee decided to inform legal counsel to use the term "decertification" when revising the protocol. The committee also recommended including "owners" in the last sentence of #(2) under the section titled "Grounds for Decertification of Septic Tank Contractors/Companies, Inspection Personnel, Pumpers, Soil Classifiers and Maintenance Personnel", as well as the in the last sentence of #11 under "Decertification Process for Septic Tank Contractors/Companies, Inspection Personnel,

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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 11, 2007**

**Members Present:**

Tom Campbell, District Environmental Health Director, Cobb-Douglas District 3-1, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch, Vice Chairman  
Lisa Flagg, Legal Counsel  
Gary Horton, Horton's Incorporated

**Members Absent:**

Joey Meeks, B & B Septic Tank Inc.

**Guests:**

None:

Chairman Tom Campbell called the meeting to order at 10:01 a.m.

Mark Woody made the motion to accept the minutes from the January 10, 2007 meeting. Gary Horton offered a second. The motion was passed.

**OLD BUSINESS:**

*Bylaws Revision* –The committee reviewed the revised Bylaws document they received in their information packet prior to the scheduled meeting. The discussion centered on committee terms and the term limits of elected officers. Leslie Freymann stated that the State Office positions should have indefinite terms. Lisa Flagg made a motion to change the language from “indefinite, subject to re-appointment, to “indefinite and shall serve at the pleasure of the committee”. Mark Woody offered a second. Motion passed.

*Southeastern Building Trades Associations (SBTA) Online Course Approval Request* – Mr. Fancher informed the committee that he contacted Mr. Jon Preble concerning the status of their online courses. Mr. Preble stated that SBTA has continued interest in offering courses online, and will wait to hear from the State Land Use Program concerning content approval. He also stated that the courses could go live within a couple of weeks after approval is granted.

**NEW BUSINESS:**

*Contractor Certification Reinstatement Request* - Mr. Fancher informed the committee that he had received a verbal request from Mr. Irwin Jones concerning reinstating his septic tank contractor certification. A packet containing complaints received by the department and correspondence that was sent to Mr. Jones were distributed to the committee prior the meeting. The committee discussed the request in detail, and concluded that he would be eligible

for reinstatement when he has met the continuing education of eight (8) hours, as well as the time requirement of two (2) years. Leslie Freymann recommended that we re-evaluate the reinstatement process, and increase the length required from revocation to reinstatement. Ms. Freymann also expressed the need to notify the districts and counties when a septic tank contractor's certification is reinstated.

*NORWECO Continuing Education Approval-* Mr. Fancher asked the committee to refer to the NORWECO continuing education class agenda that was sent in the committee packet prior to the scheduled meeting. He stated that he had received a complaint that the training class was not a training class, but more of a sales presentation. Mr. Fancher informed the committee that he had contacted the Mr. Robert Fletcher, presenter of the course, and received assurance from him that the course was not a sales pitch and could be used as an approval mechanism for septic tank contractors to become authorized maintenance representatives of NORWECO aerobic treatment units. The committee recommended that Mr. Fancher attend one of these courses and distribute a survey to the attendees asking for their evaluation on the relevance of information presented.

*Decertification Protocol* – Virgil Fancher distributed a copy of the Draft Decertification Protocol and informed the committee of the discussion he and Legal Counsel had concerning possible revisions. Leslie Freymann made a motion to remove the word “revocation” from the document and replace it with the word “decertification”. Gary Horton offered a second. Motion passed. The committee discussed the need to explain the (OSAH) formal administrative hearing process in the protocol. Lisa Flagg agreed to review the document and make the necessary changes that will clarify the formal hearing process. Mark Woody made a motion to accept the added language concerning the formal hearing process into the protocol. Leslie Freymann offered a second. Motion passed. Lisa Flagg stated that she will have the change incorporated into the protocol and send it to the committee prior to the next scheduled meeting.

#### **OTHER BUSINESS:**

*Committee Member Resignation* – Virgil Fancher informed the committee that Joey Meeks called him to express his willingness to resign his position on the certification review committee due to family obligations. The committee discussed the issue in great detail, and decided to accept his resignation and seek a replacement. Virgil Fancher stated that he would discuss the issue with the Department and inform the committee of its decision.

With no other business pending, Gary Horton made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 11:30 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

Pumpers, Soil Classifiers and Maintenance Personnel that states “This provision shall also be applicable to officers, directors, and stockholders of corporate providers involved in any aspect of the on-site sewage industry”. In addition, the committee expressed the need to clarify the reference to “like industry” in these sections. As a result, Leslie Freymann made a motion to change the language from “like industry” to “industry involved in the installation, maintenance, or repair of onsite sewage management systems, and to include “owners” in the last sentence of these sections. Mark Woody offered a second. Motion passed. The committee discussed the need to develop a Reinstatement Protocol within the Decertification Protocol. The process will include Certification Review Committee review/oversight; minimum de-certification time; employment restrictions; requirements of continuing education and the requirement of having no pending legal judgments. Virgil Fancher will draft the Decertification Reinstatement Process document and forward it to Lisa Flagg for legal review prior to distributing it to the full committee.

**NEW BUSINESS:**

*Committee Member Replacement* - Mr. Fancher informed the committee that the replacement for Jeoy Meeks is Chris Batchelor of Skyline Septic, Hiram Georgia.

**OTHER BUSINESS:**

*Continuing Education Courses*- Virgil Fancher informed the committee of Southeastern Building Trades continued interest in offering courses online, as well as their intent to offer classroom courses in the near future. Other organizations such as NORWECO, Plastic Tubing Incorporated, as well as Georgia Southern Institute are offering courses and are in the process of developing online continuing education courses for septic tank contractors and environmentalists.

With no other business pending, Mark Woody made a motion that the meeting be adjourned. Gary Horton offered a second.

Meeting adjourned at 11:20 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

for reinstatement when he has met the continuing education of eight (8) hours, as well as the time requirement of two (2) years. Leslie Freymann recommended that we re-evaluate the reinstatement process, and increase the length required from revocation to reinstatement. Ms. Freymann also expressed the need to notify the districts and counties when a septic tank contractor's certification is reinstated.

*NORWECO Continuing Education Approval-* Mr. Fancher asked the committee to refer to the NORWECO continuing education class agenda that was sent in the committee packet prior to the scheduled meeting. He stated that he had received a complaint that the training class was not a training class, but more of a sales presentation. Mr. Fancher informed the committee that he had contacted the Mr. Robert Fletcher, presenter of the course, and received assurance from him that the course was not a sales pitch and could be used as an approval mechanism for septic tank contractors to become authorized maintenance representatives of NORWECO aerobic treatment units. The committee recommended that Mr. Fancher attend one of these courses and distribute a survey to the attendees asking for their evaluation on the relevance of information presented.

*Decertification Protocol* – Virgil Fancher distributed a copy of the Draft Decertification Protocol and informed the committee of the discussion he and Legal Counsel had concerning possible revisions. Leslie Freymann made a motion to remove the word “revocation” from the document and replace it with the word “decertification”. Gary Horton offered a second. Motion passed. The committee discussed the need to explain the (OSAH) formal administrative hearing process in the protocol. Lisa Flagg agreed to review the document and make the necessary changes that will clarify the formal hearing process. Mark Woody made a motion to accept the added language concerning the formal hearing process into the protocol. Leslie Freymann offered a second. Motion passed. Lisa Flagg stated that she will have the change incorporated into the protocol and send it to the committee prior to the next scheduled meeting.

#### **OTHER BUSINESS:**

*Committee Member Resignation* – Virgil Fancher informed the committee that Joey Meeks called him to express his willingness to resign his position on the certification review committee due to family obligations. The committee discussed the issue in great detail, and decided to accept his resignation and seek a replacement. Virgil Fancher stated that he would discuss the issue with the Department and inform the committee of its decision.

With no other business pending, Gary Horton made a motion that the meeting be adjourned. Mark Woody offered a second.

Meeting adjourned at 11:30 a.m.

Minutes were recorded, transcribed and submitted by

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Secretary - Certification Review Board

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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 10, 2007**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Lisa Flagg, Legal Counsel  
Gary Horton, Horton's Incorporated

**Members Absent:**

Joey Meeks, B & B Septic Tank Inc.

**Guests:**

John Tebeau, District Environmental Health Director, District 8

Chairman Tom Campbell called the meeting to order at 10:15 a.m.

Mark Woody made the motion to accept the minutes from the September 27, 2006 meeting. Gary Horton offered a second. The motion was passed.

**OLD BUSINESS:**

*De-Certification Protocol Departmental Status* – Virgil Fancher informed the committee that the Department have not approved the revised Decertification Protocol; as a result, it has not been included it in the Manual for Onsite Sewage Management Systems.

*Bylaws Revision* –The committee reviewed the revised Bylaws document they received in their information packet prior to the scheduled meeting. The discussion centered on committee terms and the term limits of elected officers. The committee recommended the following changes:

Article III Membership

Section 1.1 Term Limits:

- Delete the word “Limits” from the title.
- Set the terms of each committee member to 2 years, except for a State Environmentalist position and the Attorney. Their terms will state “Indefinite, subject to reappointment”.

- Change terms for the Chairperson and Vice-Chairperson from 2 years to “1 year subject to re-appointment”.
- Change the term for Secretary from 2 years to “Indefinite, subject to be re-elected”.

#### Section 1.2 Nominating Committee:

- Delete in the first sentence “at the first quarterly meeting by the chairperson to address committee vacancies created by regular rotation, removal, resignation or other means”. In the second sentence, change “a vacancy” to “an unexpected vacancy”.

### Article IV – Organizational Structure

#### Section 4 Term Limits:

- Delete entire section

Virgil Fancher made a motion that all members of the Certification Review Committee serve two (2) year terms with a one time renewal except for one State Environmentalist and the Legal Counsel positions. In addition, officers of the committee terms will be one (1) year with no term limits. Leslie Freymann offered a second. Motion passed.

Leslie Freymann made a motion to place “Article IV, Section 4 Term Limits” under Article III, Section 1.1. Gary Horton offered a second. Motion passed.

*Election of Officers* –The committee discussed the election of new officers. Based on the current Bylaws, elections are to be held at the first meeting of the calendar year. Mark Woody made a motion to nominate Tom Campbell for Chairman, Leslie Freymann as Vice-Chairman, and Virgil Fancher as Secretary of the committee. Lisa Flagg offered a second. Motion passed.

*Southeastern Building Trades Associations (SBTA) Online Course Approval Request* – Mr. Fancher informed the committee that employees in the Land Use Section has reviewed the Onsite Wastewater-Lot Sizing Factors online course and did not find any discrepancies, and had not been contacted by SBTA concerning the proposed online courses. The committee recommended that Mr. Fancher contact Mr. Jon Preble of SBTA concerning their other online courses, and ask when they will be ready to go live with the online courses.

### **NEW BUSINESS:**

*Septic Tank Contractor Training Requirements:* - Virgil Fancher informed the committee of the Department’s intent to change the certification requirements for septic tank contractors. The change would require having a certain amount of “on the job training” supervised by a currently certified septic tank contractor, or attend an 8 hour course prior to taking the Residential Contractor’s Exam. Courses would also be required of contractors prior to taking the Mound, Drip and Commercial Contractor’s examinations. The committee supported the Department’s training requirements, but expressed reservations on implementation. The committee did not feel that these requirements are applicable for Septic Tank Pumpers.



**OTHER BUSINESS:**

*None:*

With no other business pending, Gary Horton made a motion that the meeting be adjourned.  
Mark Woody offered a second.

Meeting adjourned at 12:12 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**September 27, 2006**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Lisa Flagg, Legal Counsel

**Members Absent:**

Gary Horton  
Joey Meeks

**Guests:**

Jon Preble, Southeastern Building Trades Association

Chairman Tom Campbell called the meeting to order at 10:12 a.m.

Leslie Freymann made the motion to accept the minutes from the July 12, 2006 meeting. Mark Woody offered a second. The motion was passed.

**OLD BUSINESS:**

*Southeastern Building Trades Associations (SBTA) Online Course Approval Request* - Mr. Jon Preble presented information concerning his company's request online continuing education courses approval request. He discussed in detail the online course registration and verification process. He also answered questions from the members concerning course content, testing and timing of each session. After reviewing the material presented by Mr. Preble, Leslie Freymann made a motion to approve the lot sizing course for (2 or 4 hours) pending content approval by the Department's State Environmental Health Office and the Certification Review Committee. Mark Woody offered a second. Motion approved. The Certification Committee discussed the number of continuing education credit that septic tank installers and pumpers can obtain through online courses. The committee decided to recommend that installers and pumpers be allowed to obtain all of their required continuing education credits through online courses as long as the courses are approved by the State Environmental Health Office and the Certification Review Committee.

*Contractor Decertification Protocol Revision Approval* – The committee reviewed the revised Decertification Protocol they received in their information packet prior to the scheduled meeting. The protocol consisted of recommended changes received from members of the committee. Leslie made a motion to submit the revised decertification protocol to the Department for approval and insertion into the Manual for Onsite Sewage Management Systems. Mark Woody offered a second. Motion passed.

*Bylaws Revision Approval* –The committee reviewed the revised Bylaws document they received in their information packet prior to the scheduled meeting. The revised document consisted of changes recommended by members of the committee. The primary discussion centered around term limits for committee members and elected officers. Due to the complexity of the issue, Mark woody made a motion to confer with the Department on the issue of term limits and re-issue another draft of the document prior to the next meeting. Virgil Fancher offered a second. Motion passed.

**NEW BUSINESS:**

*None:*

**OTHER BUSINESS:**

*Election of Officers* – Chairman Tom Campbell mentioned that based his interpretation of the ByLaws, the committee is required to elect officers for the committee at the last meeting of the year. Leslie Freymann made a motion to continue with the current officers until the ByLaws have been amended. Virgil Fancher offered a second. Motion passed.

With no other business pending, Mark Woody made a motion that the meeting be adjourned. Virgil Fancher offered a second.

Meeting adjourned at 12:00 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 12, 2006**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Lisa Flagg, Legal Counsel  
Mr. Joey Meeks, B & B Septic Tank Inc.  
Gary Horton, Horton's Incorporated

**Members Absent:**

None

**Guests:**

None

Chairman Tom Campbell called the meeting to order at 10:25 a.m.

Joey Meeks made the motion to accept the minutes from the April 12, 2006 meeting. Mark Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor Decertification Protocol and Bylaws Revision* – Virgil Fancher distributed a copy of the Lisa Flagg's Bylaws and Decertification Protocol discussion items from the April 12, 2006 committee meeting. He asked if a sub-committee needed to be formed to address the items referenced in Ms. Flagg's document. Lisa Flagg suggested that the sub-committee review the documents, make revisions based on the discussion items, and then present the revised Bylaws and Decertification Protocol to the committee for review and comments. The committee recommended that Virgil and Leslie revise and distribute the Bylaws and Decertification Protocol prior to the next committee meeting. The revised documents will be distributed for comments to the members at least 30 days prior to the next scheduled (September) committee meeting. Comments received from the members will be incorporated into a final draft document. The final draft of the documents will be distributed at the (September) regular meeting for a vote of approval.

**NEW BUSINESS:**

*Continuing Education Class Approval Review* – Virgil Fancher asked the committee members to refer to the letter received in their information packet from Georgia Onsite Wastewater Association. The

letter asked the Department to re-evaluate its approval of the Soil and Sedimentation Control Class, and not grant any continuing education credit. The Department forwarded the request to the Certification Review Committee. Committee members Joey Meeks and Gary Horton stated that the class has nothing to do with onsite sewage management systems, and therefore does not warrant any continuing education credit. Committee members Mark Woody suggested granting 2 hours of credit, while member Leslie Freyman recommended 4 hours of credit. After discussing the issue in great detail, the committee decided to award 2 hours of continuing credit. Leslie Freymann made a motion to recommend that the Department approve the course for 2 hours of continuing education credit and will determine the implementation date. Mark Woody offered a second. Motion passed.

*Southeastern Building Trades Associations (SBTA) Online Course Approval Request-* Virgil Fancher asked the committee to refer to the information in their packet concerning SBTA's online courses. The committee discussed the issue of ensuring the identify of the individual(s) taking the courses, as well as the benefits of requiring some face to face interaction between the persons taking the courses and the individuals teaching the course. Virgil Fancher stated that the Department only wanted the committee to evaluate the online course content, not the validity of online courses. Following a lengthy discussion on the topic, the committee decided that it needed to evaluate the course online. Virgil Fancher stated that he had taken one of the courses online to evaluate its content and verify the amount of time it took complete the course. He also stated that he would contact Jon Preble with Southeastern Building Trades and ask for a UserId and Password that the committee members could use to access the online courses. Mr. Fancher will then send the information to the members via e-mail or letter. The members will evaluate the courses online and be prepared to vote on awarding continuing education credit at the next scheduled meeting. Leslie Freyman made a motion to table the online course approval request until the committee reviewed the online courses. Joey Meeks offered a second. Motion passed.

#### **OTHER BUSINESS:**

With no other business pending, Mark Woody made a motion that the meeting be adjourned. Mr. Meeks offered a second.

Meeting adjourned at 11:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

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**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 12, 2006**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Lisa Flagg, Legal Counsel

**Members Absent:**

Mr. Joey Meeks, B & B Septic Tank Inc.  
Gary Horton, Horton's Incorporated

**Guests:**

None

Chairman Tom Campbell called the meeting to order at 10:07 a.m.

Leslie Freymann made the motion to accept the minutes from the January 11, 2006 meeting with the change noted by chairman Campbell. Mark Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor De-Certification Status* – Virgil Fancher, as requested at the previous meeting, provided the committee with a summary of actions taken against septic tank contractors. The list consisted of companies that were recommended for de-certification by the committee. The list included Mr. Irwin Jones, Mr. Larry Hollingsworth, Mr. Randy and Freddie Bagley, Mr. Alvin Bollen, Mr. James Coberly, Mr. James Cunningham, Mr. Eugene Johnson Sr. and Jr., and Mr. Gary Jeffers. The committee was told that Mr. Gary Jeffers, owner of Rooter Plus, and his manager Mr. Don Bollen met with the Department to try and reach an agreement that would avoid having to appear before the Administrative Hearing Officer. Legal counsel, Lisa Flagg, explained the situation to the committee and stated that this would not prohibit future actions, if the company violated the Department of Human Resources Rules and Regulations governing Onsite Sewage Management Systems.

**NEW BUSINESS:**

*Bylaws and Decertification Protocol* – Virgil Fancher distributed a copy of the By-Laws for the Certification Review Committee and De-certification Protocol. The committee discussed the protocol and justification for de-certifying septic tank contractors. Lisa Flagg distributed a list of items for

discussion that dealt with the Bylaws and Decertification Protocol. The topics discussed in the Bylaws were committee member term limits; composition of the nominating committee; term limits of elected officers; replacement of members that resign within the first quarter of the year; notice of meetings and adoption of amendments to the Bylaws. The committee, at a later meeting, will address term limits for elected officers; the issue of replacing members that resign early in the year; and the procedure of adopting amendments.

Issues discussed in the decertification protocol included the use of informal hearings; implementing a probationary period prior to initiating the decertification process; providing written correspondence to all affected parties referenced in the complaints; presenting the evidence necessary to guarantee the decertification decision will be upheld by the Administrative Hearing Officer; and outlining the rights of the company during the decertification process.

Lisa Flagg stated the need to notify every company of the complaint that is received by the department, regardless of its nature or severity, and to implement a complaint tracking system. She also recommended that prior to sending a letter to the company, that the complainant be notified and asked if their name could be referenced in the letter.

#### **OTHER BUSINESS:**

*Committee Member Appointment* – Chairman Tom Campbell will form a standing nominating committee to aid the committee in replacing members whose term expires or resign.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 11:55 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 11, 2006**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Gary Horton, Horton's Incorporated

**Members Absent:**

Mr. Joey Meeks, B & B Septic Tank Inc.  
Lisa Flagg, Legal Counsel

**Guests:**

None

Chairman Tom Campbell called the meeting to order at 10:25 a.m.

Leslie Freymann made the motion to accept the minutes from the October 12, 2005 meeting. Mr. Horton offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor De-Certification Status* –Virgil Fancher informed the committee on the status of Cowart Plumbing. The copy of the requested manifest provided Mr. Larry Hollingsworth of Cowart Plumbing was sent to the committee members. Following a lengthy discussion on the evidence presented, Leslie Freymann made a motion to dismiss the committee's request to decertify. Virgil Fancher offered a second. Motion passed unanimously.

Virgil Fancher then updated the committee members of the status of Mr. Irwin Jones of Allstate Septic Work. Mr. Jones has been decertified.

The committee inquired about the status of Alvin Bollen of AllPro Septic and More. Mr. Fancher informed them that pumping company has been decertified, but he is still allowed to install onsite sewage management systems.

Mr. Fancher informed the committee of the status of Mr. Randy and Freddie Bagley of Resaca Septic Tank Service. At the last meeting, the committee recommended not renewing Resaca's certification, as well as decertifying Freddie and Gary Bagley. In addition, the committee voted to deny Mr. Randy Bagley's application to certify his company "Pumps R Us". After reviewing the evidence against

Resaca and the Bagley's, the department decided to renew Resaca's certification and approve Randy Bagley's application; however, the department will monitor the companies and individuals closely.



Mr. Fancher informed the committee that the department sent Mr. Eugene Johnson of Johnson's Septic Tank a letter stating that the company's certification is not being renewed. The company had ten business days to appeal the decision and request a hearing. Because they failed to do so, they will no longer be certified as of February 28, 2006.

The committee discussed the need to send the counties a copy of the letters that are being sent to septic tank contractor companies concerning their certification status. Mark Woody made a motion that a copy of the letters be sent to the counties informing them of the certification status when companies are not being recertified. Leslie Freymann offered a second. Motion passed unanimously.

#### **NEW BUSINESS:**

*Contractor Complaints* – Virgil Fancher distributed complaints received against Superior Plumbing to the certification review committee. Mr. Tom Campbell distributed additional complaints against Superior Plumbing that sent by Cobb County Environmental Health. The committee reviewed and discussed the complaints. After extensive discussion, Mr. Mark Woody made a motion to decertify the company and Mr. Jones Cunningham. Mr. Gary Horton offered a second. Due to the fact that Mr. Tom Campbell distributed a complaint, he abstained from voting in this issue. Motion passed.

#### **OTHER BUSINESS:**

*Committee Member Appointment* – Leslie Freymann brought it to the committee's attention that Mr. Horton's term on the committee has expired. She made a motion to ask Mr. Horton to serve another term on the committee. Virgil Fancher offered a second. Motion passed unanimously.

The Certification Review Committee is requesting a summary of actions taken by the committee against septic tank contractor companies and individuals. Mr. Fancher stated that he will distribute the summary to the committee at the next scheduled meeting.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Mr. Horton offered a second.

Meeting adjourned at 11:36 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 12, 2005**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Gary Horton, Horton's Incorporated  
Amy Feuss, Legal Counsel

**Members Absent:**

Mr. Joey Meeks, B & B Septic Tank Inc.

**Guests:**

None

Chairman Tom Campbell called the meeting to order at 10:25 a.m.

Mark Woody made the motion to accept the minutes from the April 13, 2005 meeting with a change recommended by Tom Campbell. Mr. Horton offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor De-Certification Status* –Virgil Fancher informed the committee on the actions taken against Mr. Irwin Jones of Allstate Septic Work; Mr. Gary Jeffers of Inspector drain dba Rooter Plus; Mr. Alvin Bollen of AllPro Septic and More; and Mr. Larry Hollingsworth of Cowart Plumbing and Septic. He stated that the certified letter informing Mr. Jones of Allstate Septic Work that his certification is being decertified was returned as undeliverable. Another letter, non-certified, mailed to Mr. Jones and was not returned.

Mr. Gary Jeffers of Inspector Drain dba as Rooter Plus was sent a certified letter and has appealed his company's decertification by the State Environmental Health Office. Currently, the information concerning the decertification is being reviewed by the Division of Public Health's Legal Services Officer, and information concerning a possible hearing if forthcoming.

Mr. Alvin Bollen of AllPro Septic and More was sent a certified letter concerning the decertification of his company's pumper certification by the State Environmental Health Office. As of September 2, 2005 his company was no longer certified, as a result, the employees of his company could no longer pump out onsite sewage management disposal systems.

Mr. Hollingsworth of Cowart Plumbing and Septic was sent a letter requesting additional information concerning the complaint against his company. Mr. Hollingsworth called and mailed a letter in response to the request for additional information. Mr. Fancher distributed a copy of his letter to the committee members. After discussing Mr. Hollingsworth's reply, Leslie Freymann made a motion to send a certified letter to Mr. Hollingsworth requesting a copy of the manifest and paint filter test of the sludge that was transported in an open top truck subcontracted to and owned by Debris Removal Service. Mr. Hollingsworth will be given ten (10) business days from the receipt of the letter to provide the requested documentation or his company's pumper certification will be suspended. Mark Woody offered a second. Motion passed unanimously.

#### **NEW BUSINESS:**

*Contractor Complaints* – The committee discussed the complaint received from the Rome District concerning Reseca Septic Tank Service. The complaint sent by Mr. Tim Allee of the Northwest Health District in Rome, cites a legal judgment against Randy Bagley and Freddie Bagley. Mr. Allee requested the Certification Review Committee to take disciplinary action against Reseca Septic Tank Service. After exhaustive discussion, Leslie Freymann made a motion to not renew the pumper certification of Reseca Septic Tank Service, and deny the Septic Tank Contractor Company Application of Mr. Randy Bagley for the company "Pumps R US, Inc". In addition, the Certification Review Committee will recommend to the department to decertify, if applicable, Freddie and Gary Bagley's' pumper certifications. Mark Woody offered a second. Motion passed unanimously.

Mr. Fancher distributed the complaint received from Eugene Smenner, of the Meriweather County Department of Environmental Health, concerning Mr. Eugene Johnson Sr. and Mr. Johnson Jr. of Johnsons Septic Tank Service. The complaint included a legal judgment from the Superior Court of Meriweather County for unlawful dumping of septage, and a legal judgment from the Magistrate Court of Meriweather County for repairing an onsite sewage management system without having the system permitted and inspected. Following the discussion, Leslie Freymann made a motion to recommend the decertification of both Mr. Eugene Johnson Sr. and Jr., as well as the company's certification of Johnson Septic Tank Service. Mr. Gary Horton offered a second. Motion passed unanimously.

*New Member Appointment* – Virgil Fancher introduced Amy Feuss, Legal Services Officer, to fill the vacancy left by the resignation of Sandy Heating.

#### **OTHER BUSINESS:**

Tom Campbell inquired on the status of the revised Septic Tank Contractor Exams. Mr. Fancher informed him that he forwarded the exams to Mr. Scott Uhlich for review and distribution.

With no other business pending, Leslie Freymann made a motion that the meeting be adjourned. Mr. Horton offered a second.

Meeting adjourned at 11:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 13, 2005**

**Members Present:**

Tom Campbell, Cobb-Douglas District 3-1  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Mr. Joey Meeks, B & B Septic Tank Inc.  
Leslie Freymann, Environmental Health and Injury Prevention Branch

**Members Absent:**

Gary Horton, Horton's Incorporated  
Sandy Keating, Legal Counsel

**Guests:**

None

Vice-Chairman Joey Meeks called the meeting to order at 10:15 a.m.

Mark Woody made the motion to accept the minutes from the April 13, 2005 meeting. Mr. Fancher offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Certification Review Committee ByLaws* – After reviewing and discussing the changes made to the ByLaws, Mark Woody made a motion to accept the final draft. Tom Campbell offered a second. Motion passed unanimously.

*Contractor De-Certification Status* –Virgil Fancher informed the committee on the status of Mr. Irwin Jones' and Rooter Plus's decertification. He stated that Mr. Jones is out of business and the department would decide whether or not to pursue decertification. He also stated that no action has been taken against Rooter Plus's certification. The certification committee will send a letter to the Department requesting they proceed with decertification of Mr. Irwin Jones and Rooter Plus.

Mr. Fancher distributed the complaints received against AllPro Septic and Plumbing and Cowart Plumbing and Septic. The Department is asking the committee to recommend disciplinary actions against Cowart, and decertification for AllPro. After reviewing the complaints, Mark Woody made a motion to recommend decertification of AllPro Septic and Plumbing. Leslie Freymann offered a second. The motion passed unanimously. Leslie Freymann made a motion to send a certified letter to Mr. Hollingsworth, the owner of Cowart Plumbing and Septic asking for a reply to the complaint. If a reply is not received within the specified timeframe, then the department is to proceed with decertification. Tom Campbell offered a second. Motion passed unanimously.

## **NEW BUSINESS:**

*New Member Appointment* – Virgil Fancher introduced Tom Campbell of Cobb County Environmental Health nominated to fill the vacancy left by the retirement of Bob Dehart.

## **OTHER BUSINESS:**

Mark Woody inquired on the status of the revised Septic Tank Contractor Exams. Mr. Fancher informed him that the department will be distributing the revised exams to the district environmentalists at the next district-wide meeting.

Mr. Joey Meeks, Vice-Chairman of the certification review committee, asked the committee to elect someone to fill the chairman vacancy created with Bob Dehart's retirement. After discussing possible replacements, Leslie Freymann made a motion to nominate Tom Campbell as Chairman of the Certification Review Committee. Virgil Fancher offered a second. Motion passed unanimously.

With no other business pending, Mr. Woody made a motion that the meeting be adjourned. Mr. Fancher offered a second.

Meeting adjourned at 11:20 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 13, 2005**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Mr. Joey Meeks, B & B Septic Tank Inc.

**Members Absent:**

Gary Horton, Horton's Incorporated  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Sandy Keating, Legal Counsel

**Guests:**

None

Chairman Bob Dehart called the meeting to order at 10:15 a.m.

Mr. Meeks made the motion to accept the minutes from the January 12, 2005 meeting. Mr. Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Certification Review Committee ByLaws* –Due to the fact that two thirds (2/3) of the committee members did not attend the meeting, the vote on the previous revisions made to the ByLaws was tabled until the next meeting. Upon review, the committee members in attendance recommended additional revisions to the ByLaws:

- A. Article V, Section 6 – Adoption of Bylaws – delete “as described in Article II, Section 4 of these bylaws.”

*Contractor De-Certification* –Virgil Fancher informed the committee on the status of Mr. Irwin Jones' decertification. He stated that Mr. Jones is out of business and the department would decide whether or not to pursue decertification. Mr. Fancher distributed the complaints received against Rooter Plus of Alpharetta. The Department is asking the committee to vote to decertify Rooter Plus. After reviewing the complaints, Mark Woody made a motion to recommend decertification of Inspector Drain doing business as (dba) Rooter Plus of Alpharetta. Virgil Fancher offered a second. The motion passed unanimously.

**NEW BUSINESS:**

*Committee Vacancy* – Chairman Bob Dehart announced his retirement to the committee. Mr. Joey Meeks will chair the next committee meeting until a replacement is named and an election

is held to fill the vacant position. Virgil Fancher informed the committee that the Department would announce a replacement to fill the District Environmentalist's position on the committee at the next meeting.

**OTHER BUSINESS:**

With no other business pending, Mr. Woody made a motion that the meeting be adjourned. Mr. Horton offered a second.

Meeting adjourned at 12:25 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 12, 2005**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated  
Leslie Freymann, Environmental Health and Injury Prevention Branch  
Sandy Keating, Legal Counsel  
Mr. Joey Meeks, B & B Septic Tank Inc.

**Members Absent:**

None

**Guests:**

Todd Jones, Environmental Health State Office Program Consultant

Chairman Bob Dehart called the meeting to order at 10:00 a.m.

Mr. Mark Woody made the motion to accept the minutes from the July 21, 2004 meeting. Mr. Joey Meeks offered a second. The motion was passed unanimously.

Mr. Virgil Fancher made a motion to accept the minutes from the October 13, 2003 meeting with changes. Mr. Gary Horton offered a second. The motion passed unanimously.

**OLD BUSINESS:**

*Septic Tank Contractors' Mound/Fill Exam Review* – Mr. Fancher distributed the mound/fill exam that had been revised by Chairman Dehart and Dr. West to the members of the Certification Review Committee for review. The committee discussed the importance of the study guide as it relates to the exam. Some members think the material in the study guide should cover everything on the exam, while others think that the material on the exam should come from the study guide as well as the manual. This matter will be further discussed when the committee reviews the study guide. Mr. Meeks made a motion to accept the Draft Area/Fill Exam. Mr. Woody offered a second. The motion passed unanimously.

*Contractor De-Certification Protocol* – Mr. Fancher distributed the copy of the De-certification Protocol signed by Dr. Toomey to the Certification Review Committee for review. Mrs. Sandy Keating, formally Mrs. Sandy Torres, mentioned the corrective action letter sent by the Environmental Health Office to Mr. Irwin Jones. She stated that the protocol is a binding policy that requires the prior review of complaints by the Certification Review Committee before revocation actions can be taken against septic tank contractors. She also recommended that



letters only be sent when revocation is in the process of being initiated.

### **NEW BUSINESS:**

*Homeowner's Educational Packet-* Mr. Fancher informed the committee about the Department's intent on piloting the homeowner's educational packet in the LaGrange, Rome and Savannah districts. The districts will do a follow-up survey to determine the most effective method to distribute the educational packets to homeowners.

### **OTHER BUSINESS:**

*Election of Officers* – Mrs. Freymann brought it to the committee's attention that the By-Laws require the election of officers at the first quarterly meeting of the calendar year. Mrs. Freymann made a motion to nominate Virgil Fancher as Secretary of the Certification Review Committee. Mr. Joey Meeks offered a second. Motion passed unanimously. Mrs. Freymann made a motion to nominate Bob Dehart as chairman of the Certification Review Committee. Mr. Mark Woody offered a second. Motion passed unanimously. Mr. Fancher made a motion to nominate Mr. Joey Meeks as Vice-chairman. Mr. Horton offered a second. Motion passed unanimously.

*Contractor Complaint-* Mr. Fancher distributed a copy of the letter that was sent to Mr. Irwin Jones. Mr. Todd Jones detailed the violations committed by Mr. Jones, and the reason the letter was sent. Mrs. Freymann made a motion that if Mr. Jones fails to comply with the requirements in the letter within 30 days, that the committee recommends starting the decertification process. The process will be based on sections (d) and (f) of the Decertification Protocol. Mr. Woody offered a second. The motion passed unanimously.

*Bylaws Revision-* Mr. Fancher distributed a final copy of the "Bylaws for the Certification Review Committee". Upon review, the committee recommended the ability to vote by electronic means be included in the document. The changes are as follows:

Article IV, Section 2.1 Quorum shall read, "A quorum shall consist of a majority of the voting members of such subcommittee. Voting shall be submitted in person or by e-mail. There shall be no voting by proxy or other method."

Article V, Section 5 Voting shall read "Voting shall be submitted in person or by e-mail. There shall be no voting by proxy or other method."

With no other business pending, Mr. Woody made a motion that the meeting be adjourned. Mr. Horton offered a second.

Meeting adjourned at 12:25 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 13, 2004**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Gary Horton, Horton's Incorporated

**Members Absent:**

Sandy Torres, Legal Counsel  
Mr. Joey Meeks, B & B Septic Tank Inc.  
Mark Woody, County Environmentalist, Columbia County  
Leslie Freymann, Environmental Health and Injury Prevention Branch

Due to lack of a quorum, no actions were taken at this meeting.

**OLD BUSINESS:**

*Septic Tank Contractors' Mound/Fill Exam Review* – Mr. Dehart distributed the Mound/Fill Absorption Field System Examination that had been revised by Dr. West to the members present. Virgil Fancher will send a copy of the revised exam to the committee members for their input. Feedback concerning the revisions will be discussed at the next meeting. The next meeting of the Certification Review Committee is scheduled for January 12, 2005.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 21, 2004**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated  
Leslie Freymann, Environmental Health and Injury Prevention Branch

**Members Absent:**

Sandy Torres, Legal Counsel  
Mr. Joey Meeks, B & B Septic Tank Inc.

**Guests:**

Todd Jones, Environmental Health State Office Program Consultant

Chairman Bob Dehart called the meeting to order at 10:10 a.m.

Mr. Woody made the motion to accept the minutes from the April 14, 2004 meeting with changes. Mr. Horton offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor De-Certification Protocol* – Mr. Fancher distributed the approved version of the De-Certification Protocol to the committee for review. He informed the committee that the document has been reviewed and approved by all of the appropriate individuals. Upon review, Chairman Dehart expressed an interest in revising the document to require company owners to be certified. He stated that this is necessary to better track company owners that in an effort to avoid punishment will close one business and open another business under a different name.

*Septic Tank Contractors' Mound/Fill Exam Review* – Mr. Dehart talked to Dr. West about reviewing the mound/fill exam to make sure it is current with the Department's Manual for Onsite Sewage Management Systems. Dr. West agreed to review the exam with Mr. Dehart and make recommendations to improve the exam. They will also review the exam's study guide and present proposed changes at the next Certification Review Committee meeting in October.

**NEW BUSINESS:**

*Contractor Complaint* – Mr. Fancher informed the committee on the status of Mr. Scott Uhlich's request for the committee to review the septic tank contractor exam study guides. Virgil Fancher stated that he would review the contractor exam study guides to make sure that they are current

with the information in the manual, as well as the exams. Mr. Fancher asked the committee to review the land application study and submit suggested changes to him prior to the next committee meeting.

**OTHER BUSINESS:**

Mr. Fancher informed the committee on the status Pro Septic/USA Septic. The company is not certified and the employees have been notified to return their certification cards and certificates to the State Environmental Health Office. A letter was also sent to the District Environmentalists informing them that the company and its employees are not certified.

Mr. Fancher brought up the issue of environmentalists certifying fill material used in absorption fields. He informed the committee of talks being held between the State EH Office, and the district offices located in Brunswick and Waycross. The State EH Office will discuss the possibility of developing a "Fill/Subsurface Absorption" training class and certification program for environmentalists interested in certifying fill material. It will be similar to the current Level II Soil Training currently being offered by Dr. West.

With no other business pending Mr. Fancher moved that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 11:15a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 14, 2004**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated  
Mr. Joey Meeks, B & B Septic Tank Inc.

**Members Absent:**

Sandy Torres, Legal Counsel  
Leslie Freymann, Environmental Health and Injury Prevention Branch

Chairman Bob Dehart called the meeting to order at 10:05 a.m.

Mr. Woody made the motion to accept the minutes from the January 14, 2004 meeting. Mr. Horton offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor De-Certification Protocol* – Mr. Fancher distributed the draft of the De-Certification Protocol to the committee for review. He informed the committee that this document has been reviewed by Mr. Scott Uhlich and Mr. Jeff Gary, and is ready to be reviewed by legal counsel. Mr. Fancher made a motion to approve the revised De-Certification Protocol. Mr. Woody offered a second. Motion passed unanimously. If necessary, a special meeting may be called to address issues raised by legal counsel.

**NEW BUSINESS:**

*Contractor Complaint* – Mr. Fancher informed the committee on the status of Pro-Septic and Mr. James Coberly. The company's certification has not been renewed, and is not certified to install and pump onsite sewage management systems. He also informed them on the complaints received against Metro Sewer and Drain Service of Chattanooga Tennessee from the Rome District. In response to the complaints received from Mr. Tim Allee, Mr. Fancher sent a letter to Metro Sewer and Drain Metro Sewer and Drain. The company sent a reply to Mr. Fancher's letter detailing corrective actions taken by the company. Mr. Dehart elaborated on the complaints against Metro, and stated that the company should be closely watched for future violations.

*Contractor Committee Nomination* – Mr. Dehart welcomed Mr. Joey Meeks of B & B Septic. He is replacing Mr. Barfield on the committee. The committee should receive a letter from Dr. Toomey acknowledging Mr. Meek's appointment to the committee.

**OTHER BUSINESS:**

Mr. Fancher briefed the committee on the status of the revised contractor certification exams. Mr. Dehart will ask Dr. Larry West to review the Mound/Fill Absorption Field System Examination. Mr. Meeks mentioned the need to develop guidelines for pump tanks.

With no other business pending Mr. Fancher moved that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 11:40 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 14, 2004**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Deborah Johns, Environmental Health and Injury Prevention Branch

**Members Absent:**

Gary Horton, Horton's Incorporated  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Sandy Torres, Legal Counsel

**Guests Present:**

Scott Uhlich  
Jeff Gary

Chairman Bob Dehart called the meeting to order at 10:10 a.m.

Mr. Woody made the motion to accept the minutes from the October 1, 2003 meeting. Ms. Johns offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Contractor De-Certification Protocol* –Mr. Dehart informed the committee of the meeting held to discuss the protocol. In addition to himself, Virgil Fancher, Scott Uhlich and Jeff Gary attended the meeting to discuss the details of the de-certification protocol. Virgil Fancher distributed an updated draft of the protocol to the committee. He informed the committee of the conversation he had with Sandy Torres, and indicated that an additional section needed to be added to the document detailing the decertification process. The committee recommended that item (d) which references bad moral character be deleted from the document. The revised document will be completed prior to the next scheduled Certification Review Committee meeting. Mr. Dehart distributed the "Protocol for processing requests for disciplinary action against contractors certified under the "Rules and Regulation for On-Site Sewage Management Systems". After review, the committee recommended that paragraphs (a) and (b) under Section I be combined. This document will be used to detail the procedures that the committee will employ when recommending de-certification.

**NEW BUSINESS:**

*Contractor Committee Nomination* – Mr. Dehart informed the committee of Mr. Don Barfield's

resignation from the committee. Mr. Dehart, after conferring with Scott Uhlich and Jeff Gary, has asked Mr. Joey Meeks of B & B Septic of his interest in replacing Mr. Barfield on the committee. Mr. Meeks stated that he would be honored to serve on the committee. Debbie Johns made a motion to accept the nomination. Mr. Woody offered a second. Motion passed unanimously. Mr. Scott Uhlich will send a letter to Dr. Toomey recommending Leslie Freymann to replace Debbie Johns, and Joey Meeks to replace Don Barfield on the Certification Review Committee.

**OTHER BUSINESS:**

Mr. Woody brought up the issue of contractor certification exams. He wanted to know the status of the exam changes recommended by the CRC, as well as the formation of the sub-committee in charge of reviewing the Mound/Fill Absorption Field System Exam. Mr. Fancher informed the committee that most of the changes have been made, and will be completed by the end of the week. Mr. Dehart form a sub-committee to review the Mound/Fill Absorption Field System Examination and have the changed inputted by the February 28, 2004 deadline

With no other business pending Mr. Barfield moved that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 11:40 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board



**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 1, 2003**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Deborah Johns, Environmental Health and Injury Prevention Branch  
Sandy Torres, Legal Counsel

**Members Absent:**

None

**Guests Present:**

Leslie Freymann  
Scott Uhlich  
Jeff Gary

Chairman Bob Dehart called the meeting to order at 10:05 a.m.

Mr. Barfield made the motion to accept the minutes from the July 9, 2003 meeting. Mr. Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Legal Counsel Representation* – Ms. Torres attended the meeting and introduced herself to the committee. She will serve as the committee's legal counsel representative.

*Committee Nomination* – Mr. Gary was asked to recommend a replacement for Ms. Johns on the Certification Review Committee. Ms. Johns will be retiring in January, 2004. Mr. Gary recommended Leslie Freymann to take Ms. Johns place. Ms. Freymann has been instrumental in re-designing the contractor certification databases, and streamlining the application process. Mr. Barfield made a motion to accept the nomination. Mr. Woody offered a second. Motion passed unanimously.

**NEW BUSINESS:**

*Training Center(s) Progress Update* – Mr. Uhlich informed the committee on the status of the Griffin and Hazlehurst Training Centers. He stated that the contracts are being reviewed by the Department.

*Contractor De-Certification Status* – Mr. Uhlich and Mr. Gary discussed the ongoing issue of de-certifying Mr. James Coberly, a septic tank installer employed by Pro Septic. The discussion centered around the need to de-certify the company as well as its employees. Ms. Torres informed the committee that a protocol would have to be developed prior to beginning the de-certification process against Mr. Coberly. She recommended that the committee use the Emergency Management Service's de-licensing protocol as a template. She will forward that document to Mr. Fancher, and he will, with comments from the committee members, draft a de-certification protocol for septic tank contractors. The draft will be given to Ms. Torres to review and edit prior to the next legislative session.

**OTHER BUSINESS:**

Mr. Woody brought up the issue of contractor certification exams. He wanted to know the status of the exam changes recommended by the CRC, as well as the formation of the sub-committee in charge of reviewing the Mound/Fill Absorption Field System Exam. Mr. Fancher informed the committee that the changes have been given to the department for review, but no changes has yet be incorporated into the exams. Mr. Dehart informed the committee that he will form a sub-committee to review the Mound/Fill Absorption Field System Examination.

With no other business pending Mr. Barfield moved that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 11:40 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**Georgia Department of Human Resources  
Division of Public Health  
Environmental Health Section  
(404) 657-6534**

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 9, 2003**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Deborah Johns, Environmental Health and Injury Prevention Branch

**Members Absent:**

Legal Counsel – Sandy Torres

Chairman Bob Dehart called the meeting to order at 10:05 a.m.

Mr. Woody made the motion to accept the minutes from the April 16, 2003 meeting. Mr. Horton offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Legal Counsel Representation* – The committee will ask Mr. Jeff Gary to solicit Ms. Torres's attendance at the next committee meeting

*Certification Review Committee By-Laws* – Mr. Fancher distributed the revised copy of the By-Laws with revisions highlighted in red. After extensive review by the committee, Mr. Barfield made a motion to accept the By-Laws with the revisions. Ms. Johns offered a second. The motion passed unanimously.

*Contractor's Test Review* – The members reviewed the remaining contractor exams, except the mound exam. The exams reviewed by the committee will be forwarded to the Department. Chairman Dehart will appoint a sub-committee to review the mound test and study guide. Mr. Barfield recommended Bill Fortune (Fortune Environmental), AAA Concrete Product's CEO, and Susan Reyher (Dougherty County EH) as possible sub-committee members. Chairman Dehart will ask Carl Tanner (Chatham County EH), Jimmy Partin (Glynn County EH) and Dwain Butler (Ware County EH) for a sub-committee member recommendation.

**NEW BUSINESS:**

*Continuing Education Training* – Mr. Fancher informed the committee on upcoming continuing education training classes. Mr. Scott Uhlich and Mr. Jeff Gary will be invited to the next meeting of the Certification Review Committee. They will be asked to provide an update on the construction of the training centers and the status of the committee's recommendation to de-certify a contractor.

**OTHER BUSINESS:**

*Committee Nominations*- Chairman Dehart appointed himself, Virgil Fancher and Debbie Johns on the nominating subcommittee to address the upcoming departure of Ms. Johns from the Certification Review Committee. The subcommittee will make a nomination at the next meeting. Mr. Dehart will also ask Scott Uhlich and Jeff Gary for a possible replacement for Ms. Johns.

With no other business pending Mr. Barfield moved that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 12:25 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**April 16, 2003**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Deborah Johns, Environmental Health and Injury Prevention Branch

**Members Absent:**

Legal Counsel – Sandy Torres

**Guests Present:**

Scott Uhlich, Environmental Health State Office Program Manager  
Leslie Freymann, State Office Data Manager

Chairman Bob Dehart called the meeting to order at 10:04 a.m.

Mr. Woody made the motion to accept the minutes from the January 8, 2003 meeting. Ms. Johns offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Committee Nominations-* The committee reiterated its decision to use the "Committee Nomination Form" developed by Ms. Johns. Chairman Dehart will appoint a nominating committee to address the upcoming departure of Ms. Johns from the committee.

*Legal Counsel Representation* -- Mr. Uhlich informed the committee that the Department has asked a DHR attorney to fill the legal counsel vacancy. She has agreed to serve as the committee's legal counsel, but could not attend the meeting due to a previous commitment. However, she did send in her comments on the Certification Review Committee's By-Laws.

*Certification Review Committee By-Laws* – Mr. Fancher distributed the copy of the By-Laws reviewed by legal counsel. Items that the committee needs to address have been highlighted. After extensive discussion, the committee decided to make the following changes:

- Article III, Section 1.1 "Term Limits" – add the phrase "5 years subject to indefinite re-appointment" to the Attorney's position.

- Section 3.3. “Secretary” – include a reference to Article V, Section 3, “Notice of Meetings”.
- Article IV, Section 1. “Procedures” –insert “All correspondence will be in accordance with the Open Meetings Act”.
- Article V, Section 3. “Notice of Meetings” – insert “ The secretary of the committee shall deliver written notice of all meetings of the Certification Review Committee. Such notice, to the committee members, shall be b mail and or electronic communication. Information provided to the public shall be by electronic means, or as required by the Open Meeting Act”.
- Article V, Section 6.”Adoption of Bylaws – new section added. This section states that “The bylaws may be amended at any scheduled meeting of the committee by a two-third majority vote as described in Article II, Section 4 of these bylaws.

*Contractor’s Test Review* – The members reviewed the Residential Contractor Exam (CCE1) for validity. The remainder of the exams will be reviewed at the next committee meeting. The committee will send a list of the exam questions to the Department that it feels warrant revision or deletion.

#### **NEW BUSINESS:**

*Continuing Education Training* – Mr. Fancher informed the committee on upcoming continuing education training classes. He also stated that he has talked with Mr. John Preble of Southeastern Building Trades Association’s interest in offering training via the internet. Mr. Fancher will send him a letter expressing the concerns of the Certification Review Committee.

#### **OTHER BUSINESS:**

*Contractor Testing-* Ms. Freymann informed the committee of the Department’s decision to streamline the contractor certification database. She discussed the upcoming changes to the certification program.

The septic tank installer and pumper databases will be combined. This will allow the reduction of certification cards and identifying numbers. Contractors will have an identification number that identifies who they are, and the name of their employer.

All septic tank installers, pumpers and companies will have the same certification expiration date. The proposed expiration date is February 28, 2006. Continuing education deadlines will also be extended to coincide with the new expiration date.

The Department, prior to the implementation of these changes, will decide on issues pertaining to prorating fees.

With no other business pending, Ms. Johns moved that the meeting be adjourned. Mr. Fancher offered

a second.

Meeting adjourned at 1:13 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**January 8, 2003**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Mark Woody, County Environmentalist, Columbia County  
Gary Horton, Horton's Incorporated

**Members Absent:**

Legal Counsel – vacant  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Deborah Johns, Environmental Health and Injury Prevention Branch

Chairman Bob Dehart called the meeting to order at 10:20 a.m.

Mr. Woody made the motion to accept the minutes from the October 17, 2002 meeting. Mr. Horton offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Committee Nominations-* Mr. Fancher distributed the revised "Nomination for Appointment" form developed by Ms, Debbie Johns. Mr. Fancher made a motion to approve the form for use when soliciting committee nominations. Mr. Woody offered a second. The motion was passed unanimously.

*Legal Counsel Representation* – Mr. DeHart informed the committee on the Department's status on filling the legal counsel vacancy. He stated that the Department would talk with an attorney from Albany Georgia about filling the vacancy. The previous discussions between the department and Attorney John McArthur of Athens Georgia have not been productive.

*Contractor Complaint* – Mr. DeHart informed the committee on the de-certification status of Mr. James Coberly. The Department has forwarded the request to the Departmental Attorney for review. The attorney will inform the Department on proper procedures for revoking Mr. Coberly's certification.

**NEW BUSINESS:**

*Continuing Education Training* – Mr. Fancher informed the committee on upcoming continuing education training classes. He also stated that Southeastern Building Trades Association has not followed-up on their request to offer continuing education classes via the Internet. Another attempt will to contact Southeastern Building Trades Association and address issues raised during the previous committee meeting.



**OTHER BUSINESS:**

*Contractor Testing* – The Department has asked to Certification Review Committee to review the Contractor Certification tests and study guides for validity. Mr. Fancher distributed the study guides and one version of each test to each committee member for review. Mr. DeHart suggested that the information be reviewed prior to the next committee meeting, and any issues about specific questions be addressed at that time.

With no other business pending, Mr. Woody moved that the meeting be adjourned. Mr. Horton offered a second.

Meeting adjourned at 11:59 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**October 17, 2002**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Mark Woody, County Environmentalist, Columbia County  
Deborah Johns, Environmental Health and Injury Prevention Branch  
Gary Horton, Horton's Incorporated

**Members Absent:**

Legal Counsel – vacant

Chairman Bob Dehart called the meeting to order at 10:10 a.m.

Mr. Barfield made the motion to accept the minutes, with changes, from the July 10, 2002 meeting. Mr. Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Certification Committee Appointments-* The Certification Review Committee welcomed Mr. Gary Horton. He has agreed to fill the Septic Tank Contractor vacancy left by Mr. Tidwell. Mr. Horton was nominated by the LaGrange District Office, and is currently certified as a Septic Contractor, as well as a Pumper. Ms. Johns distributed a draft "Nomination For Appointment" form to be used for committee nominations. The committee suggested that Ms. Johns revise the form to include a "Certification Number" section, and insert the Certification Review Committee's information at the top of the form. The form will also have the words "Nominee Information" added to the top. A revised "Nomination For Appointment" form will be presented at the next meeting.

*Legal Counsel Representation* – Mr. Fancher stated that the department is in the process of negotiation to fill the legal counsel vacancy on the Certification Review Committee. There are discussions taking place between the department and Attorney John McArthur of Athens, Georgia.

*Contractor Complaint* – Mr. Fancher informed the committee on the de-certification status of Mr. James Coberly. The Department had been asked by a county to put the de-certification proceedings on hold until they had a chance to reconcile an issue with Mr. Coberly. The committee asked Chairman DeHart to send another letter to the Department concerning the de-certification of Mr. Coberly. The letter should stress the importance of proceeding with the de-certification process, in spite of any on-going county investigation.

**NEW BUSINESS:**

*Continuing Education Training* – Mr. Fancher presented a letter to the committee from Southeastern Building Trades Association. The letter expressed the company’s interest in presenting continuing education training courses via the Internet. After reviewing the information, the committee requested Mr. Fancher to discuss several issues with Southeastern Building Trades. The committee wants to know how the company will verify the identity of the person taking the class; how much the online course will cost; what is the expected number of registrants; and how will continuing education credit be calculated?

**OTHER BUSINESS:**

With no other business pending, Mr. Barfield moved that the meeting be adjourned. Ms. Johns offered a second.

Meeting adjourned at 11:56 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION COMMITTEE**

**July 10, 2002**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Mark Woody, County Environmentalist, Columbia County  
Deborah Johns, Environmental Health and Injury Prevention Branch

**Members Absent:**

Legal Counsel – vacant  
Septic Tank Contractor - vacant

Chairman Bob Dehart called the meeting to order at 10:00 a.m.

Mr. Barfield made the motion to accept the minutes, with changes, from the April 17, 2002 meeting. Mr. Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Certification Committee Appointments* – Virgil Fancher distributed nominations received from Georgia Onsite Wastewater Association, district, and county environmentalists. These nominees were solicited to fill the septic tank contractor’s vacancy left by Mr. C.L. Tidwell. Chairman DeHart expressed an interest in choosing a nominee from the northern part of the state to fill the vacancy. Mr. Barfield made a motion to recommend Mr. Gary Horton to fill the vacancy. Mr. Horton was nominated by the LaGrange District, and is certified as both a pumper and tank contractor. Mr. Woody offered a second. Motion passed.

*Legal Counsel Representation* – Mr. Fancher stated that the department is in the process of negotiation to fill the legal counsel vacancy on the Certification Review Committee. There are discussions taking place between the department and Attorney John McArthur of Athens, Georgia.

**NEW BUSINESS:**

*Contractor Complaint*- The Department has asked the Certification Review Committee for a recommendation of action to take against Express Plumbing/Pro Septic. An information packet containing the numerous complaints received by the Department had been sent to committee members for review. After reviewing the complaints, a motion was made by Mr. Barfield to recommend to the Department to pursue de-certification. Ms. Johns offered a second. Motion passed unanimously. Chairman Bob DeHart will draft a letter to the Department requesting the county to issue a stop-work order against Mr. James Coberly of Express Plumbing/Pro Septic. The stop-work order issued should remain in effect until the issue is resolved.

Another letter will also be sent to the Department recommending Mr. Gary Horton as Mr.

Tidwell's replacement on the Certification Review Committee.

**OTHER BUSINESS:**

In view of the fact that the Certification Review Committee has no formal mechanism for individuals to submit nominations, Ms. Johns has volunteered to develop a formal document for submitting nominations to the Certification Review Committee.

With no other business pending, Mr. Barfield moved that the meeting be adjourned.

Meeting adjourned at 11:35 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**April 17, 2002**

**Members Present:**

Bob DeHart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Mark Woody, County Environmentalist, Columbia County

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing  
Deborah Glover, Environmental Health and Injury Control Branch

Chairman Bob Dehart called the meeting to order at 10:00 a.m.

Mr. Barfield made the motion to accept the minutes from the January 8, 2002 meeting. Mr. Woody offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Certification Committee Appointments* – Mr. Barfield will solicit a recommendation for Mr. Tidwell’s replacement from Georgia Onsite Wastewater Association. The committee will vote to recommend these individuals to the department.

*ByLaws for the Certification Review Committee* – Section 2.1 Quorum. Mr. Woody suggested we re-word this section. Mr. Barfield made a motion that we replace the second and third sentences with the following:

“In special cases when a vote by a committee is required, and the committee is not in session, votes may be recorded electronically.”

“During a regularly scheduled meeting, voting by proxy is prohibited.”

The motion was seconded by Mark Woody. Motion passed unanimously.

*Rules of Practice and Procedure* – Mr. Barfield distributed a letter addressed to Dr. Kathleen Toomey. The letter asked for assistance in obtaining legal representation for the Certification Review Committee meetings. Although absent, Ms. Yvette Daniels had her comments delivered to the committee. After reviewing the comments, the committee decided to forward them to the new committee legal counsel representative. Mr. Barfield made a motion to have the department enter into negotiation with Albany Attorney Mr. Gregory. Mr. Gregory would serve as legal counsel for the Certification Review Committee. Mr. Fancher offered a second. Motion passed unanimously. Chairman Bob DeHart will send a letter to Mr. Mike Smith, Environmental Health and Injury Prevention

Branch Director, stating the committee's decision to recommend Mr. Bert Gregory as legal counsel for the CRC.

**NEW BUSINESS:**

**Continuing Education Update** – Virgil Fancher updated the committee on the companies/agencies offering classes for continuing education credit. Chairman Dehart suggests that a list of individuals in need of continuing education credit be sent to these companies/organizations. This will allow them to schedule training classes in areas where they are most needed.

**OTHER BUSINESS:**

Chairman DeHart requested we change the quarterly meeting date from the second Tuesday of each calendar quarter, to the second Wednesday of each calendar quarter. Mr. Barfield made a motion to move the meeting date. Mark Woody offered a second. Motion passed unanimously.

With no other business pending, Mr. Barfield moved that the meeting be adjourned. Mr. Fancher offered a second.

Meeting adjourned at 11:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**January 8, 2002**

**Members Present:**

Bob Dehart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Deborah Glover, Environmental Health and Injury Control Branch  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Mark Woody, County Environmentalist, Columbia County

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing

Chairman Bob Dehart called the meeting to order at 10:15 a.m.

Ms. Glover made the motion to accept the minutes from the October 9, 2001 meeting. Mr. Barfield offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Certification Committee Appointments* – Mark Woody, a county Environmentalist from Columbia County has been appointed to replace Dewayne Tanner. According to the CRC bylaws, one of the septic tank contractor’s term would end after a three-year period. Mr. Tidwell stated at a previous meeting his willingness to rotate off of the committee. At the request of Chairman Dehart, Mr. Tidwell will contact the Georgia Onsite Wastewater Association to solicit a recommendation for Mr. Tidwell’s replacement. Emphasis will be placed on candidates from the northern part of the state. Mr. Tidwell will also be asked to recommend a contractor as his replacement. Nominees will be invited to the next meeting prior to being officially appointed to the committee.

*Complaint Investigation Procedure* – Virgil Fancher mentioned the Department’s position on not having the CRC review every complaint. The complaints that the department feels warrants certification revocation will be forwarded to the CRC for review. After extensive discussion, the committees’ position is to review all complaints and make recommendations to the department concerning certification revocation. The Department, prior to it being distributed to the county environmentalists, will review the “Certification Review Committee Complaint Investigation Procedure”.

*ByLaws for the Certification Review Committee* – The following are revisions to the bylaws; Article II, Section 2 – Specific – “re-word the first sentence to include decertification, replace “decertifying” in the last sentence with “recommend decertification”, and remove “doing such” from the last sentence.

Article III, Section 1 – Membership – add “Nominations/Replacements will be made at the last quarterly meeting of the calendar year, and will be effective the first quarter of the following



year”.

*Rules of Practice and Procedure* - include the abbreviation “CRC” in the definition of a “Committee”. Mr. Barfield will send a letter to Dr. Toomey expressing the need to have legal counsel present at the committee meetings.

**NEW BUSINESS:**

**Continuing Education Update** – Virgil Fancher updated the committee on the septic contractors and pumpers recertification process. He also informed them of the training classes available prior to the February 28<sup>th</sup> deadline.

**OTHER BUSINESS:**

None.

With no other business pending, Mr. Barfield moved that the meeting be adjourned. Mr. Woody offered a second.

Meeting adjourned at 1:00 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**October 9, 2001**

**Members Present:**

Bob Dehart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Deborah Glover, Environmental Health and Injury Control Branch  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing

**Guest(s):**

Jeff Gary, Director, Environmental Health Section

Chairman Bob Dehart called the meeting to order at 10:09 a.m.

Mr. Barfield made the motion to accept the edited minutes from the July 10, 2001 meeting. Debbie Glover offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Rules of Practice and Procedure* - no action taken until Ms. Yvette Daniels comment on the legality of the document. After considerable discussion, the committee decided to have Chairman Bob Dehart draft a letter to Jeff Gary seeking his assistance in obtaining a reply from Ms. Daniels. The letter may also ask for a person to substitute/replacement for Ms. Daniels on the Certification Review Committee.

*Complaint Investigation/De-Certification Procedure* – The document titled “Certification Review Committee Complaint Investigation Procedure” was distributed by Bob Dehart for review and comment. The document defines the procedures for filing complaints against contractors, as well as county environmentalists. Mr. Jeff Gary was asked to attend the meeting for input on the complaint procedure document. It was suggested that this document be distributed to the District Environmental Health Directors at their next statewide meeting.

**NEW BUSINESS:**

**Continuing Education** – Mr. Jeff Gary informed the committee the need to update the contractor’s certification exams. The number of tests will be reduced from the current number, and the test questions will be updated. Mr. Dehart stressed the importance of having at least two versions of each test. Mr. Dehart suggested that the number of Continuing Education Credit required for pumpers be reduced or eliminated. The CRC previously recommended reducing the CEU requirement from six hours to four hours.

**OTHER BUSINESS:**

**Committee Appointments** – Virgil Fancher stated that Mr. Dewayne Tanner is resigning from the Certification Review Committee, and an immediate replacement is necessary. It was also pointed out that Mr. Tidwell’s tenure as a septic tank contractor’s representative on the CRC will be expiring soon, and a replacement for his position will also be needed. Mr. Barfield suggested that Chairman Dehart contacts the District Environmental Health Directors and solicit their input for a county environmentalist to replace Dewayne Tanner.

With no other business pending, Mr. Barfield moved that the meeting be adjourned. Ms. Glover offered a second.

Meeting adjourned at 12:03 p.m.

Minutes were recorded, transcribed and submitted by:

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**July 10, 2001**

**Members Present:**

Bob Dehart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Deborah Glover, Environmental Health and Injury Control Branch  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department

Chairman Bob Dehart called the meeting to order at 10:05 a.m.

Mr. Barfield made the motion to accept the edited minutes from the April 10, 2001 meeting. Mr. Tidwell offered a second. The motion was passed unanimously.

**OLD BUSINESS:**

*Rules of Practice and Procedure* - no action taken until Ms. Yvette Daniels comment on the legality of the document. After considerable discussion, the committee decided to have Chairman Bob Dehart draft a letter to Jeff Gary seeking his assistance in obtaining a reply from Ms. Daniels. The letter may also ask for a person to substitute/replacement for Ms. Daniels on the Certification Review Committee.

*Complaint Investigation/De-Certification Procedure* – Virgil Fancher reiterated the discussion from previous meetings, and distributed the complaints received to the members for review. The previous complaint process asked the local environmentalists to take action against contractors violating the onsite sewage rules and regulations. A copy of the judgements along with a cover letter would then be forwarded to the state office. These complaints will be reviewed by the Certification Review Committee and investigated by the state environmental health office. A letter will be issued to the company/individual in which the complaint was levied, as well as the complainant, county and district environmental health offices.

It was also stated that the authority of the CRC covers regulatory violations, not business practices. These are considered Category I Violations and involve regulatory issues. Examples of these are: Installing an onsite sewage management system without a permit; disposing of septage illegally; covering up systems prior to final inspections; installing of systems without proper certification, and removing system components after a final inspection.

Violations other than those previously listed will warrant probationary designation. Examples of these are: Not inspecting tees/filters when pumping out septic tanks, and not removing all solids and sludge during the pumping of septic tanks.

The new process for reviewing complaints by the Certification Review Committee is as follows:

1. Research complaints as they are received at the state environmental health office.
2. Notify the Certification Review Committee Members of the complaint.
3. Send a letter stating that the complaint is being investigated by the CRC.
4. The CRC would make a recommendation to the District Environmentalists to prosecute the contractor.

Jeff Gary stated that the CRC would have to get an attorney's opinion prior to sending a recommendation to the District Environmentalists.

Debbie Glover made a motion to accept this process. Mr. Barfield offered a second. Motion passed.

#### **NEW BUSINESS:**

**Continuing Education Update** – Virgil Fancher presented a request by Stan Coppage for awarding continuing education credit. He asked for credit for his employees attending a regular onsite sewage system troubleshooting meeting with a local soil scientist. The committee denied this request. It was stated that training should be held separate, and not part of a regularly scheduled meeting involving an employee's routine job function. Mr. Barfield made a motion to deny this request. Mr. Tidwell offered a second. Motion passed unanimously.

#### **OTHER BUSINESS:**

**Review Certification Test Questions** – Virgil Fancher raised the issue of reviewing the Level I certification test questions as a type of quality assurance check. The committee decided not to review the test questions; however the members stated that there is the option of changing the order of the questions.

With no other business pending, Mr. Barfield moved that the meeting be adjourned. Ms. Glover offered a second.

Meeting adjourned at 12:55 p.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**April 10, 2001**

**Members Present:**

Bob Dehart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
Deborah Glover, Environmental Health and Injury Control Branch  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department

Chairman Bob Dehart called the meeting to order at 10:10 a.m.

Mr. Dehart made the motion to accept the minutes from the February 6, 2001 meeting. Mr. Barfield offered a second noting a name correction on page two. Mr. Tidwell's name listed on the second page as offering a second to the adjournment motion, should be replaced with Mr. Barfield's name. Pending no further comments or discussion, the motion was passed unanimously.

**OLD BUSINESS:**

*Rules of Practice and Procedure* - no action taken until Ms. Yvette Daniels comment on the legality of the document. Bob Dehart reiterated the previous meeting held with Ms. Daniels, Tim Allee, Scott Uhlich, Greg Harless and myself. The discussion centered around the authority of the Soil Classifiers' Certification Advisory Committee, as well as that of the Certification Review Committee. The de-certification process was also discussed in detail. The committees' authority may be limited collecting documentation of violations and recommending decertification to the department, instead of being the decertifying authorities.

**NEW BUSINESS:**

**On-site Sewage Manual Revision** - A copy of the revised Section N of the Onsite Sewage Manual was distributed for review and comments. Virgil Fancher briefly discussed the reasons for the changes, and noted that removing the pumpers' continuing education requirement is proposed. Following discussion on this topic. Mr. Don Barfield made a motion to require pumpers to have 4 hours of continuing education as part of their re-certification requirement. The appropriate changes to the regulation section would also be made to reflect the changes in the certification section. Comments on the changes to this section will be sent to Virgil Fancher and forwarded to Scott Uhlich by May 1, 2001.

**Continuing Education Units Carryover** – it was the consensus of the committee not to allow any

continuing education credit carryover.

**De-Certification Procedures** - Bob Dehart will draft a written procedure on complaint investigation procedures for environmentalists to use on the local level. This documentation would be used as evidence in any de-certification procedures levied against septic contractors. The draft document will be presented at the next scheduled meeting.

**OTHER BUSINESS:**

**Assignment of Continuing Education Credit** – Following extensive discussion on this issue, Mr. Barfield made a motion to change the guidelines for awarding continuing education from “One credit hour is assigned for each hour of continuing education directly related to the installation, inspection or maintenance of on site sewage management systems” to “One half credit hour is assigned for each twenty-five minute of continuing education lecture or exhibit attendance directly related to the installation, inspection or maintenance of on site sewage management systems”. Ms. Debbie Glover offered a second. Motion passed.

With no other business pending, Mr. Barfield moved that the meeting be adjourned. Ms. Glover offered a second.

Meeting adjourned at 11:45 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**February 6, 2001**

**Members Present:**

Scott Uhlich, Environmental Health State Office Program Manager, Chairman  
Bob Dehart, DHR District 1-1 Environmental Health Program Manager  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department  
Deborah Glover, Environmental Health and Injury Control Branch  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing

**Guests Present:**

Scott Uhlich, Environmental Health State Office Program Manager, Chairman  
The meeting was called to order at 10:22 a.m. by Chairman Scott Uhlich

The Minutes of the December 12, 2000 meeting were distributed for review prior to approval.

Mr. Barfield made the motion to accept the minutes from the April 19, 2000 meeting. A second was offered by Debbie Glover. Motion was passed unanimously and the Minutes have been accepted and approved.

Mr. Scott Uhlich, Chairman of the Soil Certification Committee, is resigning and Bob Dehart is his replacement.

***Election of Officers.*** Virgil made a motion to nominate Bob Dehart as chairman. Mr. Barfield offered a second and moved to close the nomination. Debbie Glover offered a second. Motion passed unanimously. Bob Dehart made a motion to nominate Mr. Barfield as vice-chairman. Dewayne Tanner offered a second. Motion passed. Dewayne Tanner nominated Virgil Fancher for secretary. Debbie Glover offered a second. Motion passed. Meeting now conducted by Mr. Bob Dehart.

**OLD BUSINESS:**

Virgil Fancher distributed a Draft copy to the **By-laws for the Certification Review Committee.** The following items from the last meetings were added to the document:

- Article III; Section 1 Membership - Setting time limits for membership. Following discussion, members requested the following term limits: District Environmentalist - 4 years, Septic Tank Contractors-One 5 year and a 3 year term, State Environmentalists - One 3 year and a 5 year limit, Attorney - Infinite, and the County Environmentalist - 4 years.



- Article III, Section 1 Membership - add attendance clause stating "members' attendance is required at least twice a year".
- Article IV; Section 3 Elections -wording change to " Officers of the Certification Review Committee shall be elected at the First Quarterly Meeting of the calendar year".
- Article V, Section 2 Special Meetings - add Special meetings may be called by chairperson or vice-chairperson.

Mr. Dewayne Tanner made a motion to accept the draft of the By-Laws with changes. Debbie Glover offered a second. Motion passed unanimously.

A draft copy of **Rules of Practice and Procedure** document was distributed. This document reflects the wording change from "Board" to "Committee". No reply from legal counsel to date. A motion was made by Mr. Barfield to approve the draft of Rules of Practice and Procedure document as is pending comments by DHR's Division of Public Health legal staff. Mr. Tanner offered a second. Discussion on the issue of procedures for revoking certifications and conducting hearings followed. Vote taken and motion passed unanimously. Ms. Yvette Daniels, who is absent from this meeting, will be asked to review and comment on the draft at the April 10, 2001 meeting.

#### **NEW BUSINESS:**

A copy of the revised Section N of the Onsite Sewage Manual was distributed for review and comments. Mr. Scott Uhlich discussed the revisions in detail along with the auditor's concerns with the wording of the manual. The committee will review the revisions made to Section N of the manual and make comments at the next scheduled meeting.

#### **OTHER BUSINESS:**

Scott Uhlich discussed the request made by District Environmentalist Mr. Larry Walker to de-certify Mr. David Albritton. Mr. Albritton has legal judgements rendered against him, as well as others pending. He is currently not permitted to pump onsite sewage systems in Union County. The consensus of the committee is to pursue de-certification. Scott Uhlich will let Yvette Daniels know that we are de-certifying him. The committee is also looking at imposing a probation period and educational requirement to formerly de-certified individuals seeking re-certification.

Next meeting scheduled for April 10, 2001 at 10:00 a.m.

Other meeting dates scheduled for 2001 are:

July 10, 2001 at 10:00 a.m.

October 10, 2001 at 10:00 a.m.

With no other pending business, Mr. Tanner moved that the meeting be adjourned. Mr. Barfield offered a second.

Meeting adjourned at 11:57 a.m.

Minutes were recorded, transcribed and submitted by

Virgil Fancher, MPH

Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**December 12, 2000**

**Members Present:**

Scott Uhlich, Environmental Health State Office Program Manager, Chairman  
Virgil Fancher, Environmental Health State Office Program Consultant, Secretary  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department  
Deborah Glover, Environmental Health and Injury Control Branch  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing

**Members Absent:**

Yvette Daniels, Division of Public Health Legal Services Officer

**Guests Present:**

Gregory Harless, Environmental Health State Office Program Consultant  
Bob Dehart, DHR District 1-1 Environmental Health Program Manager

The meeting was called to order at 10:10 a.m .by Chairman Scott Uhlich

Virgil Fancher was introduced as the new employee that will assume the position as Secretary of the Certification Review Committee.

Mr. Greg Harless was introduced as a new employee in the Land Use and Engineering Unit.

The Minutes of the April 19, 2000 meeting were distributed for review and correction.

Ms Debbie Glover noted the misspelling of Ms. Angela McGowen's name in the Old Business section of the Minutes (spelled McDowell)

With that correction, Dewayne Tanner made the motion to accept the minutes from the April 19, 2000 meeting. A second was offered by Debbie Glover. Motion was passed unanimously and the Minutes have been accepted and approved.

Mr. Scott Uhlich, Chairman of the Soil Certification Committee, is resigning and recommending Bob Dehart as his replacement. A motion was made by Scott Uhlich to approve Bob Dehart as his replacement. A second to the motion was offered by Dewayne Tanner. Motion was passed unanimously pending approval by the Commissioner.

**OLD BUSINESS:**

Mr. Scott Uhlich distributed a Draft copy to the **By-laws for the Certification Review Committee**. The following issues pertaining to the by-laws document were decided:

- Article III; Section 1 Membership - Setting time limits for membership. Following discussion, members requested the following term limits: District Environmentalist - 4 years, Septic Tank

Contractors-One 5 year and a 3 year term, State Environmentalists - One 3 year and a 5 year limit, Attorney - Infinite, and the County Environmentalist - 4 years.

- New members have to be approved by the Commissioner.
- Article III, Section 1 Membership - add attendance clause stating "members' attendance is required at least twice a year".
- Article IV; Section 3 Elections -wording change to " Officers of the Certification Review Committee shall be elected at the First Quarterly Meeting of the calendar year".
- Article V, Section 2 Special Meetings - add Special meetings may be called by chairperson or vice-chairperson.
- Article V, Section 5 Voting - voting by the Chairman is permitted without limitations.

Scott Uhlich stated that he would incorporate these changes into the by-laws document for distribution and a vote at the February meeting.

Scott Uhlich redistributed a draft copy of **Rules of Practice and Procedure** document. This document reflects the wording change from "Board" to "Committee". No reply from legal counsel to date. Ms. Yvette Daniels absent from this meeting, and will be asked to review for input at the next meeting.

Scott has received questions on the issue on what to do about complaints against septic contractors. He instructed the environmentalists to enforce the rules as before. (i.e. through the County Boards of Health (BOH)). We, the Certification Review Committee, are not set up to hear evidence in the matter of misconduct. The BOHs will decide what legal remedy it will pursue.

Discussion about de-certification of installers were discussed as a function of the committee, and the consensus was that it is under the purview

Scott Uhlich distributed the **Guidelines for Continuing Education Credit** for review and comments. He reviewed his process ( and distributed his document titled "Guidelines for Continuing Education Credit") of reviewing and assigning CEUs. Issues pertaining to assigning partial credit for training not directly related to the on-site sewage industry was discussed. This also included requests of credit hours for breaks and vendor displays. The motion to give an hour of continuing education credit for each hour of continuing education directly related to the installation, inspection or maintenance of on site sewage management systems and a half hour credit given to indirect but pertinent information presented was made by Dewayne Tanner. A second was offered by Mr. Barfield. Motion passed.

Scott Uhlich distributed a letter from Mr. George Beaver of Southeastern Building Trades Associates, Inc. The letter requested continuing education credit hours for training that deals with the history of septic systems and ethic. Mr. Uhlich requested clarification on the Committee's view on offering credit for these subjects. After discussing the issue thoroughly, the committee agreed that partial credit should be awarded. Mr. Beaver will have to add times to his training schedule before CEUs can be determined.

A second letter from the Association for Installers and Manufacturers requesting additional continuing education credit for a September Training Session was distributed by Scott Uhlich. The request included an agenda from the training session, and a detailed description of the topics discussed. The request is to include refreshment breaks in Exhibit Hall in the CEU calculation. The committee agreed that refreshment breaks does not warrant CEUs. Administering continuing education units will be left up to the discretion of the Chairman. If the need for clarification arises, the Chairman has the authority to call a special meeting, or wait until a regularly schedule meeting to obtain input from the committee on awarding continuing education units.

Scott Uhlich raised the issue of Installer Certification. It is apparent that some Installers are intending to let their certification lapse with the intent of only re-taking the test. In their opinion, this exempts them of having to meet the continuing education requirements. The committee decided to require Installers whose certification lapses to meet the continuing education requirements, as well as re-taking the certification exam (s). A motion was made by Mr. Barfield to accept these requirements. A Second was offered by Mr. Tidwell. Motion passed unanimously.

Discussion concerning Pumper continuing education units were initiated by Scott Uhlich. With input from the Committee, the continuing education units for pumpers will wait until changes to the Onsite Sewage Manual are final. This may take care of the Pumper continuing education issue. A draft of the changes to Section N of the Onsite Sewage Manual will be presented at the next meeting for review. Mr. Tidwell expressed an interest in having training sessions given on Saturdays to limit the financial hardship to companies.

## **NEW BUSINESS:**

### Inspector Level I Certification

Scott Uhlich distributed a memo addressed to the Certification Review Committee dated November 21, 2000. The letter noted a change in Section N of the Onsite Sewage Manual. The change was a result of a request from the Environmental Health District Directors to provide an alternative to the three month work experience requirement for recently employed environmentalists wishing to take the Level I exam. Although a paragraph was replaced, the major change involved the addition of a clause allowing the satisfactory inspection of fifty onsite-sewage management systems in place of the three-month training period. Mr. Barfield made a motion to accept the three month/fifty inspection training requirement for inspectors. Dewayne Tanner offered a second. Motion passed.

Next meeting scheduled for February 6, 2001 at 10:00 am.

With no other pending business, M Tanner moved that the meeting be adjourned. Mr. Tidwell seconded.

Meeting adjourned at 12:15 pm.

Minutes were recorded, transcribed and respectfully submitted by

Virgil Fancher, MPH  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**November 10, 1999**

**Members Present:**

Scott Uhlich, District Environmental Health Program Manager, DHR District 10, Chairman  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Warren Abrahams, Environmental Health State Office Program Consultant, Secretary  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department

**Members Absent:**

Debbie Glover, Training Coordinator, Environmental Health & Injury Control Branch  
Yvette Daniels, Legal Counsel, Division of Public Health  
C.L. Tidwell, Bartow Precast/Tidwell Plumbing

**Guests Present:**

Robert DeHart, Environmental Health Program Manager, DHR District 1-1,

The meeting was called to order at 10:18 am by Chairman Scott Uhlich  
With four members of the Certification Board present, this would constitute a majority and therefore a quorum is established and regular business may be conducted.

A motion was made by Mr. Tanner to accept the minutes of the October 16, 1999 board meeting.  
Second offered by Mr. Barfield. Motion was passed.

It was noted that Ms. Glover has been absent from three consecutive meetings.

**OLD BUSINESS:**

The issue of Contractor Bonding was discussed. Referring to the Water Well Standards Act, O.C.G.A. section 12-5-135, the requirement that a bond or a letter of credit shall be provided to the Director of EPD by any water well contractor or driller for the conduct or drilling operations to ensure compliance with the procedures and standards contained in this Act; authorization to require bonding of septic tank installers or contractors may need to be enacted by the Georgia General Assembly. Some Counties require the bonding of septic tank contractors. There was a problem with water well contractors having to be bonded by the County when they are required to be bonded under O.C.G.A. 12-5-135.

A question was raised regarding who or what entity would the bond be payable to: ?

The Board is in favor of requiring bonding of on-site sewage management installers and contractors.  
This idea will need to be further pursued, brought before the Technical Review

Committee and research through legal counsel.

Mr. Tanner proposed a motion that bonding should be included as part of the certification process. Second offered by Mr. Barfield.

Some concerns are: “Will a bonding requirement accomplish its objective?” “Will the public be protected in case of a failed system and will the bond cover the necessary costs of the repair?” The matter of bonding was tabled for further research and discussion.

Mr. Barfield inquired when and if the Department of Human Resources conducted public hearings on the *Manual for On-Site Sewage Management Systems* and how the *Manual* ties into the Rules adopted by the Board of Human Resources. Does the Board of Human Resources have to review, vote and adopt the *Manual*?

The following answer was provided by Chairman Uhlich and Mr. DeHart who were members of the On-Site Sewage Task Force:

The Department of Human Resources conducted public hearings on Chapter 290-5-26 in the fall of 1997. The Board of Human Resources voted to adopt the amended Chapter 290-5-26 on January 20, 1998 and the provisions of the Rules went into effect on February 20, 1998. The Rules reference the *Manual for On-Site Sewage Management Systems* in several sections. The On-Site Sewage Task Force voted to adopt the *Manual* on January 15, 1999. Public hearings were not conducted regarding the *Manual* since it was a product of the On-Site Sewage Task Force. The *Manual* is considered to be the policies and procedures of the Department.

### **Commercial Systems:**

Question: Where should the breakpoint occur when an individual needs to take Commercial Contractors examination in addition to the Residential Contractor examination? Should the Commercial Contractor examination module be tied into the design flow rate of the system?

Discussion: Rule 290-5-26-.03 (6) requires that on-site sewage management systems which produce a sewage flow in excess of two thousand gallons per day (2000 g.p.d.) shall bear the registration number and signature of a Registered Professional Engineer, certified and registered under the Georgia Board of Professional Engineers and Land Surveyors (under the office of the Georgia Secretary of State). Systems equal to or greater than 2000 g.p.d. often require a pump or siphon which is included in this exam.

The District Environmental Health Directors have recommended that individuals installing on-site sewage management systems less than 2000 gallons per day (< 2000 g.p.d.) would only be required to take the Residential Contractor Examination (and any additional modules as necessary - e.g. drip irrigation, mound, pumper) and individuals installing systems with a design flow rate of equal to or greater than 2000 gallons per day (= or > 2000 g.p.d.) would be required to take the Residential and Commercial Contractors exam (and any additional modules).

Mr. Abrahams offered a motion to accept the District Environmental Health Director's



recommendation. Mr. Barfield offered a second. Motion was passed.

As a comparative study regarding registration of contractors, Mr. Abrahams distributed to the Board members the following documents:

Florida Administrative Code section 64E-6.019 Requirements for Registration (Individual)

“Persons (individuals) subject to registration - A person shall be subject to the requirements of this rule if he or she contracts or advertises to provide services to the public or holds himself or herself out as being capable of performing services related to any of the following activities in the onsite sewage treatment and disposal industry regulated by the Department of Health”.

Florida Administrative Code section 64E-6.020 Master Septic Tank Contractors (Individual)

Florida Administrative Code section 64E-6.021 Issuance of Registration Certificates and Renewal

Florida Administrative Code section 64E-6.022 Disciplinary Guidelines

Florida Administrative Code section 64E-6.023 Certification of Partnerships and Corporations and

Florida Administrative Code section 64E-6.024 Fees

In section 64E-6.024 (3), the following fees are required to accompany applications for registration of **individuals for septic tank contractor or master septic tank contractor** or for the a certificate of authorization for partnerships or corporations:

- |   |                  |
|---|------------------|
| a) Application for registration including examination | \$75             |
| b) Initial registration (annual?)                     | \$100            |
| c) Renewal of registration                            | \$100            |
| d) Certificate of authorization - each 2 year period  | \$250 (business) |

Fee Management:

A concern was raised regarding the account(s) to which the collected exam fees and certification fees would be deposited. Is a specific trust fund established to meet the cost of administering the onsite sewage treatment and disposal program?

Mr. Uhlich responded that Mr. Mike Smith, Environmental Health and Injury Control Branch Chief and Mr. Jeff Gary, Environmental Health Section Director are scheduled to meet with Dr. Toomey and Kate Pfirman of the DHR budget office to try and resolve this issue and to ensure that the funds would be retained for environmental health services and not be returned to the general fund of the State. GOWA may need to follow-up on this as well.

The majority of the members present at this meeting agreed to maintain the \$300 certification fee which is to be charged to the business not per individual.

All examination fees are to remain with the District.

Administrative fees of \$25 - \$30 per individual were discussed.

The topic of approval of Continuing Education Units (C.E.U.s), approved courses, assignment of CEUs and the tracking of an individual's C.E.U.s are issues that need to be examined in future meetings.

Continuing education courses and seminars may be sponsored by organizations such as the Georgia Environmental Health Association, the Georgia On-Site Wastewater Association, the National On-Site

Wastewater Recycling Association, the National Environmental Health Association, the Georgia Rural Water Association, the Georgia Water and Wastewater Association.

Mr. DeHart suggested that the income raised by the certification fees fund research or demonstration projects for-site sewage management at educational institutions such as the University of Georgia. Mr. Uhlich stated that he would explore the usage of the collected certification funds with Environmental Health Section Director, Jeff Gary,

The next order of business was to correct an omission to the *Manual for On-Site Sewage Management Systems*, Section N - Certification. When the section on Pumper Certification was written by members of the On-site Sewage Task Force, the bullet Must pay an examination fee and "A \$50 examination fee will be required of those persons who wish to take the pumper certification examination".

A motion was tendered by Mr. Tanner to require a fifty dollar (\$50) examination fee for individuals who wish to take the Level I or Level II Pumper Examination.

Motion was seconded by Mr. Barfield.

Motion passed.

Mr. Abrahams presented for discussion several options for assigning certification numbers for inspectors, septic tank contractors and pumpers.

One suggestion is to start with a GA-00001 and assign numbers in sequence to the individual no matter if the individual is a contractor, inspector or pumper.

Second suggestion is to assign a series to each group:

inspectors: GA-001-LEVEL I or LEVEL II through GA-999-LEVEL I or LEVEL II

pumpers: GA-1001 (P) through GA-9999 (P)

contractors: GA-10001 © through GA-19999 ©

Endorsements for additional modules passed was discussed.

Certificates and wallet card designs were discussed.

One option is to purchase border paper and set margins within the paper and create the design.

Giles Roberts from Clarke County created the certificates for the Clarke County Certified Contractors. Bob DeHart presented a prototype certificate used in the Rome District. The advanced module endorsements could be added to the bottom of the certificate or stickers could be used. The DHR logo is a watermark. Certificate was created in WordPerfect.

Would an individual who is involved in both septic tank installation and contracting be required to hold both a contractor and a pumping certification. Would two numbers be assigned? One as a contractor and one as a pumper. Would two certification fees apply? \$300 as a contractor and \$200 as a pumper?

Mr. DeHart questioned how the Environmental Health State Office plans to issue cards and certificates to differentiate between individual vs. business certification. Are businesses to submit a list of individuals to be certified under their business?

A suggestion was made that different colored cards be used to certify the business vs the individual. Recertification of individuals and associating them to a particular business will be a logistical nightmare.

A discussion was held regarding the expiration of certifications. Would they all be a uniform date of February 20, 2002 or a "rolling date" based upon when the individual is certified? The Manual states that Certification will be for a two-year period and will be continued upon receipt of a \$300 certification fee (\$200 for pumpers) and submission of evidence of compliance with all other provisions for re-certification established by the Department.

#### PROS & CONS DISCUSSION:

If a uniform date is chosen, monies collected for recertification would be collected en masse every two years. We are not sure at this time if all monies must be spend by June 30 or if a carryover to the next fiscal year July 1 - June 30 is possible.

If a "rolling date" is chosen then recertification fees would be continuously be deposited into an account. Monthly statements would need to be generated.

With a fixed date, provision would need to be made to pro-rate certification fees based upon when the individual passes the examination. With "rolling dates", the full certification fee is paid and is good for two year from the date of issuance.

District 1-1 did not have a renewal date to their certifications issued.

District 8-2 had a renewal date of every five years but no C.E.U. requirements.

**Note: At this time (12:10 pm) Mr. Uhlich had to excuse himself from the meeting to tend to a family emergency. It is so noted that the Official Business of the Certification Review Board ends here because a quorum of the membership was no longer present. Vice-Chairman Donald Barfield continued the dialogue but not as official business of the meeting.**

A discussion was held regarding anticipated enforcement problems as of February 20, 2000.

- 1) What to do if a contractor or pumper is not in possession of his/her wallet card?
- 2) What to do if an inspector is not in possession of his/her wallet card?
- 3) What to do if a contractor installs a commercial job, a drip irrigation system or a mound system and the individual is "certified" but has not taken the particular module?
- 4) If an inspector has not taken or passed a particular module, will he/she be allowed to inspect these systems?

The next meeting date was scheduled for Tuesday, December 14, 1999

The meeting terminated at 12:30 pm

Minutes were recorded, transcribed and respectfully submitted by

Warren Abrahams, MSPH, REHS  
Secretary - Certification Review Board

**MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD**

**October 13, 1999**

**Members Present:**

Scott Uhlich, District Environmental Health Program Manager, DHR District 10, Chairman  
Don Barfield, AAA Concrete Products Corporation, Vice-Chairman  
Warren Abrahams, Environmental Health State Office Program Consultant, Secretary  
Yvette Daniels, Legal Counsel, Division of Public Health  
C. Dewayne Tanner, Environmental Health County Manager, Chatham Co. Health Department  
C.L. Tidwell, Bartow PreCast/Tidwell Plumbing

**Members Absent:**

Debbie Glover, Training Coordinator, Environmental Health & Injury Control Branch

**Guests Present:**

Jeff Gary, Environmental Health Section Director  
Robert DeHart, Environmental Health Program Manager, DHR District 1-1,  
Sam Banks, Immediate Past President, Georgia Onsite Wastewater Association  
Jerry Turner

The meeting was called to order at 10:12 am by Chairman Scott Uhlich

Motion made by Warren Abrahams to accept the minutes of the September 16, 1999 meeting.  
Second by Don Barfield. Motion passed.

**OLD BUSINESS:**

Issue regarding persons currently employed as Environmental Health Technicians and their eligibility to take the Level II Site evaluator course and examination.

At the present time, there are 35 individuals classified as Environmental Health Technicians (Georgia Merit System Job Number - 19422) employed at various county health departments statewide. Several of these individuals currently provide onsite sewage management services for the County (ies) for which they are employed or contracted. In some cases, the Environmental Health Technician is the sole individual providing these services.

A motion was made by Dewayne Tanner to accept the recommendation of Environmental Health Section Director Jeff Gary to "grandfather" these currently employed Environmental Health Technicians (employed prior to the enactment of the Rules revision and Technical Manual), allowing these individuals to gain Level II certification provided the individual meets the following requirements:

- The Environmental Health Technician must be employed on or before October 19, 1999, by a County Health Department and the employee's duties shall include working in an on-site sewage disposal regulatory program
- The Environmental Health Technician must possess a minimum of six (6) months of on-site sewage disposal field experience
- The Environmental Health Technician must demonstrate to the satisfaction of the individual's supervisor that he/she is proficient in field activities
- The Environmental Health Technician shall take the five (5) day Level II Soil Classifier Certification training course offered by the Department and shall pass the written examination following completion of the course

The motion was seconded by Don Barfield and was passed by majority vote of the Board (one abstaining vote)

Information point: The Level II Soil Classifier Certification training courses are being conducted statewide by Larry T. West, Ph.D., Professor, Department of Crop and Soil Sciences, University of Georgia and William Miller, Ph.D., Professor, Department of Crop and Soil Sciences, University of Georgia. The cost per individual for this 5-day cost is \$150.

A recommendation was made by Don Barfield to use the Regional Development Commission (RDC) offices located in Tifton as a possible training site. Mr. Uhlich reported that it is hoped that by February 20, 2000 there will be a sufficient number of Environmental Health Technicians, Environmental Health Specialists I, II and III, Environmental Health County Managers and Environmental Health District Program Managers that have passed the Level I and Level II certification training.

Mr. Barfield stated that in addition to the Level I and Level II certification training, field personnel would also need to pass the following modules:

- Septic Tank Septage Removal and Disposal Examination Level I and II
- Mound/Fill Absorption Field System Examination (if they permit and inspect mound systems)
- Drip Irrigation Absorption Field System Examination (if they permit and inspection drip irrigation systems)
- Commercial Contractors examination

## **GUEST PRESENTATION - PUBLIC FORUM**

Sam Banks, Immediate Past-President of the Georgia Onsite Wastewater Association requested time to address the Certification Board. Mr. Banks, representing several septic tank contractors and installers wished to go "on record" opposing the recommendation made by the Certification

Board that a certified individual be physically present on each and every job site. Mr. Banks stated that the ultimate responsibility that the on site sewage disposal system was installed correctly is that of the company installing the system. Mr. Banks also protested an “extremely high” individual certification fee of \$300 and an individual renewal fee of \$300. For sole proprietorships, a \$300 biannual certification fee may be an “economic hardship”. Companies that pay a \$300 company certification fee and pay \$50 for each field employee to be tested and certified under the company certification presents an additional problem. Presently, there is nothing to prevent the “certified” individual from renting a backhoe for \$25, obtaining a business license and going into business for himself/herself.

Mr. Banks stated that neither in the Rules of the Department of Human Resources, Public Health, Chapter 290-5-26 entitled, “On-site Sewage Management Systems”, specifically section 290-5-26-17 “Certification and Decertification of Septic Tank Contractors, Inspection Personnel, Pumpers, Soil Classifiers and Maintenance Personnel” nor in Section “N” of the *Manual for On-site Sewage Management Systems*” is there any written requirement that a certified individual be present on the job site.

Mr. DeHart responded that it was always the intention of the Department to have a certified individual on the job site. This was expressed during the writing of the *Manual* and in the On-site Sewage Task Force Meetings.

Using this interpretation, each pump truck driver would be required to hold a certification.

On Tuesday, October 19, 1999, a District Environmentalist meeting will be held. At this meeting the District Environmentalist will take the Residential Contractors/Inspector Level I examination. The other module exams will also be distributed along with Contractor and Pumper applications. The District Environmentalists will be asked to set up at least three or four “testing events” with specific dates, times and locations within their District to administer the examinations. Districts may set up additional mass testing events upon demand and need.

Mr. Tidwell suggested the idea of bonding contractors or bonding a job, thereby providing ongoing insurance that the job is performed correctly. Mr. DeHart stated that he did not understand bonding that well. Unless there was a construction defect in the system, bonding would not cover the situation. Performance bonds or a letter of credit is required of all water well contractors or drillers as authorized by O.C.G.A. section 12-5-135 of the Water Well Standards Act. The issue of bonding was tabled for further research and discussion. Mr. Tanner volunteered to research issues regarding bonding and letters of credit.

Mr. Barfield expressed that if installations are not correct, inspectors should not approve them. It is further recognized that many systems are altered or ruined by grading, installation of driveways, sidewalks or other impervious surfaces after a final inspection has been conducted on the on site sewage disposal system.

A short discussion followed regarding detection and location of on-site sewage disposal system so that other utility contractors such as gas, electric, telephone, etc. will not encroach or dig into a system. The Utilities Protection Commission (UPC) may be able to assist with this problem.

A suggestion was made regarding including placing a metal strip in the drain field pipe that could be sensed by a metal detector.

## **OLD BUSINESS CONTINUED**

A revised list of the members of the Certification Review Board prepared by Mr. Abrahams was reviewed. Corrections were made to some of the E-mail addresses.

Ms. Daniels continues to develop the bylaws and an administrative appeal process synopsis.

## **NEW BUSINESS:**

The Board reviewed the Drip Irrigation Absorption Field module examination. A motion was made by Mr. Tanner to accept the examination with one minor change Second by Mr. Tidwell. Motion passed.

The Commercial Contractor module examination was reviewed by the Board. Changes, corrections and revisions were made to four questions. A motion was made by Mr. Tanner to accept the examination with agreed changes. Second by Mr. Tidwell Motion carried to accept the examination with modifications.

The Mound/Fill Absorption Field System module examination authored by Stan Coppage, Environmental Health District 8-1 Director was reviewed by the Board. Several typographical and syntax errors were noted and corrected. Stan Coppage has been assigned to create a study guide to prepare for the Mound/Fill Absorption Field System exam. Don Barfield made a motion to approve the context of the examination with the typographical corrections made. Second by Mr. Tanner. Motion passed five ayes, one opposed.

A first draft of a proposed application for septic tank contractor registration was presented by Mr. Abrahams. The Board agreed that pumper operations need to have a separate application.

The system size or effluent flow in gallons per day effluent needs to be defined for the residential vs. the commercial examination. A determination will need to be made at what size (break point) will the individual need to take the commercial contractor's examination?

A discussion regarding whether or not individuals and/or companies that service portable toilets also known as "jiffy johns", "porta johns", or "porta potties" are subject to regulation and certification. Mr. Uhlich pointed out that portable toilets are not addressed in Chapter 290-5-26-.11. This rule specifies the removal or disposal of the contents of septic tanks, pit privies or other on-site sewage management or experimental systems. Additionally, portable toilets contain sanitizing chemicals which must be disposed into a sewage treatment plant and is not appropriate for land application. A statement was made that companies that exclusively service portable toilets are exempt from taking the pumper examination.

Discussion was held regarding how many times an individual would be allowed to take a

particular examination. A suggestion was offered to allow the individual two attempts at an examination (an initial and retest) for the \$50 exam fee. If the individual did not pass the exam, a \$25 fee per exam would be assessed. Payment of the \$50 fee would allow the individual to take the residential contractor exam plus any number of additional modules of the contractor's choice. For individuals engaged in pumping operations, the \$50 fee would allow the individual to take the Level I and Level II pumper examinations, and any additional examinations or modules of choice. As a prerequisite to any advanced contractor modules, the individual was take and pass the residential contractor examination.

A motion was made by Mr. Tanner to allow an individual two attempts at an examination for the \$50 fee; if the individual did not pass the exam after two attempts, a \$50 fee would be required to take the examination again. A second to this motion was made by Ms. Daniels. The Board discussed whether the administration of each examination or module would cost the individual \$50. A second point of discussion was the number of examination or modules an individual could take at one sitting. A third point of discussion was the possibility that an applicant failed the residential contractor exam but passed an advanced module or passed the pumper examination, would this individual be issued a certification number? A fourth issue was the timeliness of administering the exams and the cost to individuals and companies at \$50 per exam. Mr. Tanner withdrew his motion.

Mr. Tanner offered an alternative motion that between now and February 20, 2000 individuals (contractors) may take an unlimited number of examinations and reexaminations for the \$50 charge. After February 20, 2000, the charge will be \$50 per examination with two (2) attempts, the initial test and a reexam, to pass the test. If the test is not passed after the second attempt, the person may take the test again for a \$50 examination fee. An additional two attempts would be offered for the \$50 exam fee. Seconded by Mr. Barfield. Motion passed.

The next meeting date is scheduled for November 10, 1999 at 10:00 am. Room location to be determined and announced.

Meeting adjourned at 1:25 pm

Respectfully submitted,

Warren Abrahams, MSPH, REHS  
Secretary



MINUTES  
OF  
THE ON-SITE SEWAGE CERTIFICATION BOARD

September 16, 1999

Members Present:

Warren Abrahams, Environmental Health State Office Program Consultant  
Don Barfield, AAA Products Corporation  
Yvette Daniels, Legal Counsel, Division of Public Health  
C.L. Tidwell, Bartow PreCast/Tidwell Plumbing  
Scott Uhlich, District Environmental Health Program Manager, DHR District 10

Members Absent:

Debbie Glover, Training Coordinator, Environmental Health & Injury Control Branch  
C. Dwayne Tanner, Environmental Health County Manager, Chatham County Health Dept.

Guests Present:

Jeff Gary, Environmental Health Section Director  
Robert DeHart, Environmental Health Program Manager, DHR District 1-1, representing the  
Environmental Health On-Site Sewage Task Force.

The meeting was called to order at 10:15 am by coordinator Scott Uhlich

Jeff Gary offered a welcome and appreciation to the committee members on behalf of Audrey Horne, DHR Commissioner and Dr. Kathleen Toomey, Director of Public Health

It was announced that Warren Abrahams was appointed to this board replacing Ade O. Oke as Mr. Oke will be leaving the Environmental Health State Program Office for a position with the Georgia Environmental Protection Division's Water Resource Management Program.

The membership of this Board has been appointed pursuant to Section 290-5-26-.17 of the Rules for On-site Sewage Management Systems and criteria established in section "N" of the *Manual for On-site Sewage Management Systems*.

The deadline for the certification of septic tank contractors, inspection personnel, pumpers and maintenance personnel is February 20, 2000. Mr. Gary would like examinations to be completed and issues in place by January 20, 2000 (30 days prior).

Purpose of today's meeting:

- A) Establishing the written examinations
- B) Adopt Bylaws
- C) Establish rules of practice and procedure

This Board must comply with the provisions of the Open Meetings Law. Announcements of the

meeting may be posted on the public health website, faxed to the District Offices, posted in Districts and County Health Departments. Official minutes may be posted on the public health website and made available for public distribution.

#### Initial Questions & Concerns:

Mr. Barfield asked about the Board establishing written tests vs. an examination developed by the Department?

A- The Certification Board would review and approve all tests that are to be administered by the Department.

Questions were raised regarding recertification with “unresolved disciplinary action” pending

A- This Board is empowered to receive complaints regarding individuals certified by the Board. The Board will review and determine any action regarding actions on recertification. If the incident is serious enough to warrant Board review, recertification should be withheld.

A temporary recertification for not more than 60 days was suggested pending resolution of the complaint. Caution was advised regarding a restriction of an individual to conduct business and earn an income pending recertification.

Another issue that requires attention is the eligibility requirements for inspection personnel to take the level I and level II certification examinations. The *Manual for On-site Sewage Management Systems (Manual)* requires the candidate to be employed in good standing in an environmental health program of the Department of Human Resources or County Board of Health in an “Environmental Health Specialist I” position or higher to take the level I and level II examinations. There are a number of individuals employed in the Southeast and Coastal Health Units who perform on-site sewage management inspections who have the job classification “Environmental Health Technician”.

The *Manual* states, “Persons actively employed in an on-site sewage disposal regulatory program at the time of the enactment of this rule, who have a minimum of six months of on-site sewage field experience and demonstrate proficiency in the field activities related to systems covered in the written testing phase of this program but who are not Environmental Health Specialists I or higher (eg. Environmental Health Technicians), may be considered for Level I certification”. Therefore the level I (“system inspector”) examination may be administered to Environmental Health Technicians.

Mr. Uhlich will discuss the eligibility of Environmental Health Technicians to take the Level II (site evaluator) exam with Environmental Health State Program Director Jeff Gary. The job summary, responsibilities and performance standards for the Environmental Health Technician classification, job number 19422- Georgia Merit System, would need to be reviewed. Continuing education requirements for Level I and Level II inspection personnel is four hours of approved continuing education credit per year (eight hours every two years). Septic tank contractor recertification requires completion of eight hours of continuing education every two years. Is this requirement that inspection personnel are required to have 4 CEU credits per year too stringent?

Mr. DeHart responded that inspection personnel are familiar with obtaining CEUs for activities

such as registration and that education opportunities through District meetings, GEHA and other on-site sewage management seminars are readily available for the inspection personnel; whereas contractors may not be familiar or used to gaining CEU credits, the timing is more relaxed and more flexible. The Georgia Onsite Wastewater Association (GOWA) can play an integral part in providing educational opportunities for contractors, pumpers and inspection personnel. Courses or seminars sponsored by GOWA may be submitted to this Board for approval and assignment of CEU credit.

Appeals Process:

Criteria needs to be established to handle situations where individuals who are denied certification, recertification or are aggrieved by actions of this Board may appeal said ruling in accordance with the Administrative Procedure Act of Georgia. Ms. Daniels will look into this and incorporate the criteria in practices and procedures.

Discussion commenced whether a company rather than every individual be "certified". GOWA recommends that the "business" be certified. If the "certified" individual, viz. crew chief, leaves the company, this would result in the company forced to suspend operations until a new "certified individual" can be hired.

Small contractors typically employ one crew

Concern was raised regarding the costs to the company to certify individuals:

\$50 examination fee per individual, \$300 certification fee per individual upon passing exam.

The intent of certification is to have someone on the job site who knows and understands the regulations and know how to property install an on-site sewage disposal system.

A video and study guide has been prepared to assist individuals in preparing for the residential contractor examination. The residential contractor examination is the same exam as the inspector, level I. Additional modules, study guides and examinations are under development for mound systems, drip irrigation systems, commercial installations. The pumper exam I and II is ready. District Health Offices will administer and proctor exam and collect exam fees.

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BUSINESS:

The Certification Review Board must operate under Robert's Rules of Order.

Motion made by Mr. Uhlich that the Certification Board operate under Robert's Rules of Order, seconded by Ms. Daniels. Unanimous passage by members present.

To establish a quorum, it was agreed that a majority of the members of the Board must be present. Seven members have been appointed to this Board, four would constitute a majority or quorum. Since five members are present, a quorum was established.

The Committee proceeded to elect a slate of officers.

Scott Uhlich was elected Chairperson

Don Barfield was elected Vice-Chairperson  
Warren Abrahams was elected Secretary

Assignments:

Ms. Daniels was assigned to work on the Bylaws of the Certification Review Board  
Scott Uhlich agreed to develop Practices and Procedures.

The next order of business was test materials

Mr. DeHart distributed copies of the following examinations to the members of the committee:

- 1) Residential Contractor Examination
- 2) Septic Tank Septage Removal and disposal Examination
- 3) Commercial Contractors Examination
- 4) Mound/Fill Absorption Field System Examination
- 5) Drip Irrigation Absorption Field System Examination
- 6) On-Site Sewage Contractor Certification Study Guide

The Inspector Level I examination is the same exam as the Residential Contractor exam.  
There are four (4) versions of each examination.

Members were asked to review the exam questions during the lunch recess for discussion upon reconvening. A priority list was established as follows: 1) Residential Contractor Exam, 2) Pumpers exam, 3) Drip Irrigation System Exam, 4) Commercial System Exam, 5) Mound System exam.

Committee recessed at 11:45 am

Committee reconvened at 1:10 pm

There are three issues the Committee wished to refer to the Technical Review Committee for clarification.

1. Placing a clean-out on the sewer line leading to the tank inlet.
2. Gradation of ½ to 2 inches.
3. ensure that the “tee” in the tank is set in the perpendicular
4. Support for the outlet pipe exiting the tank.

The Committee reviewed and offered two corrections to the proposed Residential Contractor examination.

Mr. Barfield moved that the Residential Contractor/ Inspector Level I examination be approved with the corrections recommended by the Board. Mr. Tidwell seconded the motion. Committee approved examination with no objections by voice vote.

The Committee reviewed and offered one correction to the proposed Septic Tank Septage Removal and Disposal examination.

Mr. Barfield moved that the Septic Tank Septage Removal and Disposal examination be

approved with the correction recommended by the Board. Ms. Daniels seconded the motion. Committee approved examination with no objections by voice vote.

Discussion commenced regarding the certification of individuals vs the certification of companies. The Department of Human Resources established the fee schedule as published in the *Manual for On-Site Sewage Management Systems*. Concern was expressed that under the current *Manual*, a \$50 examination fee would be required of each individual wishing to take the certification examination. Those individuals who successfully pass the examination would then be required to pay an additional \$300 per individual every two years as a “certification fee”. This may become cost-prohibitive to many small companies.

A motion was introduced by Mr. Barfield (seconded by Mr. Tidwell) to certify the business for the two year period at a fee of \$300. Employees of the business may take the contractor examination by paying the \$50 examination fee per exam. A responsible person representing the installation company must be present during installation. Discussion followed. Key issue is that the Department wants an individual on site who knows the regulations and knows how to correctly install on-site sewage disposal system. This motion was withdrawn by Mr. Barfield.

An alternate motion was suggested by Mr. Tidwell (seconded by Mr. Barfield) that a Contractor (business) must be certified and as a condition, that “certified contractor” must have an authorized representative of the company on the job site during the installation of the on-site sewage management system, This authorized representative has successfully passed the contractor’s examination. The established fees would be as follows: businesses would pay \$300 bi-annual fee, individuals would pay a \$50 examination fee. Motion passed by a majority of voice vote.

The Committee was asked by Chairman Uhlich to review the mound and drip system module exams for the next meeting. A study guide would be prepared for the Commercial Contractors examination.

The Committee asked Mr. Uhlich to draft a cover letter to the District Health Directors to advise them that the Contractor, Inspector Level I and Pumper examinations have been approved by the Certification Review Board and that testing of inspection personnel, contractors and pumpers may commence. It is suggested that mass testings should be scheduled at the District Level to achieve the February 20, 2000 deadline.

Motion was made to adjourn the meeting. Seconded.

Meeting was adjourned at 2:35 pm

Respectfully submitted,

Warren Abrahams, MSPH, REHS

Secretary

The next meeting was scheduled for Thursday, October 13, 1999 in Atlanta at the 2 Peachtree Street Building, 2 Peachtree St. NW at 10:00 am., room 41-H.