Brenda Fitzgerald, MD, Commissioner Nathan Deal, Governor
2 Peachtree St NW, 15th Floor
Atlanta, Georgia 30303-3142
www.health.state.ga.us

Soil Classifiers Certification Advisory Committee (SCCAC)

Athens, GA – University of Georgia Campus

September 6, 2012 - 10:00 A.M.

Call to Order

Presiding: David Huff, Chairman

Members Present: David Huff, Dr. David Radcliffe, Phil Freshley, Dr. Larry Morris, Mike Pitts (via telephone), Dwain Butler (via telephone), Thomas Martin (via telephone). A quorum was achieved.

Guests: Chris Kumnick, Land Use Programs Director, DPH Environmental Health
Leslie Freymann, Environmental Health Section Consultant

READING AND ADOPTION OF THE MINUTES

- Phil Freshley motioned to approve the May 2012 Meeting Minutes; motion seconded by David Huff. Motion passed unanimously.

OLD BUSINESS

- Review of revised Soil Classifiers Code of Conduct
  - Discussion of "certified" language being changed to "approved" – this captures the geologists/engineers; certification remains in effect for the soil scientists; retention of approval status is based on insurance requirements being met.
  - Section VIII (Discipline) – Committee agreement to add soil scientists, geologists and engineers to paragraphs A & B.
  - Suggestion by David Huff : the Committee needs a working document of all complaints, discipline actions, approvals, etc in a short summary (separate from the minutes) in order to quickly substantiate past work done and help provide justification for continued industry oversight.
  - David Huff will forward the Committee a letter from South Carolina regarding deregulation of geologists, etc.
  - Dr. Larry Morris motioned to approve the Code of Conduct, as amended; seconded by Phil Freshley. Motion passed unanimously.

- Review of revised Engineer and Geologist Applications
  - Section 4: removal of the 8 hours of continuing education as an equivalent option; the original course is no longer offered and there is no such course available. Committee in agreement with this change/deletion.
  - Course hours need to be changed from 6 quarter hours to 5 quarter or 3 semester hours.
  - Discussion of overall competency requirements, including 4 years as SCIT, course credits, etc.

- Dr. Larry Morris motioned to table the vote on the Engineers application, pending comments/suggestions from Thomas Martin, who requested more time for review and research. Phil Freshley seconded. Motion passed unanimously.
- Geologists application had no competency language and it was added to mirror the Engineer's application.
- Dr. David Radcliffe motioned to table the vote on the Geologists application, pending further discussions, etc. Dr. Larry Morris seconded. Motion passed unanimously.

- 2012 Classifier Renewal Report.
  - Review of Department's summary stats for G/E/SC renewals.
  - Phil Freshly requested a breakdown of renewals by DPH Districts.
  - Recognition that there have been no complaints/suggestions regarding the DPH listing of SCs.
  - The Department plans to release onsite permit/installation numbers for FY 2012 by the end of September.

NEW BUSINESS

- Graduate school equivalency to classifying experience
  - Andrew Cory – approved SCIT in 2006; requested a portion of graduate school to substitute for classifying experience.
  - Committee discussion.
  - Dr. Larry Morris favored up 2 years equivalent (with documentation of field work, soil evaluations, etc.) with final review and approval by the committee.
  - Phil Freshley stated the 4 years of field experience is too much and would like to change the requirement; O.C.G.A 31-3-5 (section 3-B-ii) requires 4 years.
  - Phil Freshley motioned to approve up to 2 years of graduate school equivalency. Dr. David Radcliffe seconded. Motion passed 6 to 1. Thomas Martin opposed, wanting only up to 1 year equivalent.
  - Chris Kumnick will ask Andrew Cory for details regarding graduate school work and experience.

FUTURE BUSINESS

- Election of officers
- Final review and vote on Geologist and Engineer applications.
- Review of SCIT check off list.

NEXT MEETING: THURSDAY, NOVEMBER 15th AT 10:00 AM.

Location: Athens, Miller Plant Science Building, Room 1113

Meeting Adjourned

Soil Classifiers Certification Advisory Committee (SCCAC)

Athens, GA – University of Georgia Campus
May 10, 2012 - 9:30 A.M.

61st SCCAC MINUTES

Call to Order

Presiding: David Huff, Chairman

Members Present: David Huff, Mike Pitts (via telephone), Dwain Butler (via telephone), Dr. David Radcliffe, Phil Freshley, Dr. Larry Morris. Chris Kumnick. A quorum was achieved.

Member Absent: Thomas Martin

Guests: Leslie Freymann, Environmental Health Section Consultant
Dr. Mark Reece

READING AND ADOPTION OF THE MINUTES

- David Radcliff motioned to approve the Jan 2012 Meeting Minutes.
- Motion seconded by Chris Kumnick.
- Motion passed unanimously.

OLD BUSINESS

- Department's letter to non-renewing soil classifiers
  - Review of key points: fees prorated, CEUs must be current to reactivate status.
  - Discussion of terms: decertified vs delisted; inactive vs unlisted; approved vs. certified
  - Clarification: if they have current insurance on file (and meet all other requirements) – they are a DPH "Approved" and are Department listed; no insurance then they are not approved for DPH soil work and are removed from the list. If all other requirements are current, outside of having current insurance, the soil scientist retains certification (stamp). They are not decertified. The Department would describe them as inactive if questioned.

- SCIT, Stephen D. Jones – update
  - Chris followed up with Doug Cabe and Mr. Jones, regarding committee's recommendations for future reports, as discussed at last SCCAC meeting.

- Review and discussion of DPH's revised SC online listing
  - As requested, the new language reads: "listing by regions for convenience purposes only."
  - General consensus that the revised listing is acceptable and no further changes are needed.

- Follow-up to insurance questions raised at last meeting
  - Chris Kumnick clarified that previous work on file or preformed while in good standing and in accordance to the standards in the Manual will still be accepted regardless of DPH insurance status; however, any new work, or if corrections are necessary, must be preformed by a currently listed DPH Soil Classifier.

- A meeting is scheduled with the GA State Board of Registration for Professional Geologists on June 7th; Chris Kumnick and David Huff will coordinate the presentation, etc.

NEW BUSINESS

- Review and discussion of 2012 SC renewal statistics
  - Request made for a break down of geologists/engineer stats; Leslie Freymann will provide this.

- Engineer application – John David Elliot
  - Approved.
  - Chris Kumnick will bring any questions regarding future Geologist/Engineer applications to the committee, as needed; otherwise, he will grant approval if application is complete.

- Engineer and Geologist Application review; Code of Ethics
  - A meeting leading to a joint report is required with in 30 days if soil classifiers have a differing of opinions and interpretations of the soils on the same lot. Soil Scientists are required to sign the Code of Ethics agreeing to this resolution language. The applications for Geologists and Engineers are missing this language. Their application simple reads "have read" the Code of Ethics.
  - The full Code of Ethics should be signed by Geologists and Engineers, not just Soil Scientists.
  - David Huff stated the standards are not the same for geologists, as they are for engineers; the language of "engineering competency" in the application should also be included for geologists. This "competency" sentence should be added and/or moved to the signature line.
  - The suggestion was made to put 'Signed Code of Ethics" separately in the list of entry requirements in the application, as well as, reword the signature block in both the Engineers and Geologist application so to state they agree to comply with the Code of Ethics.

FUTURE BUSINESS

- Election of officers

NEXT MEETING: THURSDAY, SEPTEMBER 6TH AT 10:00 AM.

Location: Athens

Meeting Adjourned

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Soil Classifiers Certification Advisory Committee (SCCAC)

Two Peachtree Street, NW, Atlanta, GA 30303

Thursday, January 16, 2012 - 9:30 A.M.

Call to Order

Presiding: David Huff, Chairman

Members Present: Thomas Martin, David Huff, Mike Pitts (via telephone); Dwain Butler (via telephone); Dr. David Radcliffe (via telephone). A quorum was achieved.

Guests: Chris Kumnick, Land Use Programs Director, DCH Environmental Health
Leslie Freymann, Environmental Health Section Consultant

READING AND ADOPTION OF THE MINUTES

- Dwain Butler motioned to approve the Nov, 2011 Meeting Minutes.
- Motion seconded by Thomas Martin.
- Motion passed unanimously.

OLD BUSINESS

- SCIT, Stephen D. Jones – review and discussion of submitted soil reports
  - Reports need legend, direction of slope, consistency of scale and scale bar.
  - Properties (perc rate, etc) should be based on mapped unit, not individual borings; cover sheet/summaries needed.
  - Chris Kumnick will follow-up with committee's recommendations for future reports.

NEW BUSINESS

- New member nomination
  - Department recommends Phil Freshley.
  - General discussion and agreement on nomination.

- Discussion of Department's Soil Classifier online listing
  - Recommendations: add language to the effect of "listings are by region for convenience purposes only" - and place this caveat at the top of the report and bottom of each page, as well as at the top of each region listing; bold county name.
  - The Department is open to other recommendations/suggestions; please contact Chris Kumnick.

- Discussion of formalizing requirements for soil scientists to reapply for Department approval if renewal was not obtained by the expiration date due to lapses in insurance, fees and/or CEUs.
  - Department will pro-rate annual fee (if renewing during an odd year, the fee is ½ - the same policy already exists for contractors).
  - Discussion and general agreement that CEUs would still be required during lapsed period(s). If reapplying, the required number of previous CEUs would be required (i.e 40 hours if lapsed period was 2 years; 80 hours if lapsed period was 4 years, etc).
  - Chris Kumnick will present the CEU recommendation to the **XXX Board** and ask for feedback.

- Discussion of insurance
  - Question raised regarding issues of liability for previous work done while insured – if current insurance is expired; Chris Kumnick will do some research on this issue.
  - Local health departments are supposed to accept all previous work; if additional site information is needed, it must be done by a current approved soil classifier (i.e. someone currently insured).

FUTURE BUSINESS

- SCCAC is trying to get on the agenda for explaining the de-listing procedures to the GA State Board of Registration for Professional Geologist; David Huff is still working on this.
- Chris Kumnick is working on the SCIT check-off list.

NEXT MEETING: THURSDAY, MAY 10, 2011 AT 10:00 am.

Meeting Adjourned

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 59th Meeting
Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, November 10, 2011 - 9:30 A.M.

Call to Order.

Presiding: Dr. Larry Morris, Vice-Chairman

Members Present: Dr. Larry Morris, Thomas Martin, Mike Pitts (via telephone); Dwain Butler (via telephone); Dr. David Radcliffe. A quorum was achieved.

Guests: Chris Kumnick, Land Use Programs Director, DCH Environmental Health;
Leslie Freymann, Environmental Health Consultant Section

READING AND ADOPTION OF THE MINUTES

- Dr. David Radcliffe motioned to approve the August 16, 2001 Meeting Minutes.
- Motion seconded by Mike Pitts.
- Motion passed unanimously.

OLD BUSINESS

- Certification request – Curtis Ray, SCIT
    - Discussion and review of all documentation.
    - Chris Kumnick will email the field tests and any additional documentation to those on the call who were unable to view all the documents.
    - Dr. Larry Morris motioned to accept the field test and approve SC status, pending final review of the field test by those on the call.
    - Motion seconded by Dr. David Radcliffe.
    - Motion passed unanimously.
    - Final voting will be done electronically.
- By-Laws Revision
    - Dr. David Radcliffe motioned to approve the By-Law changes to reflect the new Department of Public Health.
    - Motion seconded by Dwain Bulter.
    - Motion passed unanimously.
- SCCAC will be on the agenda for explaining the de-listing procedures to the GA State Board of Registration for Professional Geologist; meeting date unknown; David Huff is working on this. Engineers will be discussed at the next SCCAC meeting.

NEW BUSINESS

- CEU Criteria
  - Discussion of various, on-going courses; Dr. Larry Morris stated the SCCAC should review any courses the Department may have questions about regarding approval.
  - Chris Kumnick will send out course details for approval via electronic voting by the Committee.
  - Discussion of giving CEU credit for field time with inspectors; general consensus of Committee was that those hours should count; Chris Kumnick will review documentation of CEU category breakdown/options and report back to the Committee.
  - The Committee clarified Geologists/Engineers are not required to obtain CEUs for Department renewal; they only have to show a current license with their respective Board and proof of required insurance.
  - Discussion of SCIT Certification Check-List; Chris Kumnick will revise and send it to Committee for review/discussion at next meeting.
  - Leslie Freymann (DPH, Environmental Health Consultant) was introduced; general discussion about her possible future role with the Committee.
  - David Coyle will be unable to serve as a new Committee member, as he is not an Approved Soil Classifier with the Department. Discussion regarding possible replacements. Chairman, David Huff, will follow-up with the suggested recommendations and further discuss with the Committee.

NEXT MEETING: THURSDAY, FEBRUARY 16, 2011 AT 9:30

Meeting Adjourned

Brenda Fitzgerald, MD, Commissioner
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Atlanta, Georgia 30303-3142
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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 58th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Tuesday, August 16, 2011, 1:30 P.M.

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Greg Harless, Secretary; Mike Pitts (via telephone); Dwain Butler (via telephone); Dr. Larry Morris, Vice-Chair and Thomas Martin. A quorum was achieved.

Guests: Chris Kumnick, Land Use Programs Director, DCH Environmental Health Section
David Coyle, Certified Soil Classifier

- The first order of business was the reading of the minutes of the previous meeting of May 17, 2011.

  Motion to approve: Larry Morris
  Second: Dwain Butler

→ *Motion carried unanimously*

OLD BUSINESS

- No pending certification requests on the table.
- *David Huff and Chris Kumnick* jointly reported that there has been no action on the proposal to initiate contact with the Sec. of State Geologists Licensing Board to request SCCAC reps being included on the agenda for the upcoming October meeting of that body. It was discussed and resolved to follow though with that proposal.

NEW BUSINESS

- No new Certification or SCIT applicant files on the table.

New Business (continued)

- **By-Laws revisions**

  Greg Harless presented proposed obligatory By-Laws revisions to update all Departmental references to the new Department of Public Health. Committee confirmation vote scheduled for the next quarterly meeting.

- Mike Pitts opened discussion of the efficacy of possible reduction of the biennial CEU contact hours. In the current depressed economy, accrual of the current required forty (40) contact hours presents logistical and financial hardships as reported by some soil classifiers.

  Discussion: Dr. Morris recommended increasing the maximum allowed credits for Self-Directed Studies from the current four (4) CEU's or sixteen hours (16) to five (5) CEU's or twenty hours (20) which is fifty percent (50%) of the total. The Committee recommends to the Department that a wide diversity of related CEU topics, as well as distance learning, should be considered for credit.

  Motion to accept 50% or 20 contact hours of Self-Directed Study, Distance Learning & related studies as valid CEU's: Larry Morris
  Second: Mike Pitts

→ *Motion carried unanimously*

- *David Huff* initiated discussion proposing to require soil classifiers, geologists and engineers to maintain more detailed, descriptive field notes. He cited examples of field notes, when requested for site problems investigations, that mentioned only a soil color or series noted for borings.

  Discussion: It was duly noted that the Manual for On-site Sewage Management Systems, Section "C", page C-17 explicitly describes the minimum information expected to be included in field notes. Committee consensus to instruct the secretary to issue an advisory memo to all Department listed Soil Classifiers, Engineers, and Geologists in which the minimum field note requirements currently published in the Manual are reiterated.

- **New Committee Member Candidate**
  - David Coyle, Certified Soil Classifier, nominated and invited to fill the vacancy created by the recent departure of Vaughn Berkheiser.

  Motion to recommend David Coyle as the new Committee member: Larry Morris
  Second: Thomas Martin

→ *Motion carried unanimously*

FUTURE BUSINESS

- Filling newly created second certified soil classifier roster position
- Next tentative meeting date: *Thursday, November 10, 2011*; ***convene at 9:30 A.M.***

  Motion to adjourn: Larry Morris
  Second: Thomas Martin

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

David A. Cook, Commissioner | Nathan Deal, Governor | 2 Peachtree Street, NW
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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 57th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Tuesday, May 17, 2011

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Greg Harless, Secretary; Mike Pitts (via telephone); Dwain Butler; Dr. Larry Morris and Thomas Martin. A quorum was achieved.

Guest: Chris Kumnick, Land Use Programs Director, DCH Environmental Health Branch

- The first order of business was the reading of the minutes of the previous meeting of February 8, 2011.

  Motion to approve: Dwain Butler
  Second: Thomas Martin

→ *Motion carried unanimously*

OLD BUSINESS

- No pending certification requests were on the docket.
- By-Laws revisions

  ~Greg Harless presented the revisions to the by-laws voting protocols as approved by the Committee during the first quarter meeting. (Article IV, Section 3.1: *Committee Quorum*)

  Motion to approve: Larry Morris
  Second: Dwain Butler

→ *Motions carried unanimously*

Old Business (continued)

~ Greg Harless offered the Secretary of State's professional geologist licensing board reply correspondence based upon the official complaint forwarded regarding a geologist.

~ Chris Kumnick revisited his previous request that the Committee consider developing language for utilizing soils with absorption rates exceeding 120 minutes per inch. He suggested formation of a sub-committee to study the proposal.

NEW BUSINESS

- No new Certification or SCIT applicant files were on the docket.
- The Department advised the Committee that the Departmental legal counsel's direct involvement on the body has ended. Counsel had ceased action as a voting member some time ago due to concerns about potential for conflict of interest; therefore, the next logical step is to remain available as legal representation to the Committee whereas relinquishing membership.
- Greg Harless opened discussion concerning Department proposed changes to Manual Section "N" that omits the Departmental attorney slot on the Committee roster and; revision to remove one of the mandated academia member positions as well for a reduction from nine (9) to seven (7) members.

  Motion to amend Section "N" as described: Dwain Butler
  Second: Larry Morris
  Discussion: Request to amend the proposal to omit one member of academia and add a certified soil classifier for a total of two (2) certified soil classifiers thus maintaining the roster at nine (9) members.

→ *Motion carried unanimously*

FUTURE BUSINESS

- Next tentative meeting date: *Tuesday, August 16, 2011*; ***convene at 1:30 P.M.***

  Motion to adjourn: Larry Morris

  Second: Thomas Martin

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

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David A. Cook, Commissioner Nathan Deal, Governor

Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 56th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Tuesday, February 8, 2011

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Greg Harless, Secretary; Dr. Vaughn Berkheiser (via telephone); Mike Pitts; Dwain Butler (via telephone); Dr. David Radcliffe (via telephone); and Thomas Martin. A quorum was achieved.

Guest: Chris Kumnick, Land Use Programs Director, DCH Environmental Health Branch

- The first order of business was the reading of the minutes of the previous meeting of November 18, 2010.

  Motion to approve: Dwain Butler
  Second: Mike Pitts

→ *Motion carried unanimously*

OLD BUSINESS

- James Brandon Stuart, SCIT

  Previous certification request tabled for reason candidate falling short of in-training completion by two (2) months. Documentation now provided to indicate a total of four (4) months additional training logged with new mentor Chris Reagan, Certified Soil Classifier. Documents include a training statement with time line and a letter of recommendation from Mr. Reagan. Former mentor Robert Kendall provided a letter of recommendation also. New in-training mapping examples included.

  Motion to certify: Mike Pitts
  Second: Greg Harless
  Discussion: Field exam submitted and approved at an earlier date.

→ *Motion carried unanimously*

Old Business (continued)

- By-Laws revisions

  ~Greg Harless advised the Committee that the one remaining wording change in the by-laws is complete. (Article IV, Section 4.2; deleted "Permit"; replaced with "Allow")

  Motion to approve: David Radcliffe
  Second: Mike Pitts
  → *Motions carried unanimously*

  ~David Huff recommended further amendment of the by-laws to allow a quorum vote by multiple media means rather than the current in-person only restriction. Specific language would include allowing voting by: Teleconference, E-mail and E-conferencing as well as traditional in-person mode. Prohibiting voting by proxy would remain in effect.

  Motion to amend by-laws: Thomas Martin
  Second: Mike Pitts
  → *Motions carried unanimously*

- J. Anthony McEver - Certification

  ~Greg Harless updated the status of J. Anthony McEver's pending certification. Mr. McEver provided the revised field exam to correct the minor deficiencies noted at the previous meeting. His certification is completed.

- Professional Geologist Complaint

  Status report by Greg Harless ~

  The requested response accompanied by a third (3rd) map iteration is deemed unacceptable by the Department. The Committee recommended that notice should be given of the continued deficiencies and; that the compliant should be forwarded to the Georgia Secretary of State's Licensing Board for Professional Geologists.

NEW BUSINESS

- No new Certification or SCIT applicant files to present this meeting.
- Chris Kumnick opened discussion of the Department's current On-site Manual stipulations restricting conventional and chamber type absorption field systems with regard to: maximum 90 perc rate for lots less than or equal to three (3) acres and maximum 120 perc rate for lots equal to or greater than three (3) acres. The Committee is asked to recommend structured language for use of soils having perc rates in excess of one-hundred (120) minutes/inch.

FUTURE BUSINESS

- Next tentative meeting date: *Tuesday, May 17, 2011*; ***convene at 1:30 P.M.***

  Motion to adjourn: Greg Harless

  Second: Mike Pitts

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF COMMUNITY HEALTH

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Carladenise A. Edwards, Ph.D., Interim Commissioner Sonny Perdue, Governor

Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 55th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Thursday, November 18, 2010

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Greg Harless, Secretary; Dr. Vaughn Berkheiser (via telephone); Mike Pitts (via telephone); Dwain Butler; Dr. Larry Morris; Dr. David Radcliffe (via telephone); and Thomas Martin. A quorum was achieved.

Guest: Chris Kumnick, Land Use Programs Director, DCH Environmental Health Branch

- The first order of business was the reading of the minutes of the previous meeting of August 12, 2010.

  Motion to approve: Larry Morris
  Second: Dwain Butler

→ *Motion carried unanimously*

OLD BUSINESS

- J. Anthony McEver, SCIT

  Requesting certification with documents provided: Letter of request, letter of recommendation from mentor, field exam, addition in-training mapping examples, and certification fee.

  Request TABLED – Field exam map exhibited deficiencies therefore Committee consensus to request applicant to submit a revised map upgrade.

- Greg Harless presented copies of the Department's new design and format for the web site listing of the approved Soil Classifiers, P.G.s and P.E.s.

Old Business (continued)

- By-Laws revisions proposed previously during the March 4, 2010 meeting.

  Motion to approve: Greg Harless
  Second: Vaughn Berkheiser
  Discussion: All proposed changes acceptable with one small revision suggested. Concerning Article IV, Section 4.2, Officer Replacement: David Radcliffe recommended changing the word "Permit" to read: "***Allow*** filling *any officer vacancies, as deemed appropriate by the Committee, which occur outside the regularly scheduled 3rd Quarter meeting."*
  Motion to approve change to Article IV, Section 4.2: Larry Morris
  Second: Dwain Butler
  → *Motions carried unanimously*

- Chris Kumnick updated the Committee on the status of the Department's potential conflict of interest notifications to certified soil classifiers, currently working for county Boards of Health, requesting "outside employment" approval documents signed by the chair of the local Board of Health and/or the District Environmental Health Program Director. Of the four individuals involved: Two have opted to voluntarily relinquish their approval listing for the Department's web site; two have provided the requested documents.

  ~ The Department proposes specific language should be added to the Manual for On-Site Sewage Management Systems in order to address this issue.

NEW BUSINESS

- No new applicant files to present this meeting
- Greg Harless informed the Committee of Departmental intent to remove the Modified Taft percolation test protocols from the Manual for On-Site Sewage Management Systems.

  Chris Kumnick proposed to keep the protocols available for informational purposed, however, by simply removing it from Manual Section "C" and replacing it in the Appendices – Section "O".

  Motion to modify location of said item: Larry Morris
  Second: Thomas Martin
  → Motion carried unanimously

- Greg Harless presented recent complaint documents with regard to soils mapping by a Professional Geologist (P.G.). Larry Morris brought attention to the omission of a Departmental deadline notice for the individual to respond. Committee consensus was that the P.G. should be required to respond by a specific date in order to avoid further action by the Department; further action being forwarding of the complaint to the Secretary of State's P.G. licensing board.

- Greg Harless inquired about interest in discussing possible reduction of the number of requisite biennial certification renewal CEUs. The subject was TABLED.

Committee Officer Replacement

- In accordance with new Section 4.2, Article IV of the By-Laws of the SCCAC, the Secretary called for nominations to fill the Vice-Chairperson vacancy.

  Motion to elect Dr. Larry Morris to the office of Vice-Chairperson: Greg Harless
  Second: Thomas Martin

→ Motion carried unanimously

FUTURE BUSINESS

- Next tentative meeting date: *Tuesday, February 8, 2011*; ***convene at 1:30 P.M.***

  Motion to adjourn: David Radcliffe

  Second: Greg Harless

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health

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Rhonda M. Medows, MD, Commissioner *Sonny Perdue, Governor*

Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 54th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Thursday, August 12, 2010

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair: Greg Harless, Secretary; Dr. Vaughn Berkheiser; Mike Pitts (via telephone); Dwain Butler (via telephone); Dr. Larry Morris; and Thomas Martin. A quorum was achieved.

Guest: Chris Kumnick, Land Use Programs Director, DCH Environmental Health Branch

- The first order of business was the reading of the minutes of the previous meeting of May 27, 2010.

  Motion to approve: Vaughn Berkheiser
  Second: Thomas Martin

→ *Motion carried unanimously*

OLD BUSINESS

- (Agenda Revision)

  Subject: Committee previous meeting recommendations to the Department regarding conflict of interest created by certified soil classifiers working as inspectors for local Boards of Health. Mr. Kumnick advised the Committee that the Department, under its authority, is responsible and will make any decision to disallow the practice therefore rendering the Committee's motion and recommendation as moot.

- Subject: New configuration of Department's web site listing of Soil Classifiers, P.E.s and P.G.s approved to conduct soil investigations. Committee canvassed by role call:

  Chris Kumnick explained the Department's position on the new look of the listing.

  1. Larry Morris voiced the opinion & recommendation to list individuals regionally as their home listing.
  2. Vaughn Berkheiser agreed with Dr. Morris however suggesting listing by individuals' Last Name only.

3. David Huff suggested listing by Last Name only in recognition that the SCCAC certifies or registers individuals not companies.
4. Dwain Butler recommended listing by Last Name only.
5. Mike Pitts agrees with an alphabetical listing by Last Name only.
6. Thomas Martin opined that the listing should remain as recently revamped: alphabetically by County.

- Letters of petition for further consideration of more prescriptive listings, submitted by certified soil classifiers Dan Parham and Kyle White, were read into the record.
- After discussion, the Department and Committee agreed upon the following revised listing format: Single entry
    1. Regional heading
    2. Counties under regional heading
    3. Individual's name
    4. Company name
    5. Telephone number

NEW BUSINESS

- No new applicant files to present this meeting
- Use of soil reports for permitting after professional's liability insurance expiration
    - Greg Harless advised that after renewed inquiries from field inspectors about the viability of older soil reports for current site permitting, one of the insurance carriers was contacted by the Department for clarification. An underwriter with the company explained that unless the client (policy holder) pays for extended coverage beyond policy expiration, cessation of active career life, temporary inactivity or retirement, reports produced during previous coverage periods are not valid.
    - Chris Kumnick explained that we are advising the Districts to continue acceptance of large scale Level III soil maps for subdivision development under these circumstances but that on a case by case basis it is not unreasonable to require new current soils evaluations for individual lots.

FUTURE BUSINESS

- Next tentative meeting date: *Thursday, November 18, 2010*

  Motion to adjourn: Dr. Morris

  Second: Greg Harless

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health

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Rhonda M. Medows, MD, Commissioner *Sonny Perdue, Governor*

Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 53rd Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Thursday, May 27, 2010

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair: Greg Harless, Secretary; Vaughn Berkheiser (via telephone); Lisa Flagg; Mike Pitts; and Thomas Martin, P.E. A quorum was achieved.

- The first order of business: the reading of the minutes of the previous meeting of March 4, 2010.

  Motion to approve: Lisa Flagg
  Second: Mike Pitts

→ *Motion carried unanimously*

OLD BUSINESS

- Joseph Guy Morris, SCIT – Request for Certification PENDING

  Field exam presented. Revised copies of previous SCIT mapping examples offered as previously required.

  Motion to TABLE: Tom Martin

  Second: Lisa Flagg

  Discussion: Field exam rejected for deficiencies. Map deficiencies to be explained in written notice in which opportunity to explain findings will be offered or the option to submit a revised field exam.

→ *Motion carried unanimously*

Old Business – continued

- Greg Harless opened discussion about a previous proposal for the Committee Chair and Secretary to request inclusion on the agenda of an upcoming meeting of the Georgia Secretary of State's P. G. certification board for the purpose of ascertaining advice for Departmental procedure if desirable to remove a geologist from the list of approved soil investigators. Lisa Flagg advised that she will investigate how to proceed with a formal written recommendation to Scott Uhlich, State Environmental Health Director, that the SCCAC recommends inquiring of the P. B. board its advisory on legally removing a P.G. from the Department's listing.
- Greg Harless re-visited a previous formal Committee vote during the May 3, 2007 regular meeting at which time it was recommended that the Department change the public web site listing to provide only one listing per company for all certified soil classifiers, P.G.s and P.E.s. Committee consensus stands behind the original recommendation that the Department should move forward with that recommendation.

NEW BUSINESS

- James Brandon Stuart, SCIT – Certification Request

  Motion to TABLE: Greg Harless

  Second: Lisa Flagg

  Discussion: Brandon was laid off by his employer/mentor approximately two (2) months short of completing the required four (4) yeas as SCIT. In the months since, he has been employed by an engineering firm which has no one qualified to continue oversight of his work as an SCIT. His accumulated full time and equivalent part time work as a soil classifier in training while supervised by a certified soil classifier totals three (3) years and ten (10) months. In order to be eligible for full certification, you must acquire a minimum of two (2) additional months in training under the oversight a certified soil classifier. Written notice will be issued advising Brandon to acquire a minimum of two (2) additional months in-training under a certified soil classifier.

→ *Motion carried unanimously*

- Proposed By-Laws revision

  Greg Harless informed the Committee that the Department proposes to stop the practice of purchasing and issuing the official stamp to newly certified soil classifiers.

  Motion to consider proposal: Greg Harless

  Second: Tom Martin

→ *Motion carried unanimously*

New Business – continued

- Conflict of Interest

  Greg Harless stated Departmental concerns about possible conflict of interest concerning circumstances where certified soil classifiers are concurrently employed by a county Board of Health as Environmental Health Specialists and venture to conduct soil investigations in neighboring counties either within the boundaries of their home District or without. The Department requests the Committee's opinion and recommendations.

  Motion to advise that county environmental health employees should not function as certified soil classifiers outside their duties as county employees: Lisa Flagg

  Second: Tom Martin

  Discussion: Based upon the Soil Classifiers Code of Conduct reference to conflict of interest, the Committee agrees with the Department's concerns. It is recommended that any certified soil classifier concurrently working for a board of health should not conduct soil investigations within that county and should consult board of health or county ethics policies before doing same in any neighboring county.

- SCCAC members maintaining certification

  A question arose concerning the status of any member of the Committee serving as a certified soil classifier whom may allow the lapse of professional liability insurance.

  TABLED

FUTURE BUSINESS

- Next tentative meeting date: *Thursday, August 12, 2010*

  Motion to adjourn: Greg Harless

  Second: Lisa Flagg

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health

2 Peachtree Street, N.W.
Atlanta, GA 30303-3159
www.dch.georgia.gov

Rhonda M. Medows, MD, Commissioner *Sonny Perdue, Governor*

Soil Classifiers Certification Advisory Committee
(SCCAC)
Minutes of the 52nd Meeting
Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, March 4, 2010

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair: Greg Harless, Secretary; Vaughn Berkheiser; David Radcliffe (via telephone); Lisa Flagg; Larry Morris; and Mike Pitts (via telephone; Dwain Butler (via telephone). A quorum was achieved.

Guest: Thomas Martin, P.E.

- The first order of business: the reading of the non-quorum notes of the attenuated meeting of November 12, 2009 and the minutes of the previous meeting held August 13, 2009.

  Motion to approve: Larry Morris
  Second: Vaughn Berkheiser

→ *Motion carried unanimously*

OLD BUSINESS

- Todd Miller, SCIT – Request for Certification

Revised training mapping and report examples, per previous review requirement, provided with appropriate revisions provided by applicant. Additionally, practical field exam provided for current review this meeting.

Motion to Accept Field Exam: Larry Morris

Second: Vaughn Berkheiser

Discussion: Deemed a good field exam indicating expertise with only slight deficiencies.

→ *Motion carried: 6-yea; 2-absentions*

Motion to grant Certification: Greg Harless

Second: Larry Morris

Discussion: Revised training mapping and report example corrections and additions deemed acceptable

→ *Motion carried unanimously*

Old Business – continued

- Tom Vanderboom, SCIT – Request for Certification

Previous request status pending due to questions concerning incomplete four (4) years training. Practical field exam provided for current meeting. Additionally, South Carolina professional certification evidence provided.

Motion to Accept Field Exam: Larry Morris

Second: Lisa Flagg

Discussion: Field exam exhibits expertise and knowledge of the minimum standards with one deficiency: road bed feature omitted from map.

→ *Motion carried unanimously*

Motion to grant Certification: Larry Morris

Second: Lisa Flagg

Discussion: Consensus final approval contingent upon submission of revised field exam map with inclusion of the road bed feature.

→ *Motion carried unanimously*

- Secretary Harless re-opened discussion concerning election of a replacement Vice-Chair in the absence of recently departed member Sam Asady. It was noted that the By-Laws stipulated election of officers for the 3rd quarter meeting only. Possible By-Law modifications designated for discussion under New Business.

NEW BUSINESS

- Christopher Reagan, SCIT – Certification Request

Motion to Grant Certification: Vaughn Berkheiser

Second: Greg Harless

Discussion: Chris has completed four (4) – years in training and his practical field exam was previously approved August 13, 2009

→ *Motion carried unanimously*

- Joseph Morris, SCIT – Certification Request

Motion to TABLE: Larry Morris

Second: Vaughn Berkheiser

Discussion: SCIT mapping examples must be resubmitted in a larger more legible scale as a hand drawn map. Additionally, the all fill mapped site does not qualify in detail as a Level III study.

→ *Motion carried unanimously*

New Business – continued

- Thomas Martin, P.E. – nominee as new Committee member

Committee recommends that the Department should ask the DCH Commissioner appoint Mr. Martin to replace the vacancy left by the departure of Sam Asady, P.E.

- Proposed By-Laws revisions

Article I, Section 2 Offices – Amend "Department of Human Resources" to "Department of ***Community Health***".

Article III, Section 1 "Membership" – Amend "…10 members…" to "…***9*** members…"

Article IV, add Section 4.2 "Officer Replacement" – ***"Permit filling any officer vacancies, as deemed appropriate by the Committee, which occur outside the regularly scheduled 3rd Quarter meetings".***

Article V, Section 7 "Exam Schedule" – ***Delete Section***

Article V, Section 8 "Board Seal" – Amend section title to "***Committee*** Seal"; ***delete*** statement "***This seal will also be used on the Committee's letterhead***".

(Section numbers sequence to be adjusted accordingly)

Motion to adopt proposed amendments, additions or deletions to Article I, Sec. 2; Article III, Sec. 1; Article IV, Sec. 4.2; Article V, Sec. 7; Article V, Sec. 8: Greg Harless

Second: Lisa Flagg

→ *Motion carried unanimously*

- David Huff presented a proposed letter addressed to the Georgia Secretary of State's P.G. Licensing Board requesting the he and the Greg Harless attend a near-future P.G. Board meeting for discussion of a possible cooperative agreement regarding P.G. complaints and DCH de-listing. Consensus to ask permission to add the Environmental Health Branch Director's name to the letter of request. It was determined to delay requesting meeting with the P.G. Board until their second bi-annual meeting.

FUTURE BUSINESS

- Tentative date for the next meeting – Thursday, May 27, 2010

Motion to Adjourn: Greg Harless

Second: Larry Morris

→ *Motion carried unanimously*

Meeting Adjourned

GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health

2 Peachtree Street, N.W.
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Rhonda M. Medows, MD, Commissioner *Sonny Perdue, Governor*

Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 50th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303

Thursday, August 13, 2009

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair: Greg Harless, Secretary; Vaughn Berkheiser (via telephone); David Radcliffe (via telephone); Lisa Flagg; Larry Morris; and Mike Pitts. A quorum was achieved.

Guest: Chris Kumnick

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Thursday, May 7, 2009.

  Motion to approve minutes: Vaughn Berkheiser
  Second: Larry Morris

→ *Motion carried unanimously*

OLD BUSINESS

- Todd Miller, SCIT – Request for Certification

Motion to TABLE: Larry Morris

Second: Mike Pitts

Discussion: Deficiencies were noted in submitted examples of recent subdivision maps and reporting: e.g. No North arrows, missing map legends, and omitted or illegible bar scales. Written notification of omissions with instructions to provide revised, corrected examples will be forwarded.

→ *Motion carried unanimously*

Old Business – continued

- Troy Smith, SCIT – Request for Certification

Secretary Harless advised the Committee that the Department proceeded with certification after all revised map documents, required by this body after Troy's May 7th certification request was tabled for deficiencies, were provided in advance of the current meeting.

Discussion: Committee consensus was to cease this practice in future due to overall fairness concerns.

- Greg Harless offered an update on the progress status of the regional District-specific Advanced Stage Soils Training provided to Environmental Health Specialists.

NEW BUSINESS

- Christopher Reagan, SCIT – Practical Field Exam

Secretary Harless presented the practical field exam map of UGA Hardman Forest Lot –"C" produced by Chris Reagan, third (3rd) year SCIT.

Discussion: The Committee deemed the *exam satisfactory*.

- Greg Harless updated the Committee that effective July 1, 2009 the Division of Public Health is now affiliated with the Department of Community Health and is no longer under the auspices of DHR.
- Member Sam Asady is rotating off the Committee as he has completed three (3) consecutive three-year terms which is the maximum allowable under the by-laws. Candidates to replace Dr. Asady will be proposed at the next quarterly meeting.
- Larry Morris opened discussion about the next four (4) field exam sites identified at the UGA Warnell Forest in Effingham County. Recommended soil scientists to standardize the sites: Donnie Bradshaw, Certified Soil Classifier and T. Casey Sowell, Certified Soil Classifier.

FUTURE BUSINESS

- Tentative date for the next meeting – Thursday, November 12, 2009

Motion to Adjourn: Larry Morris

Second: Lisa Flagg

→ *Motion carried unanimously*

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 49th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, May 7, 2009

Call to order.

Presiding: David Huff, Chairman

Members present: David Huff, Chair: Greg Harless, Secretary; Dwain Butler (via telephone); Larry Morris; Mike Pitts; and Tim Kring. A quorum was achieved.

Guest: Chris Kumnick

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Thursday, February 12, 2009.

  Motion to approve minutes: Larry Morris
  Second: Tim Kring
  → *Motion carried unanimously*

OLD BUSINESS

- Troy Smith, SCIT – Request for Certification

  Motion to TABLE certification: Larry Morris
  Second: Mike Pitts
  Discussion: Deficiencies were noted in submitted examples of recent subdivision maps and reporting. Written notification of omissions with instructions to provide revised, corrected examples will be forwarded.
  → *Motion carried unanimously*

Old Business – continued

- Patrick Davies, SCIT – Request for Certification

  Motion to grant certification: Greg Harless
  Second: Tim Kring
  Discussion: No further comments
  → *Motion carried unanimously*

NEW BUSINESS

- Mitchell Wilson, SCIT – Request for Certification

  Motion to grant certification: Larry Morris
  Second: Mike Pitts
  Discussion: No further comments
  → *Motion carried unanimously*

- Dan McCracken, Certified Soil Classifier – Planned temporary lapse of liability insurance

  Secretary Harless presented a copy of an e-mail communication from Mr. McCracken in which he requested advice and instruction from the Committee and the Department concerning his certification status if he allows his liability insurance coverage to lapse temporarily during the current economic turn-down.
  Committee consensus: Recommended that the Department issue a letter advising that his file should indicate "certification inactive" until such time an updated valid certificate of insurance is provided. Maintenance of certification in good standing is contingent, however, upon accrual and submission of the required 10 CEU credits (40 contact hours) and the $400 certification fee due at the next biennial renewal scheduled for February 28, 2010.

- Secretary Harless opened discussion about a Departmental proposal to begin requiring new applicants to provide e-copies of, where possible, the application and all attendant supporting documents. There was unanimous Committee agreement. Conversion to all electronic filing will be a gradual transition over a period of time.

☆ David Huff and Greg Harless presented to Tim Kring a Certificate of Appreciation and a copy of an official Letter of Thanks from the Director of the Division of Public Health. The presentation was made in light of the fact that Mr. Kring is rotating off the Committee after three (3) terms as a member dating back to 1999 at the formation of the Soil Classifiers Certification Advisory Committee. During his time of service to the Committee he served one term as Chairman.

FUTURE BUSINESS

- Tentative date for the next meeting – Thursday, August 13, 2009

  Motion to Adjourn: Greg Harless
  Second: Sam Asady
  → *Motion carried unanimously*

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 48th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, February 12, 2009

Call to order.

Presiding: Sam Asady, Vice-Chairman called the meeting to order and presided in the temporary absence of the Chair. David Huff, Chair, assumed control of the meeting upon his arrival.

Members present: David Huff, Chair; Sam Asady, Vice-Chair; Greg Harless, Secretary; Dwain Butler (via telephone); Larry Morris (via telephone); and Mike Pitts

Guest: Chris Kumnick

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Tuesday, November 6, 2008.

  Motion to approve minutes: Mike Pitts
  Second: Greg Harless
  → *Motion carried unanimously*

OLD BUSINESS

- Max McGill, SCIT – Request for Certification

  Motion to approve certification: Larry Morris
  Second: Mike Pitts
  Discussion: Max has satisfactorily completed four years in training.
  → *Motion carried unanimously*

Old Business – continued

- Patrick Davies, SCIT – Request for Certification

  Secretary Harless presented Patrick's file, per inquiry by the applicant, for preliminary review pending formal review request to be forthcoming for the next quarterly meeting.

  Motion to TABLE: Larry Morris
  Second: Mike Pitts
  Discussion: Recent mapping example omitted slope directional arrows. Written notice to applicant will advise the following: 1) Future maps must include slope directional arrows to produce maps in full compliance with Level III evaluation requirements; 2) Documents to provide for final certification review must include: a. Three additional map examples, b. Confirmation of total field-time training while in the post graduate program at UGA under Dr. Larry West (a written statement from Dr. West is preferred), c. Letter of recommendation from employer/mentor, and d. Remittance of the $400 certification fee.
  → *Motion carried unanimously*

- Troy Smith, SCIT – Request for Certification

  Secretary Harless presented partial documents needed for certification consideration. Troy provided the documents via E-mail immediately prior to the meeting as a last minute oversight.

  Motion to TABLE: Mike Pitts
  Second: Sam Asady
  Discussion: Notify applicant that additional documents must be provided as follows: 1) Three more recent examples of work to include a larger acreage tract commercial or otherwise, a lesser scale (1:40 for example) single residential lot, and a subdivision overlay. All examples should preferably bear the stamp of your employer/mentor; 2) Remittance of the $400 certification fee.
  → *Motion carried unanimously*

- Complaint Flow Chart

  Secretary Harless provided copies of Departmental changes to the recently adopted flow chart. After minimal discussion and minor changes involving flow arrow configurations, the revised chart was approved by consensus.

NEW BUSINESS

- Tom Vanderboom, SCIT

  Tom will complete the 3rd year in training March 2009 and has requested to perform the practical field exam. Committee advises to proceed. Greg Harless will provide the location coordinate information. Additionally, Tom has requested the opinion of the Committee about the validity his final year of training if his employer/mentor should retire and allow his liability insurance to lapse. Consensus finds that since continued certification as a soil classifier is contingent upon maintaining insurance coverage, and, that Soil Classifiers in Training must be supervised by a certified soil classifier, Tom may not continue training under an employer who has allowed the lapse of coverage. In that case, certification becomes null.

New Business – continued

Member Rotation - Tim Kring has reached the end of his tenure as a Committee member after nine-years-plus. The by-laws specify a maximum of three 3-year terms. The Department will issue a notice of removal along with a certificate of appreciation to Tim prior to the third quarterly meeting.

Discussion: The rotation of Mr. Kring off the committee as well as the exit of Dr. West recently has left the roster without a representative of Academia and a Certified Soil Classifier. The Committee will coordinate with the Department of Human Resources to entertain nominees for appointment to the vacancies by the third quarter meeting in August 2009

FUTURE BUSINESS

- Tentative date for the next meeting – Thursday, May 7, 2009

Motion to Adjourn: Greg Harless
Second: Sam Asady
→ *Motion carried unanimously*

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 47th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, November 6, 2008

Call to order 9:50 A.M.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Sam Asady, Vice-Chair; Greg Harless, Secretary; Tim Kring; Dwain Butler (via telephone); Larry Morris; Mike Pitts; Lisa Flagg

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Tuesday, August 5, 2008.

  Motion to approve minutes: Mike Pitts
  Second: Tim Kring
  → *Motion carried unanimously*

OLD BUSINESS

- Nicholas Reed, SCIT – Request for Certification

  Secretary, Greg Harless, informed the Committee that upon receipt of the revised field exam report with corrected map symbols legend omissions, as requested at the previous exam review, the Department forwarded the official stamp and certificate to Mr. Reed.

  Motion to approve certification: Greg Harless
  Second: Larry Morris
  Discussion: Committee recommended that the Department issue a follow up letter to Mr. Reed to remind him of the importance of the proper and correct symbols for features such as streams and gullies, for instance, and to ensure proper notation in the map legend.
  → *Motion carried unanimously*

Old Business – continued

- Ben Wilson Harris, II – Request for Certification

  Request remains TABLED. Greg Harless advised the Committee that the revised mapping examples submitted by Mr. Harris, as previously requested to show willingness and ability to produce maps and reports per minimum Georgia requirements of Level III mapping, again were sub-standard. A new letter of rejection was issued by the Department.

NEW BUSINESS

- Maxey Mc Gill – SCIT/Candidate for Certification

  Mr. McGill has completed four-years as SCIT. The candidate had communicated, prior to the August 5, 2008 meeting, to the Department that he would be formally requesting certification consideration at the current meeting. No further contact or request documents have been forwarded to the committee.
  File TABLED for incomplete information.

- Mitch Wilson – 3rd year SCIT practical field exam

  Mr. Wilson's practical field exam was presented to the Committee and therefore found SATISFACTORY.

  Note: Due to questions about his final year in-training under a qualified DHR certified soil classifier while working for an engineering firm, the Committee instructed the secretary Harless to contact him to remind him that his final year of training must continue under the tutelage of a qualified mentor.

- Secretary Harless – opened short discussion on:
  1. Proposed consideration for revising the by-laws to allow less than quarterly meeting scheduling in light of the current economic slow-down with the resultant reduced Committee activity as well as travel expense concerns.
  2. Informed the Committee of recent changes to EPD rules now allowing certified soil classifiers to evaluate EPD permitted project sites to include hydrologic evaluations.
  3. Presented a complaint notice letter and related documents, dated September 16, 2008, pertaining to a recent soils evaluation by an engineer listed to investigate soils. The complaint documented evidence of use of a mechanical auger to advance soil borings. The complaint notice, prepared and issued on behalf of the Department by G. Harless, advised the engineer of his violation of the rule.
- Lisa Flagg – response
  1. With regard to Harless' proposed meeting frequency change: The SCCAC should continue to meet quarterly by teleconference as an alternative.
  2. In the matter of the complaint notification to the engineer: Recommended that the Department should follow up with correspondence requesting the engineer to respond to the allegation by a specific deadline date.

* New Business – New Agenda Item

- Sam Asady opened discussion and presented examples of proposed text language changes to clarify the On-Site Sewage Manual in the case of which individuals may evaluate soils for individual lots including the investigational intensity level and which professional individuals are "approved by the Board of Health".

  To recommend the Department affect the necessary language clarifications to the Manual:
  Motion: Sam Asady
  Second: Tim Kring
  Discussion: Proposed changes to present to the Department will be written by Sam Asady.
  → *Motion passed – 5-yea; 2-abstained (Sam Asady; Greg Harless abstaining)*

- Lisa Flagg – advised the Committee of the propose plan to move the Division of Public Health from DHR to the Department of Community Health by mid-year 2009.

FUTURE BUSINESS

- Tentative date for the next meeting – Thursday, February 12, 2009

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 46th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Tuesday, August 5, 2008

Call to order 9:45 A.M.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Sam Asady, Vice-Chair; Greg Harless, Secretary; Tim Kring; Dwain Butler

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Tuesday, May 6, 2008.

  Motion to approve: Tim Kring
  Second: Dwain Butler
  → *Motion carried unanimously*

OLD BUSINESS

- Nicholas Reed, SCIT – Request for Certification

  Request TABLED. Review of practical field exam found map legend and minor report detail deficiencies. Written notice will be issued to provide a corrected revised map report submission.

- Scott Stanfill, SCIT – Field Exam

  Review of practical field exam – Satisfactory

  Motion to approve: Dwain Butler
  Second: Tim Kring
  → *Motion carried unanimously*

Old Business – continued

- Ben Wilson Harris, II – Request for Certification

  Request TABLED. The previous requested documents (5 examples of Level III mapping and a signed/notarized copy of the Code of Conduct) were provided. The mapping examples exhibited, however, numerous deficiencies. Written notice will be issued to re-submit corrected revised examples in adherence to Level III standards. Mr. Harris will be advised to re-examine Manual Section "C", pages C-16 & C-17 and to consult with his employer/ mentor for further guidance.

- Stephen Jones, SCIT – Applicant

  Minimum file, transcript and fee requirements met.

  Motion to approve as SCIT: Tim Kring
  Second: Sam Asady
  → *Motion carried unanimously*

NEW BUSINESS

Greg Harless informed the Committee of the current agreement being developed between DHR and the Soil Science Society of Georgia (SSSGA) to provide individualized Inspector Level II Soils Training for employees in Districts upon need to fast-track the employee into the field for site reviews and permitting. The agreement also includes provisions for Advanced Soil Training specific to physiographic regional major land resource areas (MLRA).

FUTURE BUSINESS

- Tentative date for the next meeting – Thursday, November 13, 2008

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 45th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Tuesday, May 6, 2008

Call to order 9:33 A.M.

Presiding: David Huff, Chairman

Members present: David Huff, Chair; Sam Asady, Vice-Chair; Greg Harless, Secretary; Lisa Flagg, DHR Attorney; Larry Morris, UGA; Tim Kring, Soil Classifier; Mike Pitts, Paulding County Environmental Health County Manager.

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Tuesday, February 5, 2008.

  Motion to approve: Tim Kring
  Second: Sam Asady
  → *Motion carried unanimously*

OLD BUSINESS

- Nicholas Reed, SCIT – Request for Certification

  Request TABLED. Previously requested syllabus of the content of the UT Plant and Soil Sciences course titled "310 "Soil Science" to indicate intensity of content of soil classification, morphology, genesis and mapping not provided. Mr. Reed is required to acquire a minimum of 3-credit hours of study in soil classification, morphology and taxonomy (pedology).

- Lennox Massay (post script) – Greg Harless informed the Committee that in the wake of the revocation of his certification, Mr. Massay surrendered the official stamp by return parcel post.

NEW BUSINESS

- Stephen D. Jones – SCIT candidate

  Mr. Jones has completed a total of five years training including time concurrent with education. Application TABLED contingent upon the following: *Must sit for the ARCPACS exam.*

- Ben Wilson Harris, II -- Certification candidate

  Mr. Harris' application TABLED contingent upon the following:

  1. Provide the final (4th) professional reference
  2. Submit a signed and notarized copy of the Professional Code of Conduct
  3. Forward to the Committee five (5) examples of classification and mapping in adherence to the Georgia Level III and IV Standards format.

David Huff opened discussion of proposed changes to the Professional Geologist (P.G.) registration application form. He proposed to include a statement mirroring the statement of expertise in soils mapping for the on-site sewage program as written in Item 6. of the P.E. application.

Motion to recommend amending the application as proposed: Tim Kring
Second: Larry Morris
→ *Motion carried unanimously*

Larry Morris informed the Committee that UGA has located field exam sites in the Piedmont at UGA's Hardman Forest and plans to provide additional sites in the Coastal region at the UGA Warnell Center. A Ridge and Valley site is yet to be determined.

In the matter of proposed payment for services to two Committee members who will standardize the current field exam sites:

Motion to recommend to the Department to provide reimbursement: Larry Morris
Second: Mike Pitts
→ *Motion carried unanimously*

Greg Harless informed the Committee of a forthcoming agreement between DHR and the Soil Science Society of Georgia (SSSGA) to provide interim Level II Inspector Soils Training for Districts needing to fast-track an EHS into the field.

FUTURE BUSINESS

- Tentative date for the next meeting – Tuesday, May August 19, 2008

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 44th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Tuesday, February 5, 2008

Call to order 9:40 A.M.

Presiding: David Huff, Chairman

Members present: Tim Kring; David Huff, Chair; Dr. Sam Asady; Dr. Larry Morris; Dwain Butler; Greg Harless, Secretary

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Tuesday, November 20, 2007.

  Motion to approve: Larry Morris
  Second: Sam Asady
  → *Motion carried unanimously*

OLD BUSINESS

- Lennox Massay certification revocation letter is received by Mr. Massay. Mr. Massay has contacted Greg Harless by telephone and intends to respond to the intent letter by the required 10-day request for hearing right.

- Larry Morris presented a copy of the previously proposed complaint flow chart for the purpose of establishing a reasonable and fair process for determination of the validity of future complaints received.

  Motion to accept with noted changes: Tim Kring
  Second: Dwain Butler
  → *Motion carried unanimously*

Old Business (continued)

- In the matter of the pending practical field exam for those individuals completing the SCIT requirement, it was noted by Greg Harless, Secretary, that two, and possibly a third, SCIT have inquired about taking the exam.
- Larry Morris has agreed to commit time and energy to locate and coordinate use of a few suitable sites to conduct the field testing. The time line offered to accomplish testing will be April 2008 with early May 2008 as the absolute latest dates.

NEW BUSINESS

- Nicholas Reed, SCIT – Full Certification request

Application TABLED – Examination of the applicant's file discovered a possible transcript discrepancy. Pursuant to the education requirements in the DHR Manual, he has no course listed that is expressly identified as Soil Classification and Morphology, Genesis and Mapping.

Mr. Reed will be notified in writing of the discrepancy and asked to provide documentation of similar course work under another name or evidence that the subject matter was covered as part of similar study. Certification will proceed if this request is met satisfactorily.

Miscellaneous New Business Topics

1. Dr. Larry West has left the Committee as he resigned his academic position with UGA to join NRCS in Nebraska. Discussion was opened about a potential candidate to fill the vacant academic representative position on the Committee.
2. Under the new requirement for new applicants to take the ARCPACS written exam, it was noted that next exam is scheduled for March 2008. Applicants will be responsible for making arrangements to take the exam and have the results forwarded to the Committee. Future applicants will be referred to the Soil Science Society of America web site as a resource to the exam.
3. Tim Kring presented a new standard format example of Level III mapping and reporting to be provided to new applicants. Accepted, with minor changes, by Committee consensus.
4. Call for nominations of new Vice-Chairman of the Committee.
   Motion to nominate Dr. Sam Asady: Dr. Larry Morris
   Second: Dwain Butler

→ *Motion carried unanimously*

FUTURE BUSINESS

- Tentative date for the next meeting – Tuesday, May 6, 2008

Meeting Adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 43rd Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Tuesday, November 20, 2007

Call to order 9:30 A.M.

Presiding: David Huff, Chairman

Members present: Tim Kring; David Huff, Chair; Dr. Sam Asady; Dr. Larry Morris; Dr. Larry West; Mike Pitts; Lisa Flagg; Greg Harless, Secretary

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Thursday, August 21, 2007.

  Motion to approve: Dr. West
  Second: Dr. Morris
  → *Motion carried unanimously*

OLD BUSINESS

- Lennox Massay complaint notification response discussion derived consensus that Mr. Massay did not adequately address the multiple issues of the complaint. Therefore, the Committee recommended that the Department go forward with decertification or deny renewal at the upcoming recertification date in February 2008. Letter of intent to decertify, with notice of right of hearing, to be sent immediately.

  Motion to recommend decertification: Dr. West
  Second: Tim Kring
  Discussion: A request for hearing should be offered as an informal hearing at a called meeting of the Committee rather than a formal hearing before an officer of the Office of State Administrative Hearings (OSAH). Options for action may be suspension, rather than decertify, with reinstatement contingent upon possible continuing education to include field study refresher training for example. It is agreed that a decertification flow chart to include possible avenues for reinstatement must be developed.
  → *Motion carried 6-yea, 0-nay, 1- abstaining*

Old Business – continued

- Jeremy Bennett, SCIT

  In accordance with the new field exam requirement adopted November 15, 2005, Jeremy petitioned the Committee with written request to participate in the practical field exam. Jeremy has met the required minimum 3-years in training. Departmental records confirm his 3-years in training to date. A notice of approval for field testing will be issued immediately.

Soil Classifier in Training (SCIT) - applicants PENDING

- Michael Dinsmore, SCIT pending

  Motion to Approve: Dr. West
  Second: Tim Kring
  Discussion: All follow-up contingencies met.
  → *Motion carried 5-yea, 0-nay, and 1-abstaining*

- Stephen Dockery, SCIT pending

  Motion to Approve: Tim Kring
  Second: Dr. Morris
  Discussion: All follow-up contingencies met.
  → *Motion carried unanimously*

- Patrick Davies, SCIT pending

  Motion to Approve: Dr. Morris
  Second: Dr. Asady
  Discussion: All follow-up contingencies met.
  → *Motion carried unanimously*

Full Certification - Pending

- Robert Weatherspoon, Candidate for Certification

  Motion to Approve: Dr. Morris
  Second: Dr. West
  Discussion: Follow-up smaller scaled map examples requirement satisfactorily, however, the text/table reporting format provided is non-Georgia standard format. The Department will advise of needed format as provided in Section C of the Manual for On-Site Sewage Management Systems.
  → *Motion carried unanimously*

James Littlefield, P.G. – Greg Harless presented a copy of a notice of complaint and Departmental concerns recently sent to Mr. Littlefield. One of the members of the Committee indicated familiarity with Mr. Littlefield's work and advised that we can expect to see continued substandard reporting from Mr. Littlefield despite the notification.

NEW BUSINESS

- Nathan D. Parry, SCIT – Full Certification applicant

  Motion to Approve: Dr. West
  Second: Greg Harless
  Discussion: Soil Classifier in Training chronology complete January 5, 2008. Approval notice will be issued immediately.
  → *Motion carried unanimously*

Miscellaneous New Business

1. Greg Harless reminded the Committee of the approaching February 28, 2008 biennial certification renewal.
2. Dr. West explained that he will schedule a written exam in December: Specifically December 17, 2007.
3. Dr. West, in accordance with the new requirement adopted February 15, 2007; the Committee was reminded that beginning January 1, 2008 all applicants must pass the written ARCPACS test. The examination carries a deadline for each session as well as a $120 fee. New applicants after January 1st will be notified of the new testing requirement.

FUTURE BUSINESS

a. Dr. Morris agreed to work up the decertification flow chart as discussed.
b. Special Note: Possible dates for a potential special called meeting for a requested informal hearing by Lennox Massay are *December 18 or 19, 2007*.
c. Dr. West opened discussion proposing to strengthen CEU requirements to disallow credit for reading journals and certain undocumented self study activities for example.

Next meeting tentatively scheduled for *Thursday, January 10, 2008*.

Meeting Adjourned – 12:30 P.M.

DHR

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 42nd Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, August 21, 2007

Call to order

Presiding: David Huff, Chairman

Members present: Tim Kring; David Huff, Chair; Dr. Sam Asady; Dr. Larry Morris; Greg Harless, Sec.,
New Members: Mike Pitts, Paulding County Environmental Health County Manager; Dwain Butler, Southeast (Waycross) District Environmental Health Program Director

Guest: Charles Grantham, Certified Soil Classifier.

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Thursday, May 3, 2007.

  Motion to approve: Tim Kring
  Second: Dr. Sam Asady
  → *Motion carried unanimously*

Charles Grantham spoke to the Committee about issues he has concerning another soil investigator involving conflicting soil evaluation mapping and attendant reports. The offender has made statements to clients about Mr. Grantham's work that undermine his professional credibility. The Committee agreed upon recommendations to be issued to professionals (P.E.s & P.G.s) specifically reminding them to adhere to the spirit of the Code of Professional Conduct in all matters.

OLD BUSINESS

Soil Classifier in Training (SCIT) applicants PENDING

- *C. Curtis Ray*

  Motion to Approve: Sam Asady
  Second: Greg Harless
  Discussion: Secretary, Greg Harless, to issue a letter to Allen Rigdon, Certified Soil Classifier, asking that he provide confirmation of actual hours Mr. Ray has trained under his direct supervision to date. Confirmation is needed since Mr. Ray is employed by an engineering firm.
  → *Motion carried unanimously*

- Christopher Reagan

  Motion to Approve: Mike Pitts
  Second: Sam Asady
  → *Motion carried unanimously*

- Patrick Davies

  No action; applicant has not satisfied stipulations mandated at May 3, 2007 meeting.

- Jason Wheatley

  No action; applicant has not satisfied stipulations mandated at May 3, 2007 meeting.

- Matt Stowe

  Secretary, Greg Harless, informed the Committee that Matt has withdrawn his application.

Old Business - continued

RE: Complaint action against a Soil Classifier – Greg Harless advised the Committee that the complaint action remains in process and pending. The Committee was advised that the Department has changed the action policy regarding complaint notification. Effective immediately, written notice of complaint will be issued to the soil investigator upon receipt of a complaint.

NEW BUSINESS

Applicants for Certification or SCIT

- Michael Dinsmore, SCIT

  Motion to TABLE: Larry Morris
  Second: Tim Kring
  Discussion: Must provide 1. Training plan, 2. References, 3. Signed/Notarized Code of Conduct, 4. Notify must be trained by a certified soil classifier.

→ *Motion carried unanimously*

- Stephen Dockery, SCIT

  Motion to TABLE: Greg Harless
  Second: Larry Morris
  Discussion: Must provide 1. Completed application, 2. Signed/Notarized Code of Conduct, 3. Follow up on references.

→ *Motion carried unanimously*

- Robert Weatherspoon, Full Certification

  Motion to TABLE: Greg Harless
  Second: Dwain Butler
  Discussion: Must provide 1. Example of Level III mapping on approximate one (1) acre tract at no greater than 1:100 scale, 2. Supplementary example of Level III mapping on larger tract, four (4) to five (5) acres for example, at no greater than 1:100 scale.

→ *Motion carried unanimously*

New Business – continued

✧ David Huff presented a draft of a letter to the South Carolina Soil Classifiers Board proposing that Georgia waive the exam requirement if the South Carolina certification requirements and exam are at parity.

Motion to forward said letter to the South Carolina Board: Greg Harless
Second: Dwain Butler

→ *Motion carried unanimously*

- Committee consensus confirms Departmental acceptance of new members: Dr. Larry Morris, Dwain Butler, and Mike Pitts. Greg Harless advised that they will be receiving official letters of appointment signed by Dr. Stuart Brown, M.D., Division Director.

FUTURE BUSINESS

Next meeting tentatively scheduled for *Thursday, November 15, 2007*.

Meeting Adjourned

DHR

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 41st Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
Thursday, May 3, 2007

Presiding: David Huff, Chairman

Members present: Tim Kring; Mel Jones; David Huff, Chair; Dr. Sam Asady; Dr. Larry West; Greg Harless, Sec.

Guest: Dr. Larry Morris, Professor of Soil Science with the University of Georgia, was introduced and welcomed as the proposed new academic member to the Committee.

- The first order of business: the reading of the minutes of the previous meeting of the SCCAC held Thursday, February 15, 2007.

  Motion to approve: Mel Jones
  Second: Dr. Asady

→ *Motion carried unanimously*

OLD BUSINESS

- In order to satisfy the requirements as stated in the DHR Rules and Manual for On-Site Sewage Management Systems, Section N, a consensus was established to install Dr. Morris as the second soil scientist representing academia. Continued discussion of previous roster rotation concerns followed.

Soil Classifier in Training (SCIT) applicants PENDING

C. Curtis Ray

Motion to table: Dr. West
Second: Greg Harless
Discussion: Approval TABLED until an employer/mentor is identified (likely Allen Rigdon) and a comprehensive training plan is provided to the Committee. Curtis must also demonstrate acquired understanding of the on-site program while working with Allen Rigdon, Soil Classifier. Curtis' experience in wetland delineation counts toward his total experience requirement.

→ *Motion carried unanimously*

Old Business – Continued

Christopher Reagan

Motion: to table: Dr. West
Second: Greg Harless
Discussion: Approval TABLED for submittal of a comprehensive training plan

→ *Motion carried unanimously*

- Greg Harless reopened discussion of the validity of multiple (P.O. Box, etc.) web site listings. Should there be multiple physical address listings as long as they have different telephone numbers.

⇨ Final committee recommendation: *One listing per Soil Classifier, Engineer or Geologist arranged alphabetically by individual's NAME, COMPANY NAME, ADDRESS, TELEPHONE AND FAX NUMBERS AND E-MAIL.*

Motion to adopt: Dr. West
Second: Mel Jones
Discussion: DHR web site listing should include links to the Secretary of State's listings of licensed Engineers and Geologists.

→ *Motion carried unanimously*

NEW BUSINESS

- Jason Wheatley petition for Full Certification or SCIT

Motion to table for exam: Dr. West
Second: Tim Kring
Discussion: Correspondence to applicant to state these requirements: 1. Must successfully complete Georgia exam or other equivalent after which status will be Soil Classifier in Training (SCIT); 2. Provide identification of employer/mentor and submit a comprehensive training plan; 3. Experience granted to date is nine (9) months equivalent out of seven (7) years total with USDA/NRCS and one (1) year in training with soil classifiers John Allison and Gary Bryant. Remaining time in required in training stands at two (2) years and three (3) months.

→ *Motion carried unanimously*

- Patrick Davies, petitioning for SCIT

No motions advanced from the floor. Applicant's file is incomplete. Dr. West reported that Patrick had successfully completed the exam.
Correspondence pending requesting:

1. *Original educational transcripts from UGA and Abraham Baldwin Agricultural College.*
2. *A comprehensive training plan signed by both you and your employer/mentor.*
3. *Complete professional reference submittals. Two remain outstanding: Dr. West and Allen Rigdon.*
4. *A signed and notarized copy of the Code of Professional Conduct.*

Greg Harless presented the complaint file for a Soil Classifier. Consensus was to recommend to the Department to provide written notification to the individual of the complaints.

Motion by Dr. West: That the Department should issue a letter to inform the individual of the most recent complaint as filed by Cobb County Environmental Health dated November 9, 2006. And to summarize other complaints, with attendant dates, via certified return receipt requested mail. Notification should include copies of complaint documents and ask the person to provide written explanation in defense of the allegations. No response will result in start of decertification procedures.
Second: Mel Jones
Discussion

→ *Motion carried unanimously*

Tim Kring opened discussion of some concerns with interpretation of the FT-7 table for sizing field lines or beds for use with Aerobic Treatment Units (ATUs). System design flaws could occur from liberal conversion factors between hydraulic loading rates versus percolation rates.

FUTURE BUSINESS

Mel Jones is retiring May 31, 2007. He informed the Committee that this is his last meeting. The Committee congratulated him and wished him well.

Next quarterly meeting

Next meeting tentatively scheduled for *Thursday, August 23, 2007*.

Meeting Adjourned

DHR

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 40th Meeting

Two Peachtree Street, NW
Atlanta, GA 30303
13th Floor Conference Room
Thursday, February 15, 2007

Presiding: Tim Kring, Chairman

Meeting called to order 9:45 A.M.

Members present: Tim Kring, Chairman; Mel Jones; David Huff; Dr. Larry West; Robert Wilkes; Greg Harless, Sec.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC held Tuesday, November 14, 2006.

  To approve the minutes:
  Motion: Mel Jones
  Second: Bob Wilkes

→ *Motion carried unanimously*

OLD BUSINESS

- SCIT applicants PENDING

  Mark Greer; Anthony McEver; James Brandon Stuart; Charles Moore; Troy Smith; Chris Reagan

  Motion to approve: Greg Harless
  Second: Mel Jones
  Discussion: Chris Reagan's application was TABLED until the next meeting due to incomplete submission of transcripts; deadline for submission of remaining transcripts set for next scheduled quarterly meeting in May 2007.

→ *Motion carried unanimously*

Old Business – Continued

- *Greg Harless* reported that attempts to contact a soil classifier in order to discuss the Committee's September 2006 decision to issue a warning letter to him regarding his known refusal to cooperate in conflicting report resolution, have failed. The Department is going forward with the letter.
  In addition, it was noted that the Department intends to pursue evidence that one of the engineers registered with DHR to conduct soil investigations is submitting spurious or incorrect soil evaluations in certain circumstances.

- *Near-future SCCAC member roster changes and corrections* discussed and agreed upon in order to fulfill the requirements for members from varying levels of duties:

  Addenda to previously listed individuals during the November 2006 meeting

  1. Ed Carter, Environmental Health Specialist, Forsyth County.
  2. DeWayne Tanner, Environmental Health County Manager, Chatham County.
  3. Tad Williams, District Environmental Health Program Director, Valdosta District 8-1.

- *Election of new officers*

  Nominations: David Huff to replace Tim Kring, Chair
  Motion: Dr. West
  Second: Mel Jones
  Discussion: Vice-Chair nominations postponed until next quarterly meeting to allow full membership to vote.

→ *Motion carried with David Huff abstaining*
Effective immediately upon adjournment

NEW BUSINESS

- Tim Kring opened discussion of concerns the Department has with regard to the DHR web site listing of approved soil investigators. The site is being used as advertisement. In order to promote their company names in multiple counties, individuals have been submitting post office box addresses in cities located in the various counties. Scott Uhlich, DHR Land Use Program Director, and Mr. Kring have tentatively agreed upon the following proposed change to the listing design:
  - Individual's name and contact information ONLY would appear on the DHR web site.
  - Districts may elect to maintain their own listings in which any soils professional desirous of appearing on that list could petition the District to add their name to the listing.

- Greg Harless reminded the Committee of the new rule, recently approved by the DHR Board, requiring all Certified Soil Classifiers, Engineers, and Geologists to attach a copy of their professional liability insurance certificate with all soil investigation reports submitted to clients for the purpose of obtaining an on-site sewage system installation permit. Engineers preparing site plans must now also attach a copy of their liability insurance certificate.

New Business – continued

- Motion: Dr. West proposed that any individual licensed or certified in any other state, applying for certification in Georgia, may waive the examination. All other prerequisites must be satisfied however.
  Second: Mel Jones
  Discussion

→ *Motion carried unanimously*

- Motion: Dr. West recommended implementation of the ARCPACS exam to replace the current DHR sponsored exam required of candidates for Soil Classifier in Training and Certified Soil Classifier. Inception of the new exam proposed for January 1, 2008.
  Second: Bob Wilkes
  Discussion

→ *Motion carried unanimously*

Future Business

- Tim Kring instructed the secretary to research when the first group of current SCIT individuals must submit to the practical field exam upon achieving eligibility for full certification.

Next quarterly meeting

Next meeting tentatively scheduled for *Thursday, May 3, 2007*.

Meeting Adjourned 12:15 P.M.

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 39th Meeting

Two Peachtree Street, NW
Atlanta, GA 30303
13th Floor Conference Room
Tuesday, November 14, 2006

Presiding: Greg Harless, Secretary (Chairman Tim Kring absent; no sitting vice-chair)

Meeting called to order 9:35 A.M.

Members in attendance: Dr. Sam Asady; Mel Jones; David Huff; Tim Allee; Greg Harless, Secretary.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC held Tuesday, September 12, 2006.

  To approve the minutes:
  Motion: Mel Jones
  Second: Tim Allee
  Discussion: One minor typographical error noted and corrected.

→ *Motion carried unanimously*

OLD BUSINESS

- Greg Harless informed the Committee of two new SCIT applicants: Christopher Reagan and Joseph McEver.
  Their files remain incomplete however upon submission of the application document and the initial $100 fee; they will be permitted to sit for examination.

- David Huff presented information provided by the South Carolina Soil Classifier Certification program. Mr. Huff has been in communication with representatives of that group in reference to a proposed reciprocity of credentialing between Georgia and South Carolina. The only substantial conflict of concern centers upon South Carolina's lesser field experience requirement of only two-years.

✧ Consensus of the five-member Committee quorum present was to table the issue for further investigation. Testing, experience and education requirements comparisons must be finalized. Mr. Huff will continue as the Committee's contact with South Carolina.

Old Business – Continued

- *In keeping with the topic concerning reciprocity* issues and the related standardization of requirements that would facilitate said activities, the proposal to substitute the ARCPACS written exam in lieu of the Georgia exam was discussed. The five-member Committee quorum postponed a vote on the matter until it can be considered by the full membership.

- *Near-future membership exchange* of outgoing retiring persons with new incoming candidates was re-opened for discussion. The Committee members present agreed to DHR suggested roster arrangements as follows:

    1. Tim Allee to remain as stand-in county EHS representative for most of 2007.
    2. Upon Mel Jones' retirement in late 2007, approach Dwain Butler, Waycross District Environmental Health Program Director to serve as the District representative to the Committee.
    3. Approach Bill Pitts, Paulding County EHS, to replace Tim Allee by the end of 2007.

    Alternates: Approach Ray King, Dalton District Environmental Health Director, as District Representative and either Chris Rustin, Chatham County EHS, or Carla Coley, Houston County EHS, as county representatives.

- *Election of new officers* postponed until the next scheduled meeting.

NEW BUSINESS

- SCIT requesting Full Certification

  Phillip Archer, SCIT, petitioned the Committee for consideration to Certify.

  Motion to certify TABLED until question of actual SCIT time fulfillment can be resolved. Time In-Training includes claimed time under mentor prior to completion of education. Committee questions if Mr. Archer falls under an older Committee stipulation that disallowed credit for time in-training before graduation or is he covered under newer relaxed requirements allowing it. Committee proposed to authorize Greg Harless, Secretary and DHR representative, to investigate past minutes to resolve the issue and to finalize certification if so allowed.

  Motion to authorize: Tim Allee
  Second: David Huff
  → *Motion approved by consensus*

Next meeting tentatively scheduled for *Thursday, February 15, 2007*.

Meeting Adjourned 11:10 A.M.

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 38th Meeting

Two Peachtree Street, NW, Atlanta, GA 30303
13th Floor Conference Room
Tuesday, September 12, 2006

Presiding: Tim Kring, Chairman

Meeting called to order 9:30 A.M.

Members in attendance: Tim Kring, Chairman; Robert Wilkes; Dr. Sam Asady; Mel Jones; David Huff; Tim Allee; Lisa Flagg, DHR Attorney; Greg Harless, Secretary.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC held Tuesday, May 30, 2006.

  To approve the minutes:
  Motion: Tim Allee
  Second: Sam Asady

→ *Motion carried unanimously*

OLD BUSINESS

- Tim Kring opened renewed discussion of proposed reciprocity with the South Carolina Soil Classifiers Licensing Board. It was established that the Department (DHR) is willing to go forward with investigation into a reciprocity agreement with South Carolina. Minor issues of comparison of minimum qualifications for Certification in Georgia and South Carolina and; the registration, as required by Georgia law, of Engineers and Geologists while South Carolina does not.
- Committee member David Huff is certified in South Carolina and was asked to begin the dialogue with South Carolina's Board.

⇨ David Huff was recognized as the newest appointed member of the Committee. Mr. Huff, in addition to being a DHR Certified Soil Classifier, is a Georgia Registered Professional Geologist (P.G) therefore fulfilling the requirement that a professional Geologist sit on the SCCAC.

Old Business – Continued

- SCIT candidates

  1. Scott Stanfill
  2. Tom Vanderboom

  By virtue of passing written examination and application documents in good standing:

  Motion to Approve Scott Stanfill and Tom Vanderboom for SCIT status: Tim Allee
  Second: Bob Wilkes
  Discussion: Correspondence to advise that approval as SCIT is contingent upon submission of an acceptable training plan.

→ *Motion carried unanimously*

- SCIT's requesting Certification

  1. Andrew Holzemer
  2. Collin Lane

  Motion to certify *Andrew Holzemer*: Mel Jones
  Second: Greg Harless
  Discussion: In-training requirements met.

→ *Motion carried unanimously*

  Motion to certify *Collin Lane*: Sam Asady
  Second: David Huff
  Discussion: In-training requirements met.

→ *Motion carried unanimously*

☆ *Membership Rotation*

Tim Allee recommended installation of a local county Environmental Health Specialist (EHS) from the Ridge and Valley region of the State to fulfill the requirement that one local EHS sit on the SCCAC. Tim reminded the committee that he once filled that slot but now as a District Environmental Health Program Manager he should rotate off the Committee.
Tim Kring asked Greg Harless to speak with Jeff Gary, Acting Environmental Health and Injury Prevention Branch Director, and Scott Uhlich, Land Use Program Director, in order to ascertain the Department's intentions as to whom should fill the soon-to-be vacated member slots when Tim Allee steps down and Mel Jones retires.

NEW BUSINESS

- Petitions for Certification

  Kaaba Johnson

  Chairman Kring led discussion of Mr. Johnson's application in light of complications presented to the review process. His mapping experience was gained from soils mapping for forestry considerations and; formal training has been under a P.E. thus his work is being stamped by Dwight Fulton, P.E., of World Solutions. Petition is TABLED.
  Future consideration is contingent upon Mr. Johnson documenting any training as stipulated in the *Manual for On-Site Sewage Management Systems, Section C, Page C-15.* Otherwise, he must sit for the exam (which he has not done to date) and begin SCIT status.
  Tim Allee suggested we invite Scott Uhlich to the next quarterly meeting to work out possible language changes in the *Manual* to help clarify issues of variable training and experience gray areas.

- SCIT candidates

  Charles Moore

  Passed exam however his file in incomplete therefore SCIT approval is PENDING.
  To be advised to provide $100 application fee, signed and notarized Code of Professional Conduct, and remaining professional references.

  Andrew Croy

  By virtue of passing the exam:

  Motion to approve SCIT status: Mel Jones
  Second: Tim Allee
  Discussion: Approval is contingent upon submission of remaining outstanding Professional References and a Training Plan to be stipulated within 30-days.

→ *Motion carried unanimously*

- New applicants requesting examination

  1. Justin McCormick
  2. Joshua Hatchett

  Applicants will be notified of next scheduled exam tentatively set for December 2006.

New Business (continued)

Greg Harless informed the Committee that the Department has received information that a registered engineer and a certified soil classifier are including disclaimer statements in their soil investigation reports that seem to attempt to effectively absolve them of responsibility for the contents. Committee consensus agreed with the Department's position that the spirit of those disclaimers is inappropriate.
In addition, the Committee was advised of continuing reports from Environmental Health field staff that a registered soil classifier is chronically recalcitrant in his refusal to cooperate in conflicting soil report resolution. The allegation is that the soil classifier refuses to meet on site with other soil investigators to reach a consensus report under any circumstances. Committee responses:

1. The Department will issue an advisory memo to all certified soil classifiers, SCIT's, engineers, and geologists reminding them of their professional responsibility under the law.
2. A letter will be issued to advise of violation of the Professional Code of Conduct with refusal to cooperate in conflict resolution. The letter should be signed by the Committee Chair and the State Environmental Health Director.

FUTURE BUSINESS

- South Carolina to be contacted to negotiate certification reciprocity
- Membership roster rotation issues to be addressed as pertaining to member retirement and reassignment
- Acceptance of variable levels and types of experience (i.e. USDA/NRCS, NCSS, ARCPACS, & etc.)
- Next meeting agenda must include election of new officers.

Next exam date to be determined at a later date

Proposed next meeting

- The next meeting is tentatively scheduled for November 14th or 16th, 2006.

Meeting adjourned 12:45 P.M.

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 37th Meeting

Tuesday, May 30, 2006

Presiding: Tim Kring, Chairman

Meeting called to order 9:35 A.M.

Members in attendance: Tim Kring, Chairman; Robert Wilkes; Dr. Sam Asady; Dr. Larry West; Tim Allee; Lisa Flagg, DHR Attorney; Greg Harless, Secretary.

Guest: David Huff

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated February 14, 2006.

  To approve the minutes:
  Motion: Tim Allee
  Second: Robert Wilkes

→ *Motion carried unanimously*

OLD BUSINESS

- Joseph Guy Morris SCIT Candidate

  Requested application fee, revised application and additional education requirements pending from the last meeting have been fulfilled. Approval to sit for exam to include reminder of required documents needed to become an SCIT.

→ *Approved to sit for examination.*

Old Business – Continued

- SCIT candidates considered (past pending status cleared)

  1. Nicholas Reed
  2. Jeremy Bennett
  3. Mitchell Wilson

  To approve for SCIT status: Jeremy Bennett & Mitchell Wilson

  Motion: Larry West
  Second: Sam Asady
  Discussion: One final professional reference remained outstanding for Nicholas Reed therefore deemed still PENDING.

→ *Motion carried unanimously.*

Secretary's note: The final outstanding professional reference was discovered as in-coming mail that was overlooked the morning of the meeting. The Department advised to go forward with notice of SCIT approval for Nicholas Reed several days after the meeting.

NEW BUSINESS

- Petitions for Full Certification

  1. Shawn Michael May, SCIT
  2. Wallace G. Mentel, SCIT

  To approve certification

  Motion: Larry West
  Second: Greg Harless

→ *Motion carried unanimously.*

- New applicants requesting examination

  1. Scott Stanfill
  2. Steven Hoppe
  3. Todd Miller
  4. Troy Smith

  Discussion: These and future applicants to receive a copy of the SCCAC policy concerning SCIT and Certification as attachment to the notice of approval to sit for examination.

→ *Approved to sit for examination.*

New Business (continued)

- Tim Kring advised the Committee of recent queries about a possible certification reciprocity agreement proposed by the equivalent governing body for the state of South Carolina. The Department will take it under advisement. The Committee consensus is to pursue the proposal.

FUTURE BUSINESS

- The next exam is scheduled for Friday, June 23, 2006 at the University of Georgia. A 9:00 A.M. study/review session is planned with the exam to follow at 1:00 P.M.

Proposed next meeting

- The next meeting is tentatively scheduled for: *Thursday, August 31, 2006*

Meeting adjourned 1:10 P.M.

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 36th Meeting

Tuesday, February 14, 2006

Presiding: Tim Kring, Chairman

Meeting called to order 9:37 A.M.

Members in attendance: Tim Kring, Chairman; Robert Wilkes; Dr. Sam Asady; Dr. Larry West; Mel Jones; Greg Harless, Secretary.

Guests: Lisa Flagg, DHR Attorney
Kevin D. Raley, SCIT

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated November 15, 2005.

  To approve the minutes:
  Motion: Dr. West
  Second: Mel Jones

→ *Motion carried unanimously*

OLD BUSINESS

- Kevin D, Raley, SCIT petitioned the Committee for full certification.

  Motion to certify: Dr. West
  Second: Mel Jones
  Discussion: Committee consensus for recognition of in-training experience in Tennessee and Georgia that had been pending from previous requests by the applicant.

→ *Motion carried unanimously*

Old Business – Continued

- Dr. West asked if anyone can call to request to sit for the written examination. The consensus of the Committee and the DHR attorney was NO. Only Certification or SCIT applicants are granted requests for examination.

- Results of the written examination offered January 6, 2006:

  1. Nicholas Reed – Passed
  2. Mitchell Wilson – Passed
  3. Jeremy Bennett – Passed

  Approval as SCIT TABLED, however, for the following deficiencies:

  1. *Nicholas Reed – Transcripts not provided*
  2. *Mitchell Wilson – Two outstanding Professional References*
  3. *Jeremy Bennett – No signed and notarized copy of the Professional Code of Ethics*

- Membership Rotation revisited

  In renewed discussion of the issue of proposed new members including the appointment process, it was noted that in the current DHR Manual for On-site Sewage Management Systems it is specified that the Committee must include these professionals: Professional Geologist, Soil Science Academic, and a County Environmental Health Specialist. The Committee should consist of nine (9) members.
  *It is therefore recommended that DHR go forward with the proposed appointment of David Huff, P.G., Certified Soil Classifier.
  ** Dr. West proposed investigation of appointment of Eric Brevek, Valdosta State University, as a soil science academic member.

NEW BUSINESS

- Collin T. Lane, SCIT petitioned the Committee for full certification.

  Discussion: Applicant has completed only 3-years in-training time to date. Request for recognition of Masters Degree program work cannot be granted.

  Request for full certification TABLED. His case will be reconsidered at the 3rd quarter meeting.

  Applicant will be notified that advanced degrees are not considered in place of training and that he must complete an additional 6-months in-training experience.

- Thomas Vanderboom, SCIT Candidate

  Application and pertinent documents examined by the Committee

  Motion to approve to sit for examination: Greg Harless
  Seconded: Robert Wilkes

→ *Motion carried unanimously*

FUTURE BUSINESS

Summary of topics for future review:

- DHR to issue letter of appointment to David Huff
- Pursue recruitment of a member from academia to replace Dr. Rogers: possibly Eric Brevek of Valdosta State University
- Address issue of applicants sitting for the exam prior to formal application to the Committee

Proposed next meeting

- The next meeting is tentatively scheduled for: *Tuesday, May 23, 2006*

Meeting adjourned 12:50 P.M.

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 35th Meeting

Tuesday, November 15, 2005

Presiding: Tim Kring, Chairman

Meeting called to order 9:55 A.M.

Members in attendance: Tim Kring, Chairman; Tim Allee; Dr. Sam Asady; Dr. Larry West; Greg Harless, Secretary.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated August 23, 2005.

  To approve the minutes:
  Motion: Tim Allee
  Second: Sam Asady

→ *Motion carried unanimously*

OLD BUSINESS

- Erin White, SCIT petitioned the Committee for full certification.

  Motion to certify: Sam Asady
  Second: Larry West
  Discussion: Committee consensus is to grant certification with the inclusion of an advisory to improve the consistency of soil series to soil properties. Significantly differing taxonomy should be named with separate or variant series names.

→ *Motion carried unanimously*

- Bradley Jones, SCIT petitioned the Committee for full certification.

  Motion to certify: Larry West
  Second: Tim Allee
  Discussion: Applicant's file contains no recent examples of his mapping work. Certification is therefore pending until five new examples of mapping work are submitted. Written notice to the applicant is forthcoming.

→ *Motion carried unanimously*

NEW BUSINESS

- Joseph Guy Morris, SCIT Candidate

  Mr. Morris currently holds a B.S. degree in Biology and is presently in study at UGA under a major in Water & Soil Resources. He is in process of acquiring the needed soil science courses to qualify for entry into the SCIT program. His file review request included a query as to whether or not certain biology courses pertaining to his Biology degree will suffice as part of the coursework requirements for ultimate certification.

- Committee consensus finds that Mr. Morris is short by five semester hours of soils courses. In addition, the biology courses in question are unacceptable. The secretary was instructed to issue a letter to the applicant advising that he must pick up five additional semester hours of the necessary soil courses, and, one of the following: Physical Geology, Geomorphology or Hydrology. Upon completion of these stipulations, he must submit an updated application to the Committee.

Miscellaneous Topics

1. Greg Harless reminded the members of the upcoming February 28, 2006 standardized certification/re-certification date for all DHR certified soil scientists. The Department's inception of the new standard date is on schedule and written reminder notices are being mailed.
2. On-going concerns about how to ultimately resolve conflicting soil reports between two soils professionals in disputed site evaluations were revisited by Greg Harless on behalf of the Department. The question remaining: Does DHR and the Committee want to pursue the investigation of need to bring in a third party soils professional with ARCPACS affiliation, for instance, to evaluate the site? Committee consensus was to table the issue until such time pressing need may arise.
3. Greg Harless notified the Committee that the Department has discontinued the web site posting of a listing of approved soils professionals based on a county address listing. Complaints of inequity in the listing method prompted the action.
4. On behalf of DHR, Greg Harless asked Dr. Larry West if he was available to provide a second training seminar on Soil Fill Evaluation to supplement the upcoming training event at the Hazlehurst Training and Demonstration Center scheduled for Thursday, December 8, 2005. Dr. West agreed.
5. Tim Kring, Chairman, broached the subject of the protocol to follow for replacement of Committee members Dr. Mark Latimore and Dr. Lewis Rogers. Pressing obligations inhibit their desire and availability to attend meetings. The Secretary will issue a letter of intent to rotate those gentlemen off out of the roster.
   Dr. West suggested certified soil scientist David Huff as a potential candidate to fill one of the vacancies.

FUTURE BUSINESS

- Next scheduled exam

  The next exam will be administered at the discretion of Dr. West's availability. There are only two eligible applicants for testing.

Special note:

Beginning immediately, all new approved SCIT's will receive a letter notifying them that in addition to the written examination required at the beginning of their training, they must submit to a practical field examination prior to final certification. Eligibility for the practical field exam will be achieved after the end of the 3rd year in training. Tentative scheduling for the field exam is twice a year.

Proposed next meeting

- The next meeting is tentatively scheduled for: *Tuesday, February 14, 2006*

Meeting adjourned 12:00 Noon

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 34th Meeting

Tuesday, August 23, 2005

Presiding: Tim Kring, Chairman

Meeting called to order 9:30 A.M.

Members in attendance: Tim Kring, Chairman; Mel Jones, Tim Allee; Dr. Sam Asady; Dr. Larry West; Bob Wilkes; Greg Harless, Secretary.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated May 26, 2005.

  To approve the minutes:
  Motion: Tim Allee
  Second: Mel Jones

  Discussion: One minor punctuation error noted.

→ *Motion carried unanimously*

OLD BUSINESS

- Josh Fox, SCIT petitioned the Committee for full certification.

  Josh's case was considered at the last meeting but was tabled with the stipulation to provide the Committee with additional mapping examples with improved format. New mapping examples exhibited improvement but with continued deficiencies.

  Motion to certify: Larry West
  Second: Mel Jones

  Discussion: Committee consensus is to grant certification with the inclusion of a notice of each deficiency noted with regard to the individual plats submitted. A letter attachment will be included itemizing the problems noted on each new submitted mapping example.

→ *Motion carried unanimously*

Old Business continued

- Motion by Tim Allee to forward a letter to Gene Looper, Josh Fox's employer/mentor, to remind Mr. Looper of Level III mapping standards of practice in light of the deficiencies noted in Josh's work as his trainee. A copy of the letter will be sent to the District Environmental Health Program Managers.
  Second: Sam Asady

→ *Motion carried unanimously*

⇨ Revised SCIT Requirements

- Tim Allee and Greg Harless presented the final version of the updated requirements for SCIT candidates. Committee review found the document acceptable with a few minor wording or phrasing changes to be made.

  Motion to approve the final version: Larry West
  Second: Robert Wilkes

→ *Motion carried unanimously*

NEW BUSINESS

- Mitchell Wilson, SCIT Candidate

  Mr. Wilson petitioned the Committee for consideration to sit for examination to enter SCIT status. QORE Engineering currently employs him. Greg Harless explained to him that a DHR certified soil classifier as required by the Manual for On-Site Sewage Management Systems must provide his training. In response, Mr. Wilson has provided a signed statement from Glenn Motes, P.E., Manager and Senior Engineer and Geologist and Otu Onofiok, staff DHR certified soil classifier, both with QORE Engineering, attesting that Otu Onofiok will be in charge of training for Mr. Wilson during his time in training.

  Motion to approve for examination: Larry West
  Second: Tim Allee

  Discussion: Secretary to issue letter of approval sit for examination with emphasis on required training in total by Mr. Onofiok.

→ *Motion Carried Unanimously*

- Daniel Burnett, SCIT

  Mr. Burnett petitioned the Committee for upgrade from SCIT to Full Certification. Training provide under employment with Geosciences Engineering, Inc. (Dr. Sam Asady)

  Motion to Certify: Tim Allee
  Second: Larry West

→ *Motion carried 6 – Yea, 0 – Nay with Sam Asady abstaining.*

New Business continued

Report from the Soils Steering Committee:

- Tim Kring reported on recent activity by a newly appointed DHR Soils Steering Committee. The purpose of the committee is to develop possible protocols for establishing hydraulic loading rates for linear sizing of absorption field systems. Those rates would be calculated and assigned for soils identified as having permeability and subsurface limitations thereby invoking expanded absorption field square footage via increased linear sizing. The group met in Macon at the DHR Middle Georgia Training Center on Monday, August 15, 2005. Dr. Sam Asady and Dr. Larry West volunteered to work up tentative loading and sizing charts based upon the groundwork figures of Dr. Jerry Tyler of the University of Wisconsin. Final outcome is pending.

FUTURE BUSINESS

Committee consensus established that long-absent members Dr. Lewis Rogers and Dr. Mark Latimore must be replaced. Ultimate disposition of their posts will be considered at the next meeting.

The next meeting is tentatively scheduled for: *Tuesday, November 15, 2005*

Meeting adjourned 12:15 P.M.

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 33rd Meeting

Thursday, May 26, 2005

Presiding: Tim Kring, Chairman

Meeting called to order 9:45 A.M.

Members in attendance: Tim Kring, Chairman; Mel Jones, Tim Allee; Dr. Sam Asady; Greg Harless, Secretary.

Guest: Scott Uhlich

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated February 10, 2005.

  To approve the minutes:
  Motion: Mel Jones
  Second: Tim Allee
  → *Motion carried unanimously*

OLD BUSINESS

Matthew Brian Lucas' case was revisited from the previous meeting. Mr. Lucas' petition for upgrade from SCIT to full certified status as tabled due to the Committee's concerns regarding his soil suitability reporting content. Greg Harless advised the Committee that upon further review by the Department, it was the opinion of the Department that Mr. Lucas met the minimum certification requirements of the Manual for On-Site Sewage Management Systems. In that the Department found no deficiencies in Mr. Lucas' qualifications, he was therefore granted certification.

NEW BUSINESS

- Josh Fox, SCIT petitioned the Committee for full certification.

  Motion to certify: Sam Asady
  Second: Mel Jones
  Discussion: Committee deems that Mr. Fox's certification eligibility will begin in October 2005 and therefore is TABLED until the next quarterly meeting tentatively set for sometime in August 2005.

  In addition, the secretary was instructed to issue a letter to Mr. Fox requesting the following information or changed in reporting procedure:

  1. Copies of five (5) new mapping examples.
  2. All map units must be broken down into smaller delineations where possible.
  3. Provide individual boring logs only upon the request of the local department.
  4. Include a bar type scale.
  5. Close series delineations per NRCS standards.

  Finally, the letter is to include a statement in question form to ask, "Are current submitted examples typical of your work?" If so, they are deficient.

→ Motion to TABLE passed.

FUTURE BUSINESS

The next meeting date was undetermined and PENDING.

Meeting adjourned 12:00 P.M.

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 32nd Meeting

Thursday, February 10, 2005

Presiding: Tim Kring, Chairman

Meeting called to order 9:34 A.M.

Members in attendance: Tim Kring, Chairman; Mel Jones, Tim Allee; Dr. Larry West; Robert Wilkes; Dr. Sam Asady; Greg Harless, Secretary.

Guests: Scott Uhlich
Kevin Raley

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated November 18, 2004.

  To approve the minutes:
  Motion: Mel Jones
  Second: Tim Allee
  → *Motion carried unanimously*

OLD BUSINESS

- Tim Allee reported on the SCIT sub-committee. Based upon actions of the SCCAC over the past few years to update and simplify the training and testing schedule as well as firm up the acceptable recognized start date for time in training, the sub-committee determined that the Committee's SCIT Policies and Procedures document needed revision. Degree course work subjects and total hours requirements were also upgraded to reflect the new wording in the definition of a soil classifier as passed in Senate Bill 129 during the 2003 legislative session. Mr. Allee provided copies of the revised document.
  ⇨ One new item proposed was a two-phase testing procedure. New applicants would sit for written examination at the inception of SCIT status and submit to a field examination prior to full certification. Inception date: March 1, 2005

  To approve the revised policies and procedures:
  Motion: Dr. West
  Second: Dr. Asady
  → *Motion passed unanimously*

Old Business - continued

- Kevin D. Raley, SCIT spoke to the committee asking for reconsideration for full certification.

  In addition to the Committee recognized fieldwork experience of 20 months in Georgia and 12 months in Tennessee for a total of 32 months, Mr. Raley asked that course related work associated with his Masters Degree; and duties performed as a Teaching Assistant at the University of Tennessee be allowed as part of his total experience. Mr. Raley advised that he had recently passed the ARCPACS examination also.
  → *Chairman Tim Kring explained that the Committee couldn't deviate or make exceptions to the four-year in-training policy and therefore Mr. Raley's certification request remains denied.*

- Four SCIT candidates reconsidered to sit for examination

  1. Nicholas Reed
  2. Russell Gregory
  3. Jacob Collins
  4. James Dean

  To approve to sit for examination:
  Motion: Greg Harless
  Second: Dr. West
  → *Motion Passed Unanimously*

- **Three SCIT candidates considered for contingent approval**

  1. James Dean
  2. Russell Gregory
  3. Jacob Collins

  To grant approval contingent upon successful completion of the next scheduled exam:
  Motion: Greg Harless
  Second: Mel Jones
  → *Motion Passed Unanimously*

  Note: Nicholas Reed's file remains on tabled status, as he has not yet provided transcripts or application completion pages.

NEW BUSINESS

- Scott Uhlich addressed the Committee about a proposal by the Home Builders Association to reduce the minimum horizontal separation distance between absorption field trenches. The proposal is in response to the DHR's much debated new sizing standards for alternative absorption field products. In order to offset the effects of the new larger absorption fields, the Home Builders Association is asking for reduction in the spacing between field line trenches from the current required eight (8) feet on center to six (6) feet on center. Mr. Uhlich asked the members of the committee for advise about the impact this would have on the saturation zone between trenches. The consensus of the Committee is that reduction of the spacing would cause an overlapping the saturation zone in the majority of the soils in use in the State and therefore the Committee would not recommend the reduction. Mr. Uhlich asked that willing members testify as expert witnesses in upcoming hearings on the proposal.

New Business – continued

- J. Michael (Mike) Henderson, SCIT petitioned the Committee for Full Certification with the stipulation that his status be currently "inactive" as he desires to delay forwarding a certificate of professional liability insurance for a short period of time. Mr. Henderson understands that his cannot work independently until his file is upgraded to "active".

  To approve for full certification:
  Motion: Mel Jones
  Second: Dr. West
  Discussion: Shall the Committee grant approval with his official stamp withheld until a certificate of insurance is provided?
  → *Motion approved unanimously*

- Christopher Edmonds, SCIT petitioned the Committee for Full Certification.

  To approve for full certification:
  Motion: Dr. West
  Second: Robert Wilkes
  → *Motion approved unanimously*

- Matthew Brian Lucas, SCIT petitioned the Committee for Full Certification.

  To approve for full certification:
  Discussion: Current mapping and report examples provided by Mr. Lucas indicate possible conflicting information about suitability. Shall the Committee TABLE his application until examples can be provided that provides evidence of uniformity in suitability advisories?
  To TABLE certification request:
  Motion: Dr. West
  Second: Tim Allee
  → *Motion passed*

FUTURE BUSINESS

The next meeting of the Soil Classifiers Certification Advisory Committee is scheduled for:

Thursday, May 12, 2005

Meeting adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 31st Meeting

Thursday, November 18, 2004

Presiding: Tim Kring, Chairman

Meeting called to order 9:40 A.M.

Members in attendance: Tim Kring, Chairman; Mel Jones, Tim Allee; Dr. Larry West; Dr. Mark Latimore; Dr. Sam Asady; Greg Harless, Secretary.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated August 12, 2004.
- Motion to approve the minutes:
  So Moved: Mel Jones
  Second: Tim Allee

→ *Motion carried unanimously*

OLD BUSINESS

- Discussion of the proposal to institute use of the ARCPACS exam was revisited. The issues brought to the floor included:

  1. Should the Committee reconsider the original proposal for administering the ARCPACS exam in light of the failure of H.B. 1047 regarding professional licensure through the Georgia Secretary of State?
  2. Can standardization be achieved in Georgia since the passage of S.B. 30?
  3. How can the DHR requirements be adjusted to be on par with the licensure criteria for P.E.s and P.G.s?
  4. Proposed future requirement to sit for the ARCPACS exam should H.B. 1047 pass when resubmitted to the legislature.

  On a related note, the question was raised as to how to deal with scheduling training and examination of applicants who started training under a P.E. or P.G.

Motion: Dr. West suggested providing the DHR Soil Classifier examination to SCIT candidates immediately upon completion of the education requirement rather than after three months prior work experience.
Second: Mel Jones
Discussion
→ *Chairman Kring, under point of order, advised that the motion is withdrawn.*

- **Kevin D. Raley, SCIT** petitioned the committee for reconsideration of full certification.

  In addition to the Committee recognized fieldwork experience of 20 months in Georgia and 12 months in Tennessee for a total of 32 months, Mr. Raley asked that course related work associated with his Masters Degree; and duties performed as a Teaching Assistant at the University of Tennessee be allowed as part of his total experience. Documents submitted in support as requested by the SCCAC at last meeting.
  (Discussion)
  Evidence determined as not eligible.

→ *Certification remains tabled*

NEW BUSINESS

Three individuals petitioned the Committee for Full Certification.

- **James H. Kimsey, SCIT**
  Four-years in training completed.
  Motion to approve: Greg Harless
  Second: Dr. West
  (Discussion)

→ *Motion passed unanimously*

- **Traivis L. Young, SCIT**
  Four-years in training completed.
  Motion to approve: Tim Allee
  Second: Dr. Latimore
  (Discussion)

→ *Motion passed – Aye 6, Nay 0, Abstained 1*

- **James E. Dean**
  Mr. Dean bases his request for certification upon education and experience as an Agronomist with USDA/NRCS.
  Motion to DENY: Mel Jones
  Second: Tim Allee
  (Discussion – Mr. Dean's experience, although exemplary, includes no field experience in soil classification and soils mapping. If the candidate is interested, he may apply for examination and approval as SCIT status.)

→ *Motion to DENY passed unanimously*

New Business – continues

Three individuals submitted requests as SCIT candidates.

1. **Jacob M. Collins**
2. **Nicholas R. Reed**
3. **Russell P. Gregory**

- The file documents for all three candidates were found deficient of the following items:

  A. **Incomplete application**
  B. **Absent or partial educational transcripts**

Motion to TABLE applications until candidates provide the documents.
(Discussion)
→ *Motion to DENY approval to sit for examination and TABLE applications passed unanimously*

FUTURE BUSINESS

Pending release of the revised DHR *Manual for On-Site Sewage Management Systems*, the Committee recommends issuance of a letter containing strong language to remind all those individuals engaged in soil investigations to review the new requirements contained in Section "C" and comply immediately.

Due to the failure of new applicants to qualify for testing, no examination is therefore scheduled for December 2004.

The next meeting of the Soil Classifiers Certification Advisory Committee is scheduled for:

Thursday, February 10, 2005

Meeting adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 30th Meeting

Thursday, August 12, 2004

Presiding: Tim Kring, Chairman

Meeting called to order 9:45 A.M.

Members in attendance: Tim Kring, Chairman; Robert Wilkes; Mel Jones, Tim Allee; Dr. Larry West.

Guests: Scott Uhlich } Representing DHR.
Todd Jones } Representing DHR.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated May 4, 2004.
- Motion to approve the minutes:
  So Moved: Mel Jones

→ *Motion carried unanimously*

OLD BUSINESS

Dr. West reminded the Committee that Mr. Oren C. Reedy, whom was recently certified, still must submit additional examples of his work in adherence to the DHR mapping standards. (Discussion)

- **Results of the Soil Classifiers Examination held June 12, 2004**

  1. Justin Fisher……*Passed*
  2. Nathan Parry…...*Passed*
  3. Maxey McGill….*Passed*

- Motion to approve for SCIT status: Tim Allee*****
- Second: Mel Jones
  ***Final approval contingent upon file review by Greg Harless, Secretary**

→ *Motion carried unanimously*

Old Business (continued)

Discussion of recent House Bill 1047:

Scott Uhlich updated the Committee that the bill was not signed by the Governor and is dead for now.
Concerns were voiced about some Soil Classifiers, Engineers and Geologists who allow subordinates to perform fieldwork and the professional signs off on it.

Dr. West provided an ARCPACS exam update. The exam is a general soil science exam not necessarily geared toward on-site sewage. In the meantime, Dr. West proposes to revise the current soil classifier exam to make it more comprehensive. The institution of a field exam was revisited.

NEW BUSINESS

- **Kevin D. Raley, SCIT** petitioned the committee for full certification.

  File records indicate credible fieldwork of 20 months in Georgia and 12 months in Tennessee for a total of 32 months.
  (Discussion)
  Committee consensus it to issue a letter to Mr. Raley asking for information to document possible additional experience that may corroborate his claim of four full years experience to date.

→ *Certification tabled*

Robert Wilkes initiated discuss of recent complaints filed against engineers or geologists.

FUTURE BUSINESS

The next meeting of the Soil Classifiers Certification Advisory Committee is scheduled for:

Thursday, November 18, 2004

Motion to adjourn by Robert Wilkes

Meeting adjourned

DHR

B. J. Walker, Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 29th Meeting

Thursday, May 4, 2004

Presiding: Tim Kring, Chairman

Meeting called to order 9:40 A.M.

Members in attendance: Tim Kring, Chairman; Greg Harless, Secretary; Sam Asady; Robert Wilkes; Mel Jones, Tim Allee, and Dr. Larry West.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated February 19, 2004.
- Motion to approve the minutes:*
  So Moved: Mel Jones
  Second: Tim Allee
  * One minor typographical error was noted and corrected.

→ *Motion carried unanimously*

OLD BUSINESS

Certification actions pending:

- **Oren C. Reedy, Certification Pending**
  Motion to grant certification: Tim Allee
  Second: Dr. West
  Discussion:
  Mr. Reedy passed the written examination January 16, 2004 and has since provided acceptable examples of map work. He is, however, to be advised that future suitability narratives should offer a range of system configuration options for the soil type rather than narrowly focus on one statement.

→ Motion carried unanimously

Old Business continued

Greg Harless offered an update on House Bill 1047 the effort to introduce soil classifier licensure through the Georgia Secretary of State. The Committee was informed that the bill passed. It made it through the legislature as a rider on a CPA and Bingo Bill but it was not know whether or not the Governor signed it.
General discussion of some of the details of needed minimum standards for P.E.s who register with DHR to perform soils investigations was included.

NEW BUSINESS

- **Jason Eugene Reagan, SCIT** petitioned the committee for full certification.
  Motion to certify: Tim Allee
  Second: Greg Harless
  Discussion
  → Motion carried unanimously

- **Justin Lee Fisher** - applicant requesting consideration for SCIT status.
  Motion to approve to sit for examination: Dr. West
  Second: Mel Jones
  Discussion
  → Motion carried unanimously

- **Maxey Lee McGill** – applicant requesting consideration for SCIT status.
  Motion to approve to sit for examination: Mel Jones
  Second: Dr. West
  Discussion
  → Motion carried unanimously

- **Nathan Dale Parry** – applicant requesting consideration for SCIT status.
  Motion to approve to sit for examination: Robert Wilkes
  Second: Dr. West
  Discussion
  → Motion carried unanimously

⇨ Dr. West set the date of the next scheduled soil classifier examination for June 12, 2004. Location and time will be determined later.

- **Dr. Sam Asady** moved to reduce the number of professional references that new applicants are required to obtain from certified soil classifiers. Dr. Asady proposed to require one (1) reference from a certified soil classifier rather than the current two (2). The total number of required references would remain unchanged.
  Second: Tim Allee
  Discussion
  → Motion carried unanimously

***** Brief discussion of proposed implementation of ARCPACS/SSSA Testing criteria determined that movement toward that process is tabled until final disposition of House Bill 1047.

Future Business

The next meeting of the Soil Classifiers Certification Advisory Committee is scheduled for:

Thursday, August 12, 2004

Meeting adjourned

DHR

Maria Greene, Acting Commissioner

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Soil Classifiers Certification Advisory Committee (SCCAC)

Minutes of the 28th Meeting

Thursday, February 19, 2004

Presiding: Tim Kring, Chairman

Meeting called to order 9:55 A.M.

Members in attendance: Tim Kring, Chairman; Greg Harless, Secretary; Sam Asady; Robert Wilkes; Mel Jones.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated November 18, 2003.
- Motion to approve the minutes:
  So Moved: Tim Kring
  Second: Greg Harless

→ ***Motion carried unanimously.***

Sam Asady opened discussion of the examination process. A question arose as to whether full certification applicants should sit for examination. Greg Harless, Secretary and DHR representative to the Committee, reminded the members that the *Manual for On-Site Sewage Management Systems* stipulates that candidates for certification must pass examination. Dr. Asady proposed to require all new applicants to take and pass the ARCPACS/SSSA examination instead of the current exam. This is a step toward national standardization as we move forward toward State Soil Science registration.

Mel Jones recommended that this Committee contact representatives of ARCPACS to ask that they provide information about their testing and credentialing process.

OLD BUSINESS

1. Secretary, Greg Harless, reported on the results of the recent soil classifiers examination administered by Dr. West at UGA on January 16, 2004.
   Four examinees all passed the exam. Those examinees were:
   - Oren C. Reedy, Full Certification candidate*
   - Matthew O'Brien, Full Certification candidate*
   - Phillip Archer, SCIT candidate
   - Andrew Holzemer, SCIT candidate

*The Committee determined that Oren C. Reedy and Matthew O'Brien remain PENDING until they either provide five examples of Level III map work or submit to a field exam.

2. Chairman Kring reported upon progress to date concerning revision of the DHR Manual for On-Site Sewage Management Systems CT-1 Table for soils characteristics. The new table has reached final disposition and will be included in the upcoming revised *Manual.*

- **Phillip Archer approval as SCIT**
  Motion: Mel Jones with stipulation that letter of approval include requirement to provide a training plan affidavit within 30-days.
  Second: Sam Asady
  ⟶ **Motion carried unanimously**

- **John David Myers, Jr., SCIT** petitioned the Committee for Full Certification. Previous petition for certification was pending submittal of better quality mapping examples. The issue was unclear ground control indices, boring locations, and open non-delineated soil boundaries. Improved quality examples have been provided minimally meet standards.
  Motion to approve: Greg Harless
  Second: Sam Asady
  Discussion: Robert Wilkes suggested that a letter of general notice be sent to all soil classifiers to stress the following points of minimum mapping standards:
  1. All soil boundaries must be closed with solid lines including soil survey limits. Broken or dashed lines are unacceptable.
  2. Soil boring locations must be plainly designated.
  3. Each soil delineation shall indicate soil series name. Symbols are prohibited.
  4. Slope must be plainly identified.
  5. Soil interpretation must comply with DHR *Manual* guides.

  ⟶ **Motion carried unanimously**

- **Tim Kring** presented an update of the continued and final disposition of the proposed New/Revised CT-1 Table for the DHR *Manual.*

NEW BUSINESS

The following individuals submitted petitions to the Committee for consideration for Full Certification as Soil Classifier:

1. Jodi L. Perdue
2. Craig Canaday
3. Sean Cory Taylor

- **Sean Cory Taylor** petitioned the Committee for full certification.
  Previous request for certification tabled until requested information could be provided confirming side-by-side training with employer/co-worker H. Dennis Gay as well as documentation of total supervised work while acting as independent contractor. All previous work experience undocumented without benefit of SCIT status. Also, Mr. Taylor has not submitted to examination. The Committee continues its request for training and supervision documentation to date therefore request for certification is TABLED. Candidate is, however, eligible to sit for the exam to be approved for SCIT status only. Adequate training and experience under a mentor must be documented.
  Motion to approve for examination:
  So Moved: Robert Wilkes
  Second: Mel Jones
  ⟶ ***Motion carried unanimously***
  Secretary instructed to issue a letter to Mr. Taylor advising that in order for further consideration for full certification, he must provide these items:
  1. Documentation of who has supervised his work while he has been doing operating under his Soil Works business name.
  2. Documentation of work under H. Dennis Gay, Certified Soil Classifier.
  3. Provide five (5) examples of mapping work.

- **Jodi L. Perdue**
  Motion to grant full certification effective May 15, 2004:
  So Moved: Robert Wilkes
  Second: Sam Asady
  ⟶ ***Motion to carried unanimously***

New Business (continued)

- **Craig Canaday**
  Motion to designate full certification as PENDING submittal of better quality map preparation examples.
  So moved: Robert Wilkes
  Seconded: Greg Harless
  Discussion: Mr. Canaday's maps present soil symbols only and some areas are not delineated other than by boring location. Additionally, only four or five submitted mapping examples are valid. Secretary instructed to issue letter stipulating the Committee's demands for improved map examples with the following details:
    1. Proper examples of Level III intensity with soil series names within the soil boundaries. Symbols are unacceptable.
    2. Name all soils within a given boundary. *
       *Map in question is Long Branch Meadows, Phase II.

  Certification PENDING satisfactory compliance with discussed demands.
  ⟶ **Motion carried unanimously**

- A copy of the proposed revisions to the Application for Registration of Engineers to perform soil investigations for on-site sewage management systems was presented for consideration. New wording was introduced and discussed that specifies *"applicants must qualify as Civil Engineers or only others as recommended to DHR by the Soil Classifiers Certification Advisory Committee with as having equivalent training and experience"*.

Future Business

Next meeting agenda to include:
1. Revisions of Item 4, Engineering Registration Application
2. Proposed ARCPACS testing criteria for new applicant examinees.

The next meeting of the Soil Classifiers Certification Advisory Committee is scheduled for:

Wednesday, May 19, 2004

Meeting adjourned 1:00 P.M.

Jim Martin, Commissioner
Kathleen E. Toomey, M.D., M.P.H., Division Director

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Soil Classifiers Certification Advisory Committee (SCCAC)
Minutes of the 27th Meeting
Tuesday, November 18, 2003

Presiding: Tim Kring, Chairman

Meeting called to order 10:00 A.M.

Members in attendance: Tim Kring, Chairman; Dr. Lewis Rogers, Vice Chairman; Greg Harless, Secretary; Dr. Mark Latimore; and Dr. Larry West.

Guest: Scott Uhlich, Director, Land Use Program
Georgia Department of Human Resources, Environmental Health Section State Office

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated August 19, 2003.
- Motion to approve the minutes:
  So Moved: Dr. Larry West
  Second: Dr. Lewis Rogers

  Discussion: Future minutes must be condensed and omit personally sensitive information about individuals who pass or fail the examination. The record will show a listing of the numerical pass or fail rate.

→ ***Motion carried unanimously.***

OLD BUSINESS

1. Secretary, Greg Harless, requested that Chairman Kring and the Committee forego the planned review of all current SCIT annual training and progress reports thus allowing the review process to be performed by Mr. Harless in the interest of efficiency as well as avoidance of undue delay during the SCCAC meeting. All agreed.
2. Chairman Kring reported upon progress to date concerning revision of the DHR Manual for On-Site Sewage Management Systems CT-1 Table for soils characteristics. The DHR Technical Review Committee's Soils Sub-Committee has charged Mr. Kring with the task of that revision.
   Extended discussion ensued.

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NEW BUSINESS

The following individuals submitted petitions or applications to the Committee for consideration for either Certified Soil Classifier or approved Soil Classifier In Training:

- **Phillip A. Archer – SCIT**
  Motion to approve for examination:
  So Moved: Dr. Rogers
  Second: Dr. Latimore
  → ***Motion to approve to sit for examination carried with one abstention***

- **Dr. Larry T. West – Certification**
  Motion to grant certification:
  So Moved: Dr. Rogers
  Second: Dr. Latimore
  Discussion: Dr. West developed and administers the written test to applicants therefore it was agreed upon by DHR and the SCCAC to accept a field examination from Dr. West. His exercise served as the initial experiment in field-testing. Currently certified soil classifiers checked Dr. West's site work and evaluated the report, as did the Department, and found it satisfactory.
  → ***Motion to certify carried with one abstention***

- **Oren C. Reedy – Certification**
  Motion to grant certification
  Discussion: Committee demands five examples of soil mapping to USDA/NRCS standards, including scale ranges of 1:10 to 1:100 for example, per the DHR Manual. Additionally, must provide documentation of percentage of total experience specific to classification for on-site sewage management.
  Certification PENDING satisfactory compliance with discussed demands.
  Motion to approve to sit for examination: Includes option of acceptance of invitation to submit to a field examination in lieu of examples of Level 3 mapping.
  So Moved: Greg Harless
  Second: Dr. Latimore
  → ***Motion to approve to sit for examination carried unanimously***

- **Matthew H. O'Brien – Certification**
  Motion to grant certification
  Discussion: Committee demands five examples of soil mapping to USDA/NRCS standards, including scale ranges of 1:10 to 1:100 for example, per the DHR Manual. Additionally, must provide documentation of percentage of total experience specific to classification for on-site sewage management.
  Certification PENDING satisfactory compliance with discussed demands.
  Motion to approve to sit for examination: Includes option of acceptance of invitation to submit to a field examination in lieu of examples of Level 3 mapping.
  So Moved: Greg Harless
  Second: Dr. Latimore
  → ***Motion to approve to sit for examination carried unanimously***

LUNCH BREAK

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- **Danny R. Parham – Certification**
  Motion to upgrade from SCIT to full certification
  So Moved: Dr. West
  Second: Dr. Latimore
  Discussion: Current mapping examples contain use of soil series symbols. Future maps must exhibit complete soil series names on map units rather than symbols or abbreviations as similarities in symbols lettering creates confusion.

→ ***Motion carried unanimously***

- **John David Meyers, Jr. – Certification**
  Motion to upgrade from SCIT to full certification
  So Moved: Dr. West
  Second: Greg Harless
  Discussion: Applicant is advised that he seems capable for full certification, however, submitted mapping examples do no exhibit adherence to the USDA/NRCS standards as stated in the DHR Manual. Must provide new examples of maps with proper map unit boundaries and control points.
  Certification TABLED until discussed stipulations are satisfied.

- **Christopher Lamar Gaines – Certification**
  Motion to upgrade from SCIT to full certification
  So Moved: Dr. West
  Second: Dr. Rogers

→ ***Motion carried unanimously***

New Business – (continued)

Greg Harless, Secretary, informed the Committee of the Department's proposed upcoming standardization of all soil classifier recertification dates. Standardization should simplify the process for tracking and error reduction.

Chairman Kring adjourned the meeting at 2:00 PM.

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Jim Martin, Commissioner
Kathleen E. Toomey, M.D., M.P.H., Division Director

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Soil Classifiers Certification Advisory Committee (SCCAC)
Minutes of the 26th Meeting
Tuesday, August 19, 2003

Presiding: Tim Allee, Chairman

Meeting called to order 9:35 A.M.

Members in attendance: Tim Allee, Chairman; Tim Kring, Vice Chairman; Greg Harless, Secretary; Mel Jones, Dr. Sam Asady, Dr. Larry West, and Robert Wilkes.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated May 8, 2003.
- Motion to approve the minutes: Tim Kring
  Second: Robert Wilkes

→ ***Motion carried unanimously.***

OLD BUSINESS

Greg Harless, Secretary, presented the results of the Soil Classifier Examination administered by Dr. West on Monday, June 9, 2003.

SCIT candidates sitting for the exam:

1. **Collin T. Lane ---------Passed**
2. **Jamie M. Hutchens---Passed**
3. **Kevin D. Raley --------Passed**
4. **Andrew Holzemer ----*Failed***

⇨ Committee discussion of a policy for re-examining those who fail the test reached consensus that, historically, DHR and the Committee had not addressed the issue. At this juncture it is a non-issue. SCIT or Certification applicants who fail examination may re-test at the next scheduled exam date or, at the discretion of the Committee, applicants who desire to re-take the test off schedule may do so at Dr. West's availability. Otherwise, the Secretary can proctor the test.

- **In the matter of approval as SCIT status for Collin T. Lane, Jamie M. Hutchens, and Kevin D. Raley.**

  Motion to Approve: Dr. Larry West
  Second: Dr. Sam Asady

→ ***Motion carried unanimously.***
Secretary instructed to issue letter of approval with reminder to provide training plan, annual progress reports and examples of work.

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Various members of the Committee expressed continued interest in pressing DHR to issue the revised edition of a proposed letter to all individuals involved in soil investigations advising them of the minimum standards as written in the Manual. They are to be reminded of the acceptable intensity level of four borings per acre, no screw type augers and prohibition against overlaying on someone other classifier's original work including relying upon non-qualified personnel to perform field work and returning samples to the office for example.

Tim Kring reported on the latest activities of the DHR Technical Review Committee's Soils Sub-Committee meeting in Macon on Monday, August 11, 2003.
The main topics were:

1. The level of accuracy of mapped soil units within a given zone adjacent to the borings and the soil boundaries
2. Proposed increased minimum number of six (6) boring per acre to increase accuracy
3. Continued discussion of revising the CT-1 table and the suitability codes.

NEW BUSINESS

- **Greg Harless, Secretary,** presented the file of James Harold Kimsey, SCIT for review of updated training and work examples submitted to DHR. Mr. Kimsey is approved as SCIT based upon training that is a combination received from a DHR certified soil classifier and a Professional Engineer. The Committee agreed that the new specific definition of Soil Classifier written under Senate Bill 129, no future SCIT applicants would be permitted to receive training under a P.E. or P.G.
  Secretary instructed to issue letter of acknowledgement of training report.

- The following individuals petitioned the Committee for full certification:

  Duncan Kirk Hall
  David C. Coyle

  After consideration by the Committee, results as follows:

  1. **David C. Coyle**

     Motion to certify as Soil Classifier: Tim Kring; Second: Dr. Larry West
     → ***Motion carried unanimously.***

  2. **Duncan Kirk Hall**

     Motion to certify as Soil Classifier: Mel Jones; Second: Dr. Larry West
     → ***Motion carried unanimously.***
     Secretary instructed to issue letters of notification including official stamps and certificates.

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NEW BUSINESS (continued)

- **Internet (distance) learning as a viable part of an applicant's education requirements was discussed.** The general Committee consensus agreed that remote non-field type courses in soils are acceptable. Acceptability is contingent upon the stipulation that all distance learning courses must be provided by an accredited institution of higher learning. No additional restrictions are imposed at this time.
- **SCIT training plans as a legal notarized affidavit were reviewed**. The question was whether or not to continue to require a notarized training plan affidavit. Committee consensus was that a notarized affidavit is not necessary if the trainer/mentor will take responsibility by signing a properly detailed training plan for the employee. DHR and the SCCAC will increase scrutiny of training plans and notify SCITs of deficiencies in original submitted plans as well as annual progress reports. It was reiterated that all training progress reports and examples of work are to be submitted in January of each year of the training period. The SCCAC will review those documents in February or at the first quarterly meeting of each year.
- **Greg Harless presented a proposal by Kirk McEachern,** out of state soil classifier who is not currently working in Georgia, to maintain CEUs and biennial fees for certification but not provide current professional liability insurance until he returns to work in Georgia. Would the SCCAC/DHR be willing to place him on "inactive status"? Committee agrees.
- **The new slate of proposed officers** was introduced.

  Chairman: Tim Kring
  Vice-chairman: Dr. Lewis Rogers
  Secretary: Greg Harless

  Motion to approve: Bob Wilkes; Second: Dr. Larry West
  → ***Motion carried unanimously***

FUTURE BUSINESS

- **Application and training requirements for P.E.s and P.G.s.** Discussion to include the poor quality of soil investigations submitted by engineers as well as the discrepancies in the soil investigation reports between DHR certified soil classifiers, P.E.s and P.G.s.
- **The next scheduled meeting proposed tentatively for *NOVEMBER 18, 2003.***
- **Scott Uhlich, Land Use Program Director, to be invited to the next meeting.**

Motion to adjourn by Bob Wilkes.

Meeting adjourned: 12:00 Noon

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Jim Martin, Commissioner
Kathleen E. Toomey, M.D., M.P.H., Division Director

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Soil Classifiers Certification Advisory Committee (SCCAC)
Minutes of the 25th Meeting
Thursday, May 8, 2003

Presiding: Tim Allee, Chairman

Meeting called to order 9:25 A.M.

Members in attendance: Tim Allee, Chairman, Tim Kring, Vice Chairman, Greg Harless, Secretary, Mel Jones, and Dr. Sam Asady.

- The first order of business was the reading of the minutes of the previous meeting of the SCCAC dated February 20, 2003. The Committee noted the need for some minor changes and corrections.
  Motion to approve the minutes as amended: Mel Jones
  Motion seconded: Tim Kring
  → **Motion carried unanimously.**

- Agenda review produced a recommendation to amend the *New Business* heading to include the statement, "*Review Soil Classification Practices*".
  Motion to approve the agenda as amended: Mel Jones
  Motion seconded: Greg Harless
  → **Motion carried unanimously.**

OLD BUSINESS

Matthew Brannon Miles petitioned the Committee for full certification.

Mr. Miles' Departmental file and new documents provided show cause for agreement to fully certify as a Soil Classifier. Upon review of his existing examples of work, however, it is the finding of the Committee that the mapping examples Mr. Miles was involved with predate the current mapping standards dated February 22, 2000 as published in the DHR Manual for On-Site Sewage Management Systems.
Motion to approve for full certification pending applicant's submittal of five examples of soils investigation maps produced under the current standards.
Motion: Tim Kring
Seconded: Greg Harless
→ **Motion carried unanimously.**

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Greg Harless, Secretary advised the Committee that, per approval by the SCCAC at the last meeting (February 20, 2003), Vaughn Berkheiser became fully certified effective April 25, 2003. The Department has issued his official stamp and certificate of certification.

⇨ **Tim Kring** briefed the Committee on the latest DHR Soils Sub-Committee activities.

The topic under consideration:

1. The appropriate fill materials classification and certification for mound construction.
2. Soil suitability codes are under review with recommendations either to modify the coding system to a simpler format or to delete them from the Manual's CT-1 table entirely. Soil Classifiers would write up a custom narrative on a case-by-case basis.
3. The practice of recommended field line installation depths and the notation of absorption rates at depth is recommended for deletion from the Manual's CT-1 table.
4. Effluent dispersal is slated for phase-out of application rate expressed as percolation rates in minutes per inch (min./inch). Proposal to switch to the United States EPA dosing calculation expressed as gallons per day per square foot (gals. /day/sq.ft.).

NEW BUSINESS

The following new SCIT candidates petitioned the Committee for consideration to sit for the examination:

1. **Kevin D. Raley**

   Motion to sit for the exam: Tim Kring; Second: Sam Asady
   → *Motion carried unanimously*

2. **Jamie M. Hutchens**

   Motion to sit for the exam: Mel Jones; Second: Greg Harless
   → *Motion carried. Four votes Yea-Tim Kring, Tim Allee, Mel Jones, Greg Harless. One Abstained- Sam Asady*

3. **Collin Thomas Lane**

   Motion to sit for exam: Mel Jones; Seconded: Greg Harless
   → *Motion carried unanimously*

Candidates will be receiving written notification of exam date, time and location.

Next examination date proposed for either June 6 or 8, 2003. Final date to be confirmed with Dr. Larry West.

Recent legislation (Senate Bill 129) pertaining to SCIT mentor criteria was briefly discussed.

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FUTURE BUSINESS

- Discuss possible limits on acceptance of Internet distance learning soils courses.
- Importance, relevance and efficacy of training affidavits for SCITs.
- Possible policy shift regarding submission of annual training reports based upon review of SCIT files. Original requirement was submittal of reports each January 30.
- Upcoming new slate of officers to be elected.

Proposed slate of officers to be presented during the next quarterly meeting:

Chairman: Tim Kring
Vice Chairman: Dr. Lewis Rogers
Secretary: Greg Harless

Special note: *The Committee strongly urges DHR to follow up on the issuance of a revised letter to all soil classifiers reminding them of the acceptable soil investigation practices as established during the previous meeting of February 20,2003. The secretary was instructed to produce the revised advisory and to consult Jeff Gary, Environmental Health Director and Scott Uhlich, Land Use Program Manager, for their input and signatures.*

The next quarterly meeting of the SCCAC is proposed for some time in August 2003. The final date will be established at a later date.

Motion to adjourn: Greg Harless

Seconded: Mel Jones

Meeting adjourned 11:50 A.M.

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Soil Classifiers Certification Advisory Committee (SCCAC) Minutes of the 24th Meeting

Thursday, February 20, 2003

Presiding: Tim Allee, Chairman, called the meeting to order at 9:12 A.M.

Members Attending: Tim Allee (Chairman), Dr. Sam Asady, Tim Kring (Vice-Chairman), Robert Wilkes, Mel Jones, Dr. Lewis Rogers, Dr. Mark Latimore and Greg Harless (Secretary) A quorum was achieved.

Guest: Mr. Scott Uhlich, DHR Land Use Program Director

The 24th meeting of the Soil Classifiers Certification Advisory Committee (SCCAC) was conducted in 16th floor conference room at 2 Peachtree Street, NW, Atlanta, Georgia.

- The first order of business was discussion of the minutes of the November 6, 2002 meeting. Opportunity was afforded the members to read those minutes. Motion to approve the minutes by Mel Jones, Seconded by Tim Kring. Approved by unanimous vote.
- The agenda for the current meeting was also approved.
- Chairman Tim Allee welcomed Scott Uhlich as our guest.

OLD BUSINESS

- ***Greg Harless, Secretary***, reported to the Committee that three current SCIT candidates sat for the examination in Rome December 12, 2002. The SCIT candidates sitting for the test and requesting Committee approval were:

  1. Michael **Josh Fox**
  2. Wallace **"Wally" Mentel**
  3. **Keith Harris**

  Dr. West administered the exam at the Rome District Office. All three candidates passed.

→ Motion to approve for SCIT status by: Dr. Sam Asady, Seconded by: Tim Kring
Motion carried by unanimous vote.

- ***Chairman Tim Allee*** opened discussion of the matter of the reminder notification to all soil classifiers of the minimum DHR standards for proper procedures for map quality for soil evaluations. The sample letter produced by Greg Harless was included in the discussion. It is noted that the letter needs to be more specific and detailed. The main issues presented by members Tim Kring and Dr. Sam Asady were concerns about the accuracy and number of borings per site and plagiaristic mapping practices of some classifiers; and the types of boring, probing, core or drilling devices used by some others respectively. Tim Allee suggests that when the Committee informs soil classifiers of the acceptable method and hardware for borings, anyone who wants to use something different, must present it before the SCCAC. Extended discussion followed with a general Committee consensus that key wording changes must be made to the letter as follows:
  1. Soil borings must be evaluated on site. No boring samples to be transported back to the office by "in-training" personnel for consultation with the Soil Classifier.
  2. Only qualified personnel approved by DHR must classify soil.
  3. Mechanical hollow-core augers that disturb soil structure are inadvisable and not approved by DHR.
  4. Persons not meeting DHR approval shall not classify soils.

  ⇨ ***Chairman Allee*** proposed that DHR (i.e. Jeff Gary and/or Scott Uhlich) draft a letter to all Environmental Health Personnel advising to better scrutinize the quality of soil investigation reports before accepting them. Advise to stop accepting substandard reports.

- **Scott Uhlich** reported to the Committee the deliberations to date of the newly formed Soils Sub-Committee.

  Mr. Uhlich's report included topics such as, 1.) Changing Manual Section "C" Suitability Codes from the present format into simply "A, B, C, and/or D" with explanatory text provided by the soil classifier, 2.) More distinct depth measurement details for borings with regard to depth to first gray mottles for instance, and 3.) Soil classifiers should refrain from suggesting any specific type of disposal system or alternative system that might work in a particular soil situation. Conflicts can arise when soil classifiers recommend that an alternative system may be suitable for HELENA soil series. Environmental Health personnel generally prohibit any type of disposal system in HELENA soils. Mr. Uhlich asserted that DHR does not sanction any soil classifier or Environmental Health Specialist trying to justify use of an alternative or advanced treatment system in an attempt to upgrade an UNSUITABLE SOIL to MARGINALLY SUITABLE. After discussion, Mr. Uhlich proposed that possibly "suitability codes" should be abolished completely.

NEW BUSINESS

- **Andrew R. Holzemer, SCIT Candidate** has submitted application documents for consideration by the SCCAC for approval as SCIT.

→ Motion to approve for examination moved by: Dr. Rogers, seconded by: Dr. Asady

Discussion: Tim Kring advised the Committee that Mr. Holzemer's application disclosed that while working for Robert Kendall, DHR Certified Soil Classifier, he has transported soil samples back to the office to review with Mr. Kendall. Tim Allee, Tim Kring, and Sam Asady agree that Mr. Holzemer is qualified to sit for the examination to become an SCIT but this Committee will advise that he must spend the requisite amount of time side-by-side in the field on site with his mentor.

→ **Motion to approve for examination carried by unanimous vote.**

NOTE: Letter notifying Mr. Holzemer of approval to sit for examination, per Committee instructions to the Secretary must include a warning about the DHR prohibition on the practice of bringing soil samples from the field to the office for consulting with his employee/mentor Robert Kendall. Letter must be cc: to Robert Kendall.

- **Charles Grantham, SCIT** submitted documents petitioning the Committee for consideration for full Certified Soil Classifier status.
  Mr. Grantham provided documentation of completion of four (4) years field experience under the DHR program.

→ Motion to approve full certification moved by: Mel Jones, seconded by: Dr. Latimore.

Discussion: Chairman Allee, upon suggestion of Bob Wilkes, informed that the approval notification letter should include an advisory to keep map scale within the 1:10 to 1:100 range as required in the DHR Manual. The letter also must include a stipulation that Mr. Grantham must provide a copy of the next map he produces to illustrate that he is using the proper map scale range.

Motion to approve for full certification carried by unanimous vote.

The SCCAC secretary is instructed to issue letter of certification, a certificate and order an official stamp to be provided to Mr. Grantham.

FUTURE BUSINESS

The next meeting date is tentatively set for Thursday, May 8, 2003 @ 9:00 A. M.

→ Motion to adjourn by: Bob Wilkes, seconded by: Greg Harless

Meeting adjourned by Chairman Allee at 12:00 NOON.

Jim Martin, Commissioner
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Soil Classifiers Certification Advisory Committee

Minutes of the 23rd Meeting
Wednesday, November 6, 2002

Presiding: Tim Allee, Chairman, called the meeting to order at 9:15 A.M.

Members Attending: Tim Allee (Chairman), Dr. Larry West, Dr. Sam Asady, Tim Kring (Vice-Chairman), Robert Wilkes, Mel Jones, and Greg Harless (Secretary) A quorum was achieved.

Guest: Mr. Scott Uhlich

The 23rd meeting of the Soil Classifiers Certification Advisory Committee (SCCAC) was conducted in room 41-H of the 41st floor at 2 Peachtree Street, NW, Atlanta, Georgia.

- The first order of business was discussion of the minutes of the August 1, 2002 meeting. Opportunity was afforded the members to read those minutes. Motion to approve the minutes by Larry West, Seconded by Mel Jones. Approved by unanimous vote.
- Chairman Tim Allee welcomed Scott Uhlich as our guest.

The Chairman yielded the floor to Mr. Uhlich to discuss DHR issues still pending.

OLD BUSINESS

Mr. Uhlich advanced these issues:

- Opened discussion concerning the pending formation of a sub-committee to examine DHR proposed revisions to the Manual Sections "C" and "H". He submitted the name of Walter George as an added certified soil classifier to round out the sub-committee. Mr. Uhlich reminded this Committee that the main topics of concern are the wording of the soil suitability codes, details of specific horizon perc rates, and more narrow ranges of depth indicators to restrictive layers.
- SCIT work experience and training prior to finish of education should be considered, on a case-by-case basis, toward four-year total required for full certification. Some mechanism to verify the quality of the work/training time prior to degree completion.
- DHR asserts that the Manual wording pertaining to SCITs does not provide for training under a P.E. or P.G. It expressly states that they must train under a CERTIFIED soil

classifier. Therefore, all future approved SCITs should be mentored by DHR certified soil classifiers. The Department may, however, entertain revision to the Manual to allow training under P.E.s and P.G.s in the future.

- Scott advised the Committee to move to rescind the decision, approved at the August 1, 2002 meeting to be effective July 1, 2003, to prohibit SCIT's training experience prior to completion of education.

→ **Motion** by Mel Jones to re-open the issue of training prior to completion of educational requirements. **Seconded** by Bob Wilkes.

Motion: Committee consensus that we must establish a protocol for acceptable field training prior to completion of an SCIT's education and to reverse the prohibition previously imposed by the SCCAC at the August 1, 2002 meeting. **Motion carried by unanimous vote.**

MISCELLANEOUS DISCUSSION

> Tim Kring proposed that DHR send a notice to ALL soil classifiers to firm up soil boundaries when mapping. Proper mapping is not just four borings per acre with notes. Mr. Kring also mentioned that pedons should be evaluated on site and not by taking samples back to the office.
> Tim Allee promoted that the Committee draft a letter to DHR to advise to issue a "refresher" notice of the minimum mapping requirements.
> Mel Jones brought up the question of the SCCAC's legal counsel as provided by DHR. The Committee agreed that we need the presence of the attorney member. Although the Committee recognizes that the DHR legal staff has multiple responsibilities, meeting with the Committee once a quarter should be feasible.
> Dr. West voiced the need for representative of the SCCAC to attend DHR Technical Review Committee meetings to defend our Committee's interests.
> Robert Wilkes discussed the need for P.E.s and P.G.s to maintain field notes.

OLD BUSINESS continued

Certification Reviews PENDING

1. Vaughn Berkheiser, SCIT petition for full certification.

Greg Harless, secretary, resubmitted the case file of Vaughn Berkheiser for consideration for full certification with credit for one full year of experience based upon advanced degree (PhD Soil Science). A letter to Mr. Berkheiser from former Land Use Program Director, Ade Oke, indicated that DHR would grant a reduction in the training period based upon his advanced degree. The letter, dated July 20, 1998, was issued after the inception of the new State Office promulgated Rules for On-Site Sewage Management Systems (February 20, 1998) and predates formation of the SCCAC. Tim Kring suggested that it would benefit the profession to grant Mr. Berkheiser certification.

Motion by Dr. Larry West, **seconded** by Tim Kring, to forward a letter to Mr. Berkheiser advising him that full certification will be granted effective April 25, 2003 based upon the existing correspondence from Ade Oke.

Discussion: Chairman Allee required a notation to the record, and included in the letter to Mr. Berkheiser, that the reduction is only on the basis of the pre-approval letter per Mr. Oke.
Motion passed by unanimous vote.

2. Robert D. Smith, SCIT petition for consideration for full certification.

Mr. Smith's case file was reviewed and minimal discussion followed related to resolution of questions about his field experience and training acquired under several different supervisors.
Motion to approve by Dr. West, **seconded** by Dr. Asady, to grant full certification effective immediately. **Motion passed by unanimous vote.**

3. Boyd Rogers, SCIT petition for full certification.

Mr. Rogers' case file was reviewed. No discussion followed.

Motion to approve by Dr. West, **seconded** by Dr. Asady, to grant full certification effective immediately. **Motion passed by unanimous vote.**

NEW BUSINESS

- Tentative date for next new candidate examination set for December 12, 2002. Possible location for testing will be at the Rome District Office.
- One candidate, **Josh Fox**, remains pending to sit for the exam. Secretary instructed to notify Mr. Fox of the date, time and location of the exam.
- With regard to on-going problems and complaints about the quality of soil reports, Dr. West recommended sending copies of the pages from the Manual Section "C" to accompany a letter to all soil classifiers reminding them of the minimum standards.
- Proposed SCCAC ex-officio members to the TRC, as agreed by consensus of the Committee, are: Dr. Larry West and either Tim Allee or Mel Jones depending upon their availability.

→ The next meeting date set for 9:00 A.M., Thursday, February 20, 2003. Meeting location to be at DHR State Offices, 2 Peachtree Street, NW, 16th Floor, Atlanta, GA.

Meeting adjourned 12:00 Noon.

Jim Martin, Commissioner
Kathleen E. Toomey, M.D., M.P.H., Division Director
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Soil Classifiers Certification Advisory Committee

Minutes of the Meeting
Thursday, August 1, 2002

Presiding: Tim Allee, Chairman, called the meeting to order at 10:05 A.M.

Members Attending: Tim Allee (Chairman), Dr. Lewis Rogers, Dr. Larry West, Tim Kring, Mel Jones, and Greg Harless (Secretary). A quorum in attendance.

The 22nd meeting of the Soil Classifiers Certification Advisory Committee (SCCAC) was conducted in the 16th floor conference room at 2 Peachtree Street, NW, Atlanta, Georgia.

- The first order of business was discussion of the minutes of the April 25, 2002 meeting. Opportunity was afforded the members to read those minutes. Mel Jones noted two minor grammatical corrections were needed. Motion to approve the minutes by Mel Jones, Seconded by Tim Kring. The April 25, 2002 minutes were approved by unanimous vote.
- The current agenda was approved.

OLD BUSINESS

- **Kevin Smith (SCIT)** has appealed for follow up review of his previous petition to the Committee for upgrade to full Soil Classifier with consideration of his in-training time acquired under a certified Soil Classifier while completing his education. His appeal includes a thorough outline of the chronology of his full time and part time experience including a chart to translate the part time to full time equivalency. The appeal correspondence also referred the Committee to previous meeting minutes as proof of a precedent to reconsider.

Tim Allee led committee members in discussion of the dilemma of fairness in determining certification based upon differing levels of training and experience acquired by SCITs. How best can we apply that information on a case-by-case basis to avoid the stigma of arbitrary judgment while attempting some standardization. Dr. Rogers proposed dealing with this type of circumstance case-by-case, as the SCCAC has historically, for the present but resolve to

set a cut-off date by 2004. At that time, set a hard and fast rule to no longer spread the in-training time across the before and after degree completion timeline with no exceptions. Dr. West suggested that the Committee recognize that because of some confusion over the order of the experience and education requirements as they should be applied, the Committee should change its stance after reviewing previous motions from the minutes of previous meetings.

Motion by Dr. West, seconded by Mel Jones that any individual requesting status as a Soil Classifier in Training shall not be granted credit for work experience received prior to completion of all educational requirements unless they are approved as an SCIT prior to July 1, 2003. Motion approved by a vote of 5 yeas and 1 nay (no vote on behalf of DHR by Greg Harless). Correspondence is forthcoming informing all certified soil classifiers of the new policy and an advisory to direct existing SCITs desiring to benefit from the "grace period" to act before the deadline.

Certification Applications Pending

- **Kevin Smith (SCIT) – full certification candidate.** Petitioned the Committee for upgrade to full certification**.**

  Motion to approve by Dr. West, seconded by Dr. Rogers. Committee voted to fully certify by a vote of 5 yea with 1 abstention (Tim Kring). Motion carried. Secretary instructed to issue letter of approval, official stamp and certificate.

- **Darrell Leach – full certification candidate.** Application for full certification pending from April 25, 2002 meeting.

  Applicant satisfactorily complied with request to provide documentation of Pedology course education and training equivalency through employment experience with NRCS. Motion to approve by Mel Jones, seconded by Dr. West. Motion to approve and certify carried by unanimous vote. Secretary instructed to issue written notice of approval, official stamp, certificate and advise to provide proof of professional liability "errors and omissions" insurance coverage and to provide the SCCAC with examples of his first five Level Three soil investigations. Correspondence also to include caution that soil investigation work for on-site sewage systems under the DHR Manual is of a different nature than typical NRCS surveys.

- **Otu Onofiok – full certification candidate.** Application for full certification pending from April 25, 2002 meeting.

  Applicant successfully complied with request to submit a narrative outline to explain his experience teaching soil evaluation while representing the Nigerian Ministry of Agriculture at a State or Provincial post. The Committee accepted the information that the teaching assignment included hands-on field studies experience similar to NRCS. Motion by Dr. West to approve, seconded by Dr. Rogers. Motion to approve for certification carried by unanimous vote.
  Secretary instructed to include in approval correspondence notations of deficiencies in existing soil mapping samples and to submit proof of professional liability "errors and omissions" insurance coverage as well as examples of DHR Manual standards Level Three soil investigations. Secretary also will issue official stamp and certificate.

- **<u>J. Shannon Hudgins</u> (SCIT)- full certification candidate.**

  Requested consideration for full certification in light of completion of his four years in training effective June 9, 2002. Committee confirmed that his case file shows all is in order for full certification at this time.
  Motion by Greg Harless to approve certification, seconded by Tim Kring. Motion to grant certification carried by unanimous vote. Secretary instructed to issue approval letter, official stamp and certificate.

- **<u>Kyle White</u> (SCIT) – full certification candidate.**

  Provided documentation asking for upgrade full certification status effective October 1, 2002. His four years time "in-training" will be complete at that time.
  Motion by Dr. West to approve as requested, seconded by Greg Harless. Motion carried by unanimous vote. Secretary instructed to issue approval letter. Official stamp and certificate to be forwarded on or about October 1, 2002.

- **<u>Sean Cory Taylor</u> - full certification candidate**. Application packet submitted.

  General discussion – The Committee recognizes that Mr. Taylor has varying experience as an independent contractor doing wetland delineations with an engineering firm as well as soil classification for Dennis Gay, DHR certified soil classifier. His contract work, apparently as a sub-contractor under the governance of his own company, does not provide any verification of training under proper supervision as the DHR Manual stipulates.
  Secretary instructed to forward letter to the candidate asking for documentation of full-time supervision while under contract with the engineering firm and the certified soil classifier Dennis Gay. Upon receipt of affidavits from the said parties attesting to adequate training supervision, the SCCAC will consider that information toward Mr. Taylor's total "in-training" time line.

- **<u>Michael Joshua Fox</u> - SCIT candidate**. Application packet submitted.

  Motion by Dr. West to approve for testing, seconded by Mel Jones. Motion for approval to sit for the next scheduled examination carried by unanimous vote. Secretary to provide written notification of Committee approval to sit for the next examination. Candidate will be informed of the date, time and location of the test when that information becomes available.

  Chairman Tim Allee recessed the Committee to lunch. (12:10 P. M.)

- **<u>Soil Classifier In Training and/or New Applicant Field Examination (PROPOSED)</u>**

  Tabled for future consideration.

- **Standardized Complaint Reporting Form Cover Sheet**

  The standardized operating and complaint reporting procedures forms were previously presented by Tim Allee, reviewed by the Committee and approved for use. The new document Mr. Allee offered today is the standardized cover sheet to accompany the procedures and complaint reporting form.
  Discussion ensued, led by Mel Jones, centered on an issue of whether or not the complainant can be a homeowner or must it be the local Environmental Health Specialist who reports? The consensus was that the local Environmental Health official would receive and process complaints involving soil classifiers pursuant to Section II of the Soil Classifiers Certification Advisory Committee's Policies & Procedures for Complaint Investigations.
  Motion by Dr. West to approve the new reporting cover sheet, seconded by Mel Jones. Motion carried by unanimous vote.

  → Dr. West proposed production of a quarterly newsletter provided to all Soil Classifiers and Environmental Health professionals in Georgia to include information noting outstanding complaints filed against Soil Classifiers to include Engineers and Geologists. Minimal discussion followed. Greg Harless stated that DHR would take the proposal under advisement.

- **June 2002 Soil Classifier Examination Results**

  Two candidates sat for the exam on May 24, 2002. Both applicants passed.

NEW BUSINESS

DHR Issues

1. DHR proposes revisions to the "C" Section of the Sewage Manual "Suitability Codes". The purpose is to clarify and update the information and specifically to address wording that strictly states in some cases that a particular soil type is "unsuitable for absorption fields". DHR takes the position that the option should always be indicated for alternative systems where applicable. One proposal forwarded suggested omitting the codes altogether and relying upon a so-called customized suitability narrative by the soil classifier. A new shallow system paradigm for heavy but well structured Bt horizon clays was also discussed. General discussion occurred surrounding several issues associated with the use and misuse of the suitability codes for particular soil types.
2. Discussion was opened concerning DHR request that the SCCAC appoint two Committee members to work with DHR staff to revise Sections "C" and "H" of the Sewage Manual. The SCCAC and DHR representatives would address the issues of the "Suitability Codes"; and "Fill" specifications and evaluation for those cases where area fill would be utilized for example. Dr. Larry West and Tim Kring volunteered to serve as representatives from the SCCAC.
3. The Committee was also petitioned by DHR to address an on-going proposal that will require soil investigation reports to include predicted percolation rates for every horizon level within the 72 inch Pedon evaluated.

Discussion followed that ranged from revisiting of the dubious nature of so-called Level 4 investigations to and including what is appropriate intensity for minimum Level 3 studies and how this proposal relates. Tim Kring explained that it would create massive spreadsheets of data per boring considering multiple borings per map units on a large tract of land that would be overwhelming an only lightly understood or deciphered by the local Environmental staff. Chairman Allee suggested that the new proposed sub-committee could hammer out the details. Dr. West suggested a compromise of indicating the percolation rates for a typical horizon in the vertical column restricted to the area from the surface to the recommended depth of installation only.

4. DHR questions the validity of SCITs working and training under Professional Engineers and Geologists who are registered with the Department as Soil Classifiers. DHR maintains that is not valid as the Manual for On-Site Sewage Management Systems demands that SCITs must be trained under the direct supervision of a "Certified" Soil Classifier. P.E.s and P.G.s are not "Certified" by DHR.
   Discussion ensued. Chairman Allee led discussion that included a reiteration of the Committee's history of approving SCITs to train under DHR "Registered" P.E.s and P.G.s to allow the SCCAC and DHR to maintain contact and facilitate monitoring SCIT training and development. It is better to have awareness of the training activity of the SCIT than to be petitioned to grant full certification status to an individual who may or may not have had the benefit of guidance provided by DHR and the Committee. Scott Uhlich, DHR Land Use Program Director, will be invited to the next meeting to clarify the DHR position.

   → The Secretary, Greg Harless, informed the Committee of a renewed request from **Vaughn Berkheiser, Ph.D., SCIT** that the SCCAC grant a one-year reduction to the four-year in-training requirement due to his advanced degree. In his letter of request, he noted the existence of a letter, dated July 20, 1998 from former DHR Land Use Program Director Ade Oke, stating that DHR would recognize one year of equivalent field experience based upon his advanced degree.
   During discussion the consensus was established that since Mr. Oke's letter predates the inception of the procedures and policies of the SCCAC, before a decision is reached, we will seek the advise of DHR legal counsel.

FUTURE BUSINESS

Dr. Rogers addressed the issue of the continued lack of cooperation and understanding between the Professional Engineers and Geologists and DHR certified soil classifiers by suggesting that the Committee invite a representative of Professional Geologists and Engineers to a meeting to begin a communication bridge.
The Committee consensus is to invite individuals representing those disciplines to a near future meeting.

Next Meeting Time and Date – 9:00 A. M., November 6, 2002

Motion by Greg Harless to adjourn, seconded by Mel Jones.

Chairman Allee adjourned the meeting at 4:25 P. M.

Jim Martin, Commissioner
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Soil Classifiers Certification Advisory Committee

Minutes of the Meeting
Thursday, April 25, 2002

Presiding: Tim Allee, Chairman, called the meeting to order at 10:12 A.M.

Members Attending: **Tim** Allee (Chairman), Dr. Lewis Rogers, Dr. Larry West, Robert Wilkes, Mel Jones, and Greg Harless (Secretary) A quorum in attendance.

Guest: Mr. Elmer Creighton

The 21st meeting of the Soil Classifiers Certification Advisory Committee (SCCAC) was conducted in the 16th floor conference room at 2 Peachtree Street, NW, Atlanta, Georgia.

- The first order of business was discussion of the minutes of the February 7, 2002 meeting. Opportunity was afforded the members to read those minutes. Motion to approve the minutes by Larry West, Seconded by Lewis Rogers. Approved by unanimous vote.
- Chairman Tim Allee welcomed Elmer Creighton as our guest.

The Chairman proposed discussion of old business before reviewing new applications.

OLD BUSINESS

- The scheduling of the next Soil Classifier Examination was discussed. The date as recommended by Dr. West was set for Friday, May 24, 2002. The exam to be administered at the UGA Soil Sciences Building in Athens. An information review was scheduled for 9:00 A. M. with testing to begin at 1:00 P.M. Dr. West advised that he might not be available to administer the exam. In that case, Dr. Latimore may cover for an alternative May 31, 2002 test date.
- Tim Allee brought up the issue of the field review as a part of the examination for SCITs. Discussion ensued concerning questions about the experience of the candidates for full certification also indicating a need to incorporate a field "test" for all examinees. Final decision tabled until the full membership can be canvassed for comment. Dr. West agreed to put a proposal in writing for review by the full SCCAC membership and DHR.
- Legislative update included discussion of recent House Bill 1237 and Senate Bill 398. Neither became law. Synopsis main concerns is that the definition of a soil classifier and

CEU requirements remain status quo and no new soil classifier licensing board under the office of the Secretary of State will be created.

- Greg Harless reported on the revisions to the Official Stamp and provided examples of the new look. The Committee was informed that new stamp dies and inkpads have been issued to all currently certified soil classifiers. Discussion, led by Mel Jones, included the question; "Do the stamps need to indicate an expiration date for certification similar to that as noted on Notary Public stamps?" Greg Harless advised that DHR could see no rationale for that.

  >On a related note, the occurrence of multiple certification numbers for some soil classifiers was explained. No classifier actually has more than one certification. It is simply a matter of the database computer assigning a new number automatically when a new entry is included for a classifier's additional satellite office. Classifiers request that DHR include any auxiliary offices on the official lists that are disseminated to the Districts.
- Tim Allee informed the Committee that the complaint procedure form, that he has been developing, would be forthcoming in the near future. Scott Uhlich has approved it to date. A front cover sheet will be added as a complainant name, address, and etc. identifier.
- Bob Wilkes revisited the issue of the soil classifiers providing field notes with their Level 3 reports. Classifiers should be reminded to do so, as it is not in general practice. The field notes should also accompany complaint forms. Tim Allee will add a notation about field notes onto the complaint procedural form.
- Mel Jones commented that the CEU reporting form should include wording to advise classifiers to submit copies of documentation of attendance to training events.

  >Related discussion, question by Mel Jones, if the SCCAC should consider reducing the CEU hours required to less than 40 hours. Dr. West agreed to submit a written proposal for a reduced CEU protocol.

NEW BUSINESS

Certification Application Review

1. **Elmer Creighton** has asked for consideration for full certification. Greg Harless opened the discussion by observing that Mr. Creighton's transcripts show a total of only 10 semester hours of soils courses. The DHR rule requires a minimum of 15 semester hours. Mr. Creighton requested allowance for course work at Clemson University while working toward a Chemical Engineering degree. He asserts that the courses are similar.
   Mr. Creighton contends that Soils Hydrology and Quantitative Soil Chemistry courses, shown in transcripts, are sufficiently related. The Committee disagreed.
   The candidate's fieldwork experience has been with Woodruff & Howe Environmental Engineering and Ahlberg Engineering beginning in September 1991.

Greg Harless stated that DHR will take under advisement a Committee recommendation for certification or submission of a request by Mr. Creighton for variance from the Rules but cannot guarantee final approval.
Tim Allee asked for recommendations from the members. Dr. West vouched for a two-hour surveying course in Mr. Creighton's transcripts as acceptable for a total of 12 hours.

Dr. West recommended that Mr. Creighton consider taking a three- (3) hour soils course, via distance learning for expediency from an institution like NC State University for example, to submit for further consideration. Discussion ensued. The Committee agreed and tabled his certification for the present.
Mr. Creighton expressed his disappointment with the SCCAC's decision and stated that the restrictive nature of the certification process makes it difficult for individuals to get into the business. Tim Allee explained that it is the intent of the Committee to review all cases in a consistent manner. More discussion. Mr. Creighton advised that in his work with both engineering firms, he has used USDA soil taxonomy, Munsell color charts in producing standard Level 3 soil analysis and has been involved in >165 soil studies in 25 counties in Georgia including commercial, residential, individual and subdivision work. He has also done wetlands delineation studies and etc. He has worked with and been supervised by both heads of the engineering firms who are registered with DHR as soil classifiers.
Chairman Allee cites only 11 months field experience toward the four-year certification requirement and the 12 hours soils education issue.
The Committee instructed the Secretary to issue a letter to Mr. Creighton advising him of the need for additional field experience (3 yrs. & one month) and an additional three-hour soils course to be granted further consideration for certification.

- Dr. West suggested the Committee go into "executive" session in future when we discuss an individual's credentials for certification when that individual is present as a guest. Discussion.

2. **Otu E. Onofiok** requested review of his credential for full certification.

   Upon review of his file, the only item in question is his field experience that appears to be restricted to teaching.
   Greg Harless explained that Mr. Onofiok served as the Director of the Land Use Program at the State level for the Nigerian Ministry of Agriculture. He worked out of a land development office. Dr. Rogers volunteered to get some clarification on a similar situation from a Dr. Ambrose at South Carolina State University.
   The Committee requests clarification of what the field evaluations for the Nigerian Ministry of Agriculture actually consisted of. Was it Mapping, Interpretation and actual naming of Soil Series?
   Motion by Dr. Rogers, seconded by Dr. West to approve Mr. Onofiok to sit for the exam. Approved by unanimous vote of the Committee.
   Dr. West discussed Otu's 1995 to 1998 oversight of a land development program in the Local State in Nigeria. He actually worked in field assessment and evaluation of land development from 1992 to 1995.
   The Committee instructed the Secretary to issue a letter to Mr. Onofiok advising that he is approved to sit for the exam; and clarification is needed with regard to his field experience in Nigeria.

Chairman Allee recessed for lunch at 12:00 NOON.

Chairman Allee reconvened the Committee at 1:00 P.M.

New Applicants continued

3. **Darrell E. Leach** requested consideration for full certification as a soil classifier.

Review of Mr. Leach's file found him fully qualified with the exception that college transcripts do not indicate a class in Pedology. Mr. Leach's field experience mapping soils dates back to 1981.
The Committee instructed the Secretary to issue a letter to the candidate asking that he compile a listing of all total formal training hours accrued through SCS – NRCS that should equal 45 hours and could be deemed equivalent to a course in Pedology. Training hours should include Soil Taxonomy, Morphology, and Interpretation.
Motion to approve to sit for the exam forwarded by Dr. West, Seconded by Mel Jones. The Committee voted unanimously to approve for examination.

4. **Pete T. Kleto** is a candidate for full certification that has received his certificate and official stamp prior to the meeting. DHR completed the certification process, through SCCAC Secretary Greg Harless, at Mr. Kleto's request for consideration due to fairness and elapsed time concerns. All pertinent documents are in his file.
   Motion to grant official Committee certification forwarded by Dr. West, seconded by Dr. Rogers. Committee voted to approve by unanimous vote.

SCITs requesting upgrade to full classifier certification

1. **Kevin Smith** petitioned the Committee for upgrade to certified soil classifier.
   He provided a memo detailing a combined in-training time of four years however only two years and nine months are full time. The remaining one year and three months is part time training acquired prior to completion of his education. The DHR Manual requires all in-training time to be full time.
   Certification is tabled and the Secretary was instructed to issue a letter reminding Mr. Smith that the SCIT training clock starts after completion of one's education.
2. **Eric Hamilton** asked the Committee to consider him for upgrade to fully certified soil classifier status. Mr. Hamilton's SCIT training began in May 1998.
   Motion to approve forwarded by Dr. Rogers, Seconded by Dr. West. Approved as Certified Soil Classifier by unanimous vote.
3. **Vaughn Berkheiser** requested consideration for upgrade to fully certified soil classifier. Mr. Berkheiser wants his in-training time requirement reduced by merit of his possession of an advance degree (Ph.D.). Established policy of the SCCAC does not recognize advanced degrees for reduction in the four-year work/training timetable.
   The Secretary was instructed to issue a letter stating that his upgrade is denied and his time in-training to date is one year and 11 months based upon an April 2000 start date.

- Charles Grantham submitted a letter to the Committee to inform that he is working under labor contract for an engineering firm. He has expressed concerned that he will be disqualified as an SCIT for this arrangement.
  The Secretary was instructed to issue a letter to Mr. Grantham advising that as long as he fulfills the four years training requirement, he will maintain his SCIT status.

>Mr. Grantham's letter also included a complaint about a local Environmental Health Specialist requiring more detailed predicted percolation rate information for all horizons classified in his soil investigations. He questioned if that exceeds the minimum informational requisites for a Level 3-soil investigation.
The Committee instructed the Secretary to include in our correspondence to Mr. Grantham that although the DHR Manual does not specifically require notation of predicted perc rates for each horizon, the local authority may request any additional information deemed necessary to make an informed decision for permitting purposes.

- Greg Harless presented documents submitted by Reese Berdanier, certified soil classifier, proposing to obtain one (1) CEU/four (4) hours credit for serving as a Judge at the Northeast Georgia Science Fair. The Committee sanctioned it. The credit will be granted.
- Greg Harless presented a recommendation by Mr. Truett Kastner, Clearwater, Inc, that the DHR/SCCAC deliberate to possibly revise the Sewage Manual Section "C" to narrow the acceptable map scale range to from 1:20 to 1:40, for example, from the present 1:10 to 1:100. His issue being that it is difficult to overlay some engineer site plans on the soil classifiers smaller scale maps.
The Committee instructed the Secretary to issue a letter to Mr. Kastner reasserting that the current map scale range as stated in the Manual is satisfactory and will remain unchanged. Site plan to soils map overlay, interpolation and extrapolation are strictly matters to be worked out between business clients.

- Robert Wilkes informed the Committee that this might be the last Soil Classifiers Certification Advisory Committee meeting that he will be in attendance. In discussion with the membership, Mr. Wilkes was persuaded to delay exiting the Committee until future DHR Sewage Manual revisions are completed. His member slot will be kept open.

- Dr. West re-visited the issue of implementation of a requirement to create a more detailed "break-out" of information like perc rates for each individual soil horizon was discussed. System failure was also discussed as it relates to the need for this information. No final disposition.

The next meeting of the Committee was tentatively set for Thursday, July 25, 2002.

Motion to adjourn forwarded by Robert Wilkes, seconded by Dr. Rogers.

Chairman Tim Allee adjourned the meeting at 2:30 P.M.

Soil Classifiers Certification Advisory Committee
Georgia Department of Human Resources
February 7, 2002

Minutes

Chairman: Tim Allee called the meeting to order at 10:18am

Attending: Tim Allee (Chairman), Sam Asady, Greg Harless, Bob Wilkes, Mel Jones, Tim Kring, Mark Latimore, Jr.

Guests: Scott Uhlich, Larry Stewart, and Charles Grantham

The 20th meeting of the DHR Soil Classifiers Certification Advisory Committee was conducted at 2 Peachtree Street, NW, Atlanta, GA on February 7, 2002.

The first order of business was a discussion of the minutes of the December 3, 2001 meeting. The minutes were amended regarding the spelling of Dan Burnett's name and to correct the reference number to 4. Motion by Bob Wilkes, second by Sam Asady to approve minutes as amended; passed unanimously.

Additions to Agenda:

- ⇒ Department issues
- ⇒ Letterhead
- ⇒ Test dates
- ⇒ Documentation of CEUs submission
- ⇒ Legislative bills
- ⇒ Secretary of committee

Motion by Bob Wilkes, second by Sam Asady to amend Agenda; passed unanimously.

I. Old Business

A. Operational Procedures/Compliant Procedure

1. No response from Attorney on decertification.
2. Discussion about form to use regarding complaints on a classifiers work.
   a. Develop a form to use and circulate to counties.
   b. Develop check sheet.
   c. Proper report needs to have a complete soils report and a map.
   d. Needs to show an effort was made to resolve process: two classifiers try to resolve, the District Environmentalist reviews to try and resolve.

e. Cannot resolve difference in report, then it needs to be sent to department.

3. Complaints should be sent to the department.
4. The department can give to the committee for advice if they wish.
5. When one soil classifier questions another's report but the environmentalist is satisfied: no action. When the environmentalist determines there are conflicting reports that cannot be resolved: then it follows the procedure.
6. Scott Uhlich accepted/agreed that the procedure that has been presented in Operational Procedure is what the State Environmental Health/Department is expected to follow.
7. Department will need to continue to remind environmentalist to be sure to get complete Level 3 reports.
8. Seems Policy and Procedure is complete: need last opinion from attorney that it is alright.

Motion by Bob Wilkes, second by Greg Harless to adopt Operational Procedures as presented; passed unanimously.

B. SCIT field examination - hold for Larry West.

C. CEUs
1. Need to send out blanket letters to soil classifiers with forms, request report on CEUs be completed and to submit $400 fees for recertification.
2. Discussion of documentation of CEUs.
   a. What records to keep for audits and where.
   b. Concern is whatever documentation the classifiers have to claim their CEU credit; documentation should be sent to the department too.
   c. Conclude committee will just ask for copy of documentation be given to the committee to keep in the file at the State Environmental Health office. This is because the auditors have raised this issue on other CEU reviews.
3. Committee will change CEU form: Request documentation be submitted with forms to department.
   a. Will describe what is expected as documentation.
      i) Reading
      ii) Videos
      iii) Other CEU claims
   b. Will redraft and resubmit request to soil classifiers.
4. Recertifications
   a. Recertification information is coming in.

b. State Environmental Health is keeping databases.
c. SCIT: work examples are coming in too.
d. Concern arose about recertification of SCITs.
    i) Question need for them to pay $400 recertification. They have to work under a classifier; why pay recertification until they have 4 years experience to become full classifier.
    ii) Also question need for SCIT to have liability insurance for self; needs to be statement from their boss that they are covered, rather than personally being insured.

Motion by Sam Asady: that SCIT does not need CEU and does not need to pay $400 for recertification. Mark Latimore second. Passed unanimously.

Discussion: Continued about SCIT being charged certification fees and what about exam fee. Motion by Sam Asady to rescind previous motion, second by Bob Wilkes: passed unanimously; motion dropped.

Follow-up Motion by Sam Asady, second by Mark Latimore: SCIT does not need CEUs, and do not need to pay $400 certification fee but do need to pay $100 examination fee effective from this date forward.

Discussion: About what others that have paid $400 certification. No action taken or changes made. Motion passed unanimously.

II. New Business

A. Legislative Report and Discussion from Scott Uhlich regarding two bills of interest: 1237 and 398.

1. 1237
    a. Concern that 1237 would stop environmentalist from doing site evaluations - department would oppose that. (This is only concern with this Bill).
    b. Would be some changes to CEU hours to 15 - department okay with that.
    c. Also appears Bill would exclude NRCS workers from becoming soil classifiers.
2. 398
    a. Bill establishes soil classifiers licensing board under the Department of Human Resources.
    b. Were not able to have a board under department before - which is why our title changed to committee.
    c. Our understanding is Licensing Boards should be under Secretary of State.
    d. DHR commissioner: Responsible for the Board but the money for licensing would go to the General fund and the department would not have claim to money nor representation on the Board.

e. Are concerns geologist and engineers and environmentalist would be excluded from doing soils work.

f. Department opposes Bill because it does away with our Soils Classifiers Advisory Committee, DHR would administer but without money; does impact the department.

g. Discussion about modifying legislation.
   - i) Money needs to stay with department
   - ii) Need to allow environmentalist to do site evaluations
   - iii) Department needs to be responsible for Board and have a department member on Board.
   - iv) Some discussion about holding environmentalist to do Level 3 report - would not be possible.

Recess for Lunch 12:07 p.m.
Reconvene at 1:07 p.m.

(Continued New Business)

B. New Applications and Approvals and Tests

1. Soil classifiers: Applications reviewed
   - ⇒ Larry Stewart
   - ⇒ Pete Kleto
   - ⇒ Ros Scott

a. Larry Stewart: Motion by Sam Asady, second by Mark Latimore to approve Larry Stewart as classifier. Include in notification letter that when he does work it must be Level 3 quality as required in manual, and to send us first 5 examples of work. Passed unanimously.

b. Pete Kleto: Questions regarding NRCS maps. Decided to ask for clarification of work experience to verify 4 years full time experience mapping and interpreting soils application and request some more work examples.

c. Ros Scott: Motion by Mark Latimore, second by Sam Asady to approve Ros Scott for classifier with proof of insurance and pending completion of training effective April 1, 2002. Motion carried: Tim Kring abstained.

d. Return to discussion about Pete Kleto.
   - ⇒ Consideration about forestry mapping being applicable.
   - ⇒ Difficulty to determine if he can produce Level 3 map. Consider asking him to go back and convert a map to Level 3.
   - ⇒ Question requiring him to produce Level 3 when that person has not had that opportunity to produce Level 3.
   - ⇒ He has been consulting and teaching himself.

⇒ Are considering past, present and future experience with this approach.

Secretary's notes record Pete Kleto approved as a soil classifier and need to request first 5 samples of work - but no record of motion, second or vote.

⇒ Was still question of 1984 to present work being 60% of time mapping.

⇒ Determined to request more information: explain projects, number of acres, documentation, description of work; name dates worked, NRCS - date when to when, supervision, was this full time job or job did while had another full time job?

e. Elmer F. Creighton: Have an application, no transcript. Determine incomplete/no action.

2. SCIT Applications Reviewed
   - ⇒ Jeremy Bishop
   - ⇒ Daniel Burnett
   - ⇒ Christopher Edmonds
   - ⇒ Jay Ham
   - ⇒ Mike Henderson
   - ⇒ Brian Lucas
   - ⇒ Shaun May
   - ⇒ Erin White
   - ⇒ Clinton Hughes
   - ⇒ Brad Jones

All applicants have application, transcript, fees, ready to test: Motion by Bob Wilkes, second by Tim Kring to approve these applicants to be SCIT. They will need to develop training plan and submit it. Passed unanimously.

3. Mel Jones, Secretary for the committee, submitted his resignation as secretary effective at the end of the meeting today. Motion by Bob Wilkes, second by Sam Asady to accept resignation; motion carried.
4. Motion by Tim Kring to appoint Greg Harless new secretary at next meeting, second by Bob Wilkes; passed unanimously.
5. Letterhead: Discussion to use plain DHR letterhead.
   Motion by Greg Harless for all correspondence from committee to go out on DHR letterhead, second by Bob Wilkes; passed unanimously.
6. Stamps/Seals:
   a. Some question about new dates with the recertification and re-inking. Determined can re-ink or lockdown and use stamp pad.
   b. Discussed change in stamps since we are advisory committee; original stamps had board certified as part of stamp. Greg had

sample stamps. Conclude to have certified soil classifier around the state of Georgia with DHR in center. Greg is to look into this option of stamp design and replacing old stamps and report back to committee.

7. Training plans: Will review plans for Mike Henderson and Brian Lucas, at next meeting.
8. SCIT examples of work: Will review at next meeting.
9. Need to send a letter to classifiers to notify them we have deadlines prior to the tests for them to be advised and share with others.
10. Next test date: Let Larry pick his date May or June.
11. Confirmation letters: Sam Asady and Lewis Rogers got theirs. Mark Latimore has not received his appointment letter. Defer to Greg to expedite getting letter from DHR Commissioner to appoint Dr. Mark Latimore.

Next meeting set for April 17th 2002 (this date was changed to April 25, 2002)

Miscellaneous

A. Mr. Grantham talked to the committee: Desire to work under engineer. Concluded for him to send us his request and then send training schedule.
B. Was some question about engineering training: To do soils work. We determined we could not address.

Motion by Bob Wilkes to adjourn, 2nd by Sam Asady.

Soil Classifiers Certification Advisory Committee
Georgia Department of Human Resources

December 3, 2001

Minutes

Vice-Chairman: Tim Kring called the meeting to order at 10:10am

Attending: Tim Kring (vice-chairman), Greg Harless, Bob Wilkes, Dr. Lewis Rogers, Dr. Larry West, and Mel Jones

The 19th meeting of the DHR Soil Classifiers Certification Advisory Committee was conducted at the Plant Sciences Building at the University of Georgia campus in Athens, Georgia.

The first order of business was a discussion of the minutes of the October 30, 2001 meeting. The minutes were amended with spelling corrections to Dr. Rogers and Boyd Rogers. Motion by Dr. Larry West, 2nd Dr. Lewis Rogers to approve minutes as amended; passed unanimously.

I. Old Business

A. New Applications:

Discussed 4 applicants: Shaun May, Erin White, Jeremy P. Bishop and a Mr. Barnett.

1. Shaun May: has graduated with degree, so he has the education and experience to test for S.C.I.T.
2. Barnett is an employee of Sam Asady. His packet has started at State Environmental Health Office but is not complete.
3. Erin White: need application and fee submitted to State Environmental Health Office.
   a. Motion by Larry West to tentatively approve Erin White, Shaun May and Barnett to take the exam provided they get completed applications and fees and appropriate information submitted and reviewed by 2 members of the committee and then there will be a full review by the committee at the next meeting. 2nd by Dr. Lewis Rogers. Discussion: Greg will contact applicants, review packet, FedEx to Tim Kring, he will review and send back. Greg to notify Dr. West by December 12th regarding status and approval to test. Review of application to include: education, 3 months experience, $500 fee, references (hopefully 5); should have everything but examples of work and liability insurance. Will eventually need Code of Professional Ethics. Passed unanimously.

b. Jeremy P. Bishop: motion by Dr. West, 2nd by Bob Wilkes to approve Mr. Bishop to take examination. Discussion: A letter needs to be sent to Mr. Bishop to submit $400 to complete application packet. Passed unanimously.

c. Motion by Bob Wilkes that applications for S.C.I.T. and Soil Classifiers be submitted by October 1st or April 1st each year for exam in that quarter. 2nd by Larry West. This is to give some dead line for applications, and will coordinate with our plan to meet quarterly and give the test in December and May. Passed unanimously.

B. Operating Procedures: still waiting on a response from Scott Uhlich.

C. CEU application forms: form had been modified by Larry West to include who to send the form to as approved at last meeting. Upon further review it was determined that there needed to be a line that detailed a "total" number of CEU's being submitted. Modifications were made.

1. Larry will give a copy to us, and give out at the Soils meeting today.
2. Greg Harless will send the CEU form out to Certified Soil Classifiers.

II. New Business

A. CEU Approval Process: will receive the form at State Environmental Health and put in the classifier's file. Instruct them to keep their notes from attendance at training in case of audit. Greg will review to be sure applicants have the required hours.

B. Re-Certification: must submit the CEU form and the $400 for re-certification. If the total hours are present and fees are paid they get re-certified. Conclusion: Greg will send out CEU form to Certified Soil Classifiers as soon as possible. He will request they resubmit with CEU information by December 31st and they will be informed of any discrepancies. They will also be notified to submit $400 as their re-certification due date comes up based on 2 years from their initial certification. For many that will be February 20, 2002.

Next meeting set for February 7th 2002 (Thursday) at 2 Peachtree Street in Atlanta. This is to review progress on CEU applications and re-certification.

Motion by Larry West, 2nd by Bob Wilkes to adjourn, time 11:35am.

Soil Classifiers Certification Advisory Committee
GA Department of Human Resources
October 30, 2001

Minutes

Chairman: Tim Allee called the meeting to order at 10:04 am.

Attending: Bob Wilkes, Dr. Larry West, Dr. Sam Asady, Greg Harless, Mel Jones, Tim Allee, Dr. Lewis Rogers, and Tim Kring

The 18th meeting of the DHR Soil Classifiers Certification Advisory Committee was conducted at 2 Peachtree Street NW, Atlanta, GA on October 30, 2001.

The first order of business was discussion of minutes of July 10, 2001 meeting. The minutes were amended regarding Larry Stewart being approved to take the next test as a Soil Classifier rather than a Soil Classifier in Training. Motion made by Larry West, 2nd by Bob Wilkes to approve minutes as amended; passed unanimously.

I. Soil Classifier Applications

A. Letter received from Boyd Rogers requesting review of his application to know when he will have met requirements to be a Soil Classifier. Conclusion: his file is complete and with continued full time employment he will complete his S.C.I.T. in January 2003 and obtain his 4 years experience. A letter will be written to confer this information to Mr. Boyd Rodgers.

B. Request from Daniel McCraken and Brent Hall to be considered as certified Soil Classifiers. Applications and information were reviewed. Motion by Larry West and second by Bob Wilkes to approve as Soil Classifiers; passed by unanimous vote. Confirmation letters will be sent. (must clarify fee status for certification)

C. Charles Grantham had requested consideration of some work experience and work plan as credit for his 4 years. Conclusion: Mr. Grantham has 2 years 10 months experience; and we need an affidavit from employer Jim Lathem to acknowledge accumulated work time to determine any additional time towards the 4 years total as a Soil Classifier. A letter will be written.

II. Soil Classifier in Training Reviews

A. Discussion arose about how much experience an individual needed before they could request to take the Soil Classifiers examination. Larry West knew of 2 workers this would apply to. Motion by Larry West, second by Sam Asady to allow individual to take test after 3 months experience. Discussion: Applicant must have 6 months experience to be S.C.I.T. and an application must come through the Advisory Committee for initial review and approval for test. Passed unanimously.

B. A letter to Soil Classifiers will be sent to acknowledge status of employee regarding S.C.I.T. with 6 months experience and approval of the Committee.

C. Applications from:
Mike Henderson, Brad Jones, Brian Lucus, and Christopher Edmonds were reviewed for examination. Motion by Bob Wilkes, second by Tim Kring for them to take the examination. Passed unanimously with Larry West abstaining. Notice will be given to attend examination.

D. Committee discussed the desire and reached consensus to have the classifier application put on the web page.

III. Operating Procedures:
Tim Allee reported they have been given to Scott to have them reviewed by the Department. We are waiting for his response. Scott may have an issue to discuss: will have to see if he can come talk to us at next meeting.

IV. Policy and Procedure:

A. De-certification: Department makes determination to decertify. The Classifiers Advisory Committee is a technical advisor to make recommendations regarding disciplinary action if asked by the Department.

B. Complaint procedure: may need to review process. Complaints should be resolved at lowest level possible and then proceed up the chain of command: County, District, State.

V. Memorandum of Understanding with NRCS
Bob Wilkes is still working on this. Will have a review with NRCS. Larry West will help also.

VI. Soils Interpretations/NRCS

A. Will review State Sewage Manual and help update tables.

B. Trying to get NRCS to assist in data collection. This is why need MOU with UGA involved.

C. NRCS can do some trainings and work shops and review DHR soil databases.

VII. Continuing Education Units

A. Standards presented by Larry West had been previously approved. Also decided Soil Classifiers turn in report of trainings they have attended. Will be on the honor system.

B. Standards have been circulated to all Soil Classifiers

C. The CEU report form should be put on the web page. Include address where to submit forms.

D. Need to send out notice to classifiers that CEU claims need to be submitted 30 days prior to re-certification date.

VIII. Discussion about individuals working with Geologist or Engineers to get their 4 years experience and then want to become a certified Soil Classifier.

A. Presently if the applicant can show 4 years experience doing soil classification and show five Level 3 maps and pass the test they would be approved.

B. Larry West proposed a field test for all new classifiers as a part of their examination to become Soil Classifiers. (this would exclude currently certified classifiers)

1. Applicants would have a written exam as we currently do along with a field test.
2. The field test would consist of:
   a. Choose three (3) 20 acre sites in GA.
   b. Have them mapped by 3 certified Soil Classifiers to use as base.
   c. Let applicant map a small part of site (2 acres). Would allow same leeway other classifiers had to determine score.
3. All this to do demonstration of ability.

Conclude this was a good plan; will discuss more with Dr. West at next meeting.

IX. Soil Survey Quality Problems:
- A. Have had 3 in past year
- B. Really need to get our policy out/approved by Department
- C. Advisory Board will not hear Soil Classifier Vs Engineer dispute. Complaint should come from environmentalist stating problems with map quality.
- D. May need to have training that informs environmentalist regarding policy and how and what to report. Need to emphasize what a Level 3 report requires and educate at local level what expectations are.

X. Miscellaneous:
- A. Greg Harless reported on quarterly/semester course credit hours change. For Ryan Jones, he has enough courses/hours.
- B. Greg Harless reported he had received a letter from James Kimsey regarding employment with a professional engineer. He wants to continue his S.C.I.T. training under a professional engineer and wanted some response as to the acceptability of that plan. Concluded: would respond like we had to another individual.
  1. He will have to follow the guides, training plan
  2. Training guide is in place since he is already a S.C.I.T.
  3. A letter will be written to him to acknowledge this situation, and provided he complies with training guide and produces Level 3 work he will be certified as a Soil Classifier upon 4 years experience. *This becomes binding on the committee with this response*.
- C. Another individual soil consultant, has communicated with Greg regarding difficulties providing map results. (his work may have been done in another country) Recommendation is to do some mapping on 5 sites (any where they will allow him to do it, irregardless of development plans) as examples that meet Level 3 requirements, then we can consider his application.
- D. Greg had received a letter from Dan McCracken complaining about engineers and geologist doing soils work. We will not respond to his letter; it is misinformation and misrepresentation of the situation.
- E. Issue regarding getting Soil Classifier back out to a site when problems or questions develop regarding approval. Conclude: the polices and procedures we have proposed address this. We need them to be approved by the Department and we need to get State Environmental Health to respond to Soil Classifiers to get them to explain problem with the situation, when are they going back out to review site. Also, State should remind classifier obligation does not just end when the soil report is submitted and he is paid.

XI. Training/Tests
- A. Soils training for Environmentalist is December 17-21.
- B. Examinations for Soil Classifiers is December 14, 2001.

Next meeting: December 4, 2001, 10:00am, Athens/UGA site. (this changed to December 3rd 10:00am after meeting).

Adjourned: 2:40pm

MINUTES
Soil Classifiers Certification Advisory Committee
Georgia Department of Human Resources (DHR)
April 24, 2001

Chairman Bob Wilkes called the meeting to order at 10:05am.

Attending: Bob Wilkes, Mel Jones, Dr. Larry West, Dr. Sam Asady, Dr. Lewis Rogers
Greg Harless, Tim Kring, Tim Allee

Guest: Jeff Gary

The sixteenth meeting of the DHR Soil Classifiers Certification Advisory Committee was conducted at 2 Peachtree Street, NW Atlanta, Georgia on April 24, 2001.

The first order of business was the discussion of the minutes of the February 27, 2001 meeting. Dr. West made a motion to approve the minutes, seconded by Tim Allee. Motion passed by unanimous vote.

Bob Wilkes reviewed the adgenda and suggested that complaint procedures be discussed prior to new application review.

Jeff Gary was ask to advise the committee of the Departments position concerning the committees role in evaluating complaints against Certified Soil Classifiers. Jeff suggested that the committee could be asked to provide support to the Department concerning technical issues that may be associated with questionable work submitted by Soil Classifiers Certified by the committee. Jeff noted that the Department would take all disciplinary action and that in some instances after evaluating the nature of the complaint the committee may assist the Department with reviewing the specifics of the complaint received and make a recommendation of corrective action. It was suggested that the committee develop a procedure for evaluating complaints at the District and local Health Department level prior to being sent to the Department for review. The committee agreed to develop a policy and submit to the Department for evaluation.

Procedures for evaluating complaints against individual's registered by the Department were discussed. Jeff informed the committee that complaints receive against individuals not certified by the Soil Classifiers Certification Advisory Committee would be evaluated by the Department and when necessary action would be recommended to the Professional Engineers Registration Board and Registration Board for Geologist.

Bob Wilkes asked Tim Allee to inform the committee of any correspondence receive after the February 27, 2001 meeting, requesting evaluation by the committee.

The applications of Robert Smith and Travis Young requesting approval to sit for the May 4, 2001, examination for certification as Soil Classifier in Training were presented for review.

A motion was made by Dr. West to approve the applications of Robert Smith and Travis Young to sit for the May 4, 2001, examination for Soil Classifier in Training in status, seconded by Tim Kring. Motion passed by unanimous vote.

The application of Peter Avers Jr. requesting approval as a Soil Classifier was presented for review. A motion was made by Dr. West to approve Peter Avery Jr. as a Certified Soil Classifier, seconded by Greg Harless. Motion passed by unanimous vote.

The application of David Moore requesting approval as a Soil Classifier was presented for review. Discussion followed concluding that June 23, 2001 would be the date for the completion of four years of training under a Certified Soil Classifier. A motion was made by Tim Allee to approve David Moore as a Certified Soil Classifier pending completion of training on June 23, 2001 and proof of insurance, seconded by Dr. West. Motion passed by unanimous vote.

The application of Philip Smith requesting approval as a Soil Classifier was presented for review. Discussion followed concluding that June 23, 2001 would be the date for the completion of four years of training under a Certified Soil Classifier. A motion was made by Dr. West to approve Philip Smith as a Certified Soil Classifier pending completion of training on June 23, 2001 and proof of insurance, seconded by Tim Allee. Motion passed by unanimous vote.

Greg Harless shared a request received from Ryan Jones concerning soil classes received and hours of credit issued. Discussion followed concluding that the committee responed to Ryan Jones by requesting that he obtain documentation explaining course credit conversion and hours of equivalency from the University of Georgia.

A motion was made by Dr. West that effective July 1, 2001 credit for work experience for individuals appling for certification would only be consider for experience receive after completion of all educational requirements, seconded by Tim Allee. Discussion followed concerning implications of the proposed motion. After discussion Dr. West withdrew the motion.

Bob Wilkes informed the committee of a recent meeting with N.R.C.S. Officials concerning the committees interest in establishing a memorandum of agreement. Discussion followed concluding that a subcommittee consisting of Bob Wilkes, Mel Jones, Dr. West and Bob DeHart be formed to meet with N.R.C.S. officials to discuss additional details for an agreement. Bob Wilkes asked Tim Allee to contact Bob DeHart and confirm his participation on the subcommittee. Topic suggested for discussion included:

- Soil interpretation
- Class training
- Soil data
- Generation of new date (percolation rates)
- Monitoring list of soils mapped in Georgia (current updates)

- Field reviews for DHR Environmental Health Departments

Dr. West informed the committee that the field course for C.E.U. credit previously discussed would be rescheduled for August.

A letter received from Rusty Royston informing the committee of the employment of Jeremy Bishop was discussed. Bob Wilkes asked Tim Allee to respond to the letter for the committee.

A letter received from Vaughn Berkheiser concerning training experience was discussed. Bob Wilkes asked Tim Allee to respond to the request for the committee.

Bob Wilkes adjourned the meeting at 12:45pm.

The next meeting was scheduled for July 10, 2001 at 10:00 a.m. Room 41D, at 2 Peachtree Street.

Topics noted for future discussion:

- Operational procedures
- Sidewall absorption rates

MINUTES
Soil Classifiers Certification Board
Georgia Department of Human Resources (DHR)
February 27, 2001

Chairman Bob Wilkes called the meeting to order at 10:20 am.

Attending: Bob Wilkes, Dr. Larry West, Dr. Lewis Rogers, Dr. Sam Asady, Greg Harless, Yvette Daniels, Tim Allee

Guest: Dr. Mark Latimore

The fifteenth meeting of the DHR Soil Classifiers Certification Board was conducted at 2 Peachtree Street, NW. Atlanta, Georgia on February 27, 2001.

The first order of business was the discussion of the minutes of the January 10, 2001 meeting. Dr. West made a motion to approve the minutes, seconded by Tim Allee. Motion passed by unanimous vote.

Bob Wilkes introduced Dr. Lewis Rogers and Dr. Sam Asady and expressed appreciation for their willingness to serve on the Board. Dr. Mark Latimore was welcomed as a guest.

Bob Wilkes reviewed the agenda for the meeting and suggested a change in order of discussion.

A draft of the proposed revisions to the Departments current manual for on-site sewage management systems was distributed and reviewed. Discussion followed concerning level III soil study requirements.

C.E.U. requirements for Soil Classifiers and Soil Classifiers in Training were discussed. Dr. West suggest developing a form for requesting approval for C.E.U. credits and agreed to submit a draft for review at the next meeting.

Greg Harless informed the Board of a request from Talbert Gerald for C.E.U. credit for community service conducted for a proposed church site.

Tim Allee presented the Board with a draft of operating procedures and requested that suggestions for changes and additions be returned as soon as possible in order to incorperate in a final draft for the next meeting.

Bob Wilkes adjourned the meeting for lunch at 11:45 am.

Bob Wilkes re-conviened the meeting at 1:05 pm.

Work experience requirements for individuals requesting approval for Soil Classifiers in training status were discussed. Dr. West made a motion that any individual requesting

status as Soil Classifier in training shall not be given credit for work experience received prior to the completion of all education requirements, seconded by Sam Asady. Motion passed by unanimous vote.

Yvette Daniels presented a revised copy of the By-Laws.

Tim Allee informed the Board of the application of James Kimsey requesting approval for status as a Soil Classifier in training. The application of James Kimsey was reviewed. Tim Allee made a motion to approve James Kimsey to sit for the next scheduled examination for status as a Soil Classifier in Training, seconded by Dr. West. Motion passed by unanimous vote.

Greg Harless informed the Board that the Department had received correspondence from Luther Palmer requesting a wavier from the current requirements of a minimum of four years of work experience under the supervision of a Board certified Soil Classifier prior to being consider for approval as a Soil Classifier.

Dr. West suggested that May 4, 2001, should be the next date for the certification examination to be offered.

A motion was made by Dr. West to recommend to the Department that the request from Luther Palmer for a waiver from the current four-year work experience requirements be denied, seconded by Sam Asady. Motion passed by unanimous vote.

The need to develop a standard for reporting and predicting side wall absorption rates for all soil reports submitted to Department for use in permitting on-site sewage management systems was discussed. A suggestion was made to form a committee with the Department to review and amend the current CT-1 table to reflect the needed information.

Dr. West suggested having a training session in May for Soil Classifiers and Soil Classifiers in Training in order to provide an opportunity to receive C.E.U credits.

Bob Wilkes adjourned the meeting at 3:10 pm.

The next meeting is scheduled for April 19, 2001 at 10:00 am in the Environmental Health conference Room, 16th floor 2 Peachtree Street.

Topics noted for future discussion:

- Operational Procedures
- Side wall absorption rates

Minutes
Soil Classifiers Certification Board
Georgia Department of Human Resources (DHR)
January 10, 2001

Chairman Bob Wilkes called the meeting to order at 10:33am.

Attending: Bob Wilkes, Mel Jones, Yvette Daniels, Tim Kring, Greg Harless, Tim Allee

Guest: Richard Johnston

The fourteenth meeting of the DHR Soil Classifiers Certification Board was conducted at 2 Peachtree Street, NW. Atlanta, Georgia on January 10, 2001.

The first order of business was the discussion of the By Laws for the Board.

Yvette Daniels presented a copy of the By Laws and informed the Board of revisions. Discussion followed with suggestions for additional revisions including:

- Terms of service for Board members
- Terms of service for officers
- Procedures for election of officers
- Procedure for By Law amendments
- Re-imbursement Procedures for Board member expenses
- Procedures for conducting special meeting
- Subcommittee standards

Bob Wilkes adjorned the meeting for lunch at 12:10pm.

The Board re-conviened at 12:55pm.

The minutes from the November 27, 2000 meeting were discussed. Mel Jones noted grammatical errors to be corrected. Tim Kring requested additional wording to clarify the motion concerning training requirement recommendations to the Department. Tim Kring suggested a notation to include the specific recommendation of 4 years of full time experience under the supervision of a Board Certified Classifier to be added to the sentence referencing the requirement remain as defined in the Departments current manual. Tim Kring made a motion to approve the minutes of the November 27, 2000, meeting as corrected, seconded by Mel Jones. Motions passed by unanimous vote.

Tim Allee informed the Board of 5 applicants requesting final approval for status as Board Certified Soil Classifiers and 11 applicants requesting final approval for status as Soil Classifiers in Training (S.C.I.T.)

The application of Casey Sowell was reviewed. Discussion followed, concluding that in order to complete the file a signed Code of Ethics and 5 additional examples of work would need to be submitted. Mel Jones made a motion to approve Casey Sowell for status as a Board Certified

Soil Classifier pending receipt of a signed Code of Ethics and 5 examples of Soil Classification work, seconded by Greg Harless. Motion passed by unanimous vote.

The application of Chris Parker was reviewed. Discussion followed, concluding that in order to complete the file a signed Code of Ethics and Training Affidavit would need to be submitted. Mel Jones made a motion to approve Chris Parker for status as a Board Certified Soil Classifier pending receipt of a signed Code of Ethics and Training Affidavit, seconded by Yvette Daniels motion passed by unanimous vote.

The application of Kirk McEarchern was reviewed. Discussion followed, concluded that in order to complete the file proof of insurance must be submitted. Tim Kring made a motion to approve Kirk McEarchen for status as a Board Certified Soil Classifier pending receipt of proof of insurance, seconded by Tim Allee. Motion passed by unanimous vote.

The application of Lennox Massey was reviewed. Discussion followed, concluding that although the file was complete the work examples submitted did not meet current level 3 standards. It was suggested that a copy of the level 3 requirements, check list and mapping example from the Department's manual should be mailed to Lennox Massey to assist in informing of the current standards and expectation for all Classification work conducted for DHR purposes. Greg Harless made a motion to approve Lennox Massey for status as a Board Certified Soil Classifier, seconded by Tim Allee. Motion passed by a 4 to 1 margin.

The application of Tim Harlan was reviewed. Discussion followed, concluding that additional work examples meeting Level 3 standards should be requested. Mel Jones made a motion to approve Tim Harlan for status as a Board Certified Soil Classifier pending receipt of additional Level 3 soil mapping examples to accompany the order 2 examples previously submitted, seconded by Greg Harless. Motion passed by unanimous vote.

Bob Wilkes asked Richard Johnson if he would like to address the Board concerning particalar issues. Richard Johnston informed the Board that after three attempts he has been unable to pass the Soil Classifiers Certification exam. Richard questioned the Board on the possibility of working as a Soil Classifier in Training in order to receive additional training prior to sitting for an additional examination. The Board recommended that he contact Dr. West for advisement in the particular areas of the examination creating the highest degree of difficulty. It was also suggested that in addition to receiving field experience under the direction of a Soil Classifier he should request additional tutoring for the examination.

The applications of Peter Avers, Vaughn Berkheiser, Sherry Carlson, Chris Gaines, Charles Grantham, Kirk Hall, Dan Parham, Jodi Perdue, Jason Regan and Ty Wheeler were reviewed for approval for status as Soil Classifiers in Training. Mel Jones made motion to approve all applicants for status as a Soil Classifiers in Training pending receipt of signed training affidavits, seconded by Yvette Daniels. Motion passed by unanimous vote.

The application of Kevin Smith was reviewed for approval for status as a Soil Classifiers in Training. Greg Harless made a motion to approve Kevin Smith for status as a Soil Classifier in

Training pending receipt of a signed training affidavit, seconded by Mel Jones. Motion passed by unanimous vote with Tim Kring abstaining.

Tim Allee presented a letter from Charles Grantham requesting credit for training experience based on his years of work experience as a Soil Conservationist with N.R.C.S. The Board suggested that a letter should be sent to Charles Grantham requesting that he detail all work related experience pertaining to the independent production of soil survey interpretation maps or other experience directly relating to soil classification completed while working as a soil conservationist prior to the Board giving consideration for training experience credit.

Greg Harless presented the Board with a list of individuals who have completed the Department's registration process for approval to conduct soil classification work.

Level 3 soil standards were discussed. Mel Jones noted that at a recent District Environmental Health meeting manual revisions were discussed including the Boards recommendations for the definition of a Level 3 Soil report. Mel Jones asked Tim Kring to review the proposed revision and discuss recommendations at the next Board meeting.

Continuing Education Requirements were discussed. Bob Wilkes suggested that a request be made to the Department to allow on-site evaluations between Environmental Health Specialist and Soil Classifiers to be considered for C.E.U. credits for each individual. Bob Wilkes asked Tim Allee to draft a letter to the Department.

Mel Jones discussed the need for the Board to make a recommendation to the Department concerning requirements for assigning absorption rates for the most restrictive soil horizons encountered in each soil deliniation. Mel noted that with many new systems requesting approval from the T.R.C. based on sidewall absorption this was becoming a critical area for determining linear footage requirements. Tim Kring agreed to discuss possible recommendation with Dr. West and update the Board at the next meeting.

Tim Allee informed the Board that he had receive confirmation of the Commissioners appointment of Sam Asady and Dr. Lewis Rogers to the Board. Tim Allee agreed to contact the new members and inform them of the next scheduled Board meeting.

Bob Wilkes adjorned the meeting at 4:05pm. The next meeting was scheduled for February 27, 2001, at 10:00am. 16th floor Environmental Health Conference Room 2 Peachtree Street.

Topics noted for future discussion:

- By Laws
- Operational Procedures
- Sidewall absorption rates/Limiting Soil Horizons

Minutes
Soil Classifiers Certification Board
Georgia Department of Human Resources (DHR)
November 27, 2000

Vice-Chairman Mel Jones called the meeting to order at 10:27am.

Attending: Mel Jones, Greg Harless, Tim Kring, Yvette Daniels, Tim Allee

Guest: Mike Smith, Jeff Gary, Scott Uhlich

The thirteenth meeting of the DHR Soil Classifiers Certification Board was conducted at 2 Peachtree Street, NW. Atlanta, Georgia on November 27, 2000.

The first order of business was the discussion of the minutes of the October 30, 2000 meeting. Tim Kring made a motion to approve the minutes, seconded by Yvette Daniels. Motion passed by unanimous vote.

Mel Jones asked Yvette Daniels to up date the Board on the status of the By Laws. Yvette informed the Board that the revisions were being completed and would be presented at the next meeting.

Expenses incurred by Board members and reimbursement policies were discussed. Mike Smith suggested that expenses should be documented and forwarded to the Department for reimbursement.

Mel Jones asked Mike Smith to inform the Board of the status of the appointment of additional members to the Board. Mike suggested that the Board prioritize the order of the previously submitted recommendations. Discussion followed with Sam Asady and Dr. Lewis Rogers being recommended for appointment to the Board. Mike stated that he would forward the Boards recommendations to the Commissioner for appointment.

Tim Allee asked Mike Smith to define the Boards role in the Registration process for Professional Engineers and Registered Geologist. Mike discussed the registration procedures and submitted examples of the applications to be used by the Department. Discussion followed, concluding that the Board would not have involvement in the registration process unless requested by the Department on an individual application basis.

The Board asked for clarification of mapping standards required for individuals registering with the Department to conduct Soil Classification work. Mike Smith informed the Board that all Soil Classification work submitted would be in accordance with the Departments current Manual for On-Site Sewage Management Systems. Discussion followed concerning specific requirements for including names of soil series for all submitted reports. A review of the minimum requirements for a high intensity level 3 soil survey and map as defined in Section C of Department's current Manual concluded that the naming of soil series will be required for all reports in order to comply with the current standards.

Tim Kring noted the accessibility for the public for soils information and O.S.D. interpretation through the N.R.C.S. web site. It was suggested that this information be made available to individuals registering with the Department in order to assist them with Soil Classification work.

Jeff Gary informed the Board that the Department would maintain separate list for Board Certified Soil Classifiers, Professional Engineers and Registered Geologist meeting the Departments requirements.

Training requirements for Board Certified Soil Classifiers were discussed. Mike Smith informed the Board that the Department had received numerous correspondence from Board Certified Soil Classifiers requesting that the Department allow the current requirement of a minimum of four years of full time training experience under the supervision of a Soil Classifier to remain in the requirements. Discussion followed concerning the Boards previous recommendation to the Department to reduce training requirements to a minimum of three years with additional consideration for reduction for individuals with an advanced degree in Soil Science or three or more years of on-site sewage management system experience as an Environmental Health Specialist with the Department of Human Resources.

Tim Kring discussed the need for approriate training and the long term value of extensive training to ensure the highest quality of Soil Classification work for the public. Discussion followed, concluding that the current requirements should not be reduced or modified.

Tim Kring made a motion that the Board recommend to the Department to allow the training requirements for achieving status as a Soil Classifier to remain at a minimum of four years of training under the supervision of a Board Certified Soil Classifier as defined in the Department's current Manual for On-Site Sewage Management Systems, seconded by Yvette Daniels. Discussion followed, acknowledging the Boards ability to review special request for training experience on an individual case basis. Motion passed by unanimous vote.

Scott Uhlich informed the Board that the Department had received a request for a waiver from the Department's requirements of a minimum of four years of training experience for Soil Classifiers from Luther Palmer. Discussion followed, concluding that if individual Board members had specific concerns pertaining to the request, those concerns should be made in writing and forwarded to the Department as soon as possible.

Mel Jones adjorned the meeting for lunch at 12:20pm.

The meeting re-convened at 1:40pm.

Mel Jones asked Tim Allee to inform the Board of new applications received requesting approval to sit for the next scheduled examination for status as a Soil Classifier or Soil Classifier in Training. The applications of Charles T. Grantham and Jason Eugene Reagan were presented to the Board for review.

The application of Charles T. Grantham was reviewed and discussed. Tim Allee made a motion to approve Charles T. Grantham to sit for the next scheduled examination on December 6, 2000,

seconded by Tim Kring. Discussion followed, concluding that Charles Grantham would be considered as a Soil Classifier in Training pending additional confirmation of training experience. Motion passed by unanimous vote.

The application of Jason Eugene Reagan was reviewed and discussed. Tim Allee made a motion to approve Jason Eugene Reagan to sit for the next scheduled examination for status as a Soil Classifier in Training on December 6, 2000, seconded by Greg Harless. Motion passed by unanimous vote.

Tentative meeting dates for December and January were discussed. December 20, 2000 and January 10, 2001 were suggested.

The next schedule meeting will be held at 10:00am on **December 20, 2000**, 2000 at 2 Peachtree Street room 41-D.

Topics noted for future discussion:

- By Laws
- Complaint Policies and Procedures
- Operating Procedures
- Memoranda of Understanding w/N.R.C.S.