



# ENVIRONMENTAL MANAGEMENT DEPARTMENT

March 2015

## Plan Review Goes Digital!

By Debbie Katz and Liz Olson

As part of Environmental Management Department's (EMD) continuing commitment to customer service, the Environmental Health Division has begun accepting digital plan submissions for food facilities and recreational health. This exciting new technology reduces paper waste and filing space, as well as providing the "final version" of a digital record – no scanning large format paper needed!

adjacent for efficient toggling between files and comments during review. Plans are being submitted, reviewed & red noted using Adobe Pro. ESIII Liz Olson states that the program is, "Pretty user friendly. I've mainly been learning on the job and am able to utilize the staff at the building department with any questions since they have been using this format for a while."

The move to digital plan review began with the Sacramento Kings Entertainment and Sports Center in August 2014. But before the arena plans could be submitted, several things had to happen. A large monitor and workspace had to be set up, the mechanism to review plans on-site during inspections needed to be worked out, the transmission of information between departments and customers with this new format had to be agreed upon and all the ink approval stamps needed to be re-created digitally. With support from management and IT, room 120 in the sublease area of EMD became the digital plan review room. A special digital station was set up that includes a drafting table for associated documents needed during review, a 55 inch monitor for reviewing the plans and a smaller 24 inch screen



Contractors will supply iPADS with the EMD approved plans for inspectors during on-site inspections. Building department and EMD staff have coordinated "conditions of approval" so they are formatted and documented on each copy. Large copies of plans no longer need to be transferred between different departments, providing a quicker approval process for the customer.

"I love the department's progressive response to the request of digital review." said Olson, who is assigned to the Sacramento Kings Entertainment and Sports Center plan review. "It reduces the carbon footprint not only by reducing paper but also by reducing travel between agencies for resubmittals and stampings. My paper cuts and staple scrapes have also been reduced by 100%! I anticipate additional digital submittals; this is the way of the future!"

### County Board of Supervisors

- Phil Serna, 1st District
- Patrick Kennedy, 2nd District
- Susan Peters, 3rd District
- Roberta MacGlashan, 4th District
- Don Nottoli, 5th District
- Bradley Hudson, County Executive
- Paul G. Lake, Chief Deputy County Executive, Countywide Services
- Val F. Siebal, Director, Environmental Management Department

# Certified Unified Program Agency Forum 2015

## Sacramento County Environmental Management Department Staff Present at Several Sessions

EMD was able to send sixteen staff members to attend the annual Certified Unified Program Agency (CUPA) Conference (February 2<sup>nd</sup> – 5<sup>th</sup>) in San Diego, CA. The purpose of the Unified Program within counties is to ensure that facilities with large quantities of toxic gases have release prevention plans; that hazardous wastes are properly managed; that hazardous materials in facilities throughout California are accurately reported, cataloged, and disseminated to emergency responders and the public; and that above and underground tanks storing hazardous materials have adequate leak detection and containment equipment to protect the waters of the state. CUPA's undergo a rigorous audit every three

years and Sacramento County's 2015 audit reviewers congratulated EMD on a "well-managed program" with "local program innovations" such as online instructional videos and quick reference codes on Notices to Comply.



This four day conference was appropriately entitled, *Waves of Changes – Oceans of Opportunities*, because it provided the staff members who attended many opportunities to



expand their knowledge and networks. Some EMD staff were not only able to learn about new issues at the conference, but were also able to inform other participants at the conference by presenting the following courses:



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*Basic / Intermediate Level UST Knowledge* – John Elkins

*Keeping Schools Out of Detention: Hazmat Compliance 101* – Robert Duncan & Daniel Abellon

*New UST Legislation, Regulation and Policy* – John Elkins

*Virtual Inspection Training* – Heather Tanner

*UPA Administrative Enforcement Order (AEO) Process for Industry* – Heather Tanner

*AEO Case Studies* – Robert Duncan

*APSA Enforcement Case Study & Practical Experiences From Implementing APSA* – Ryan Bailey

*Changing Well Regulations* – Cheryl Hawkins

EC Division offered two **Underground Storage Tank Workshops** in February. During the workshops, EMD staff assisted 5 people representing 5 businesses in submitting their Underground Storage Tank forms electronically through either the EMD web portal or the California Environmental Reporting System .

### **Food Safety Education Classes**

There were 4 onsite and 1 off site Food Safety Education classes conducted in February 2015, with a total of 79 participants representing 18 facilities. Two classes were conducted in English, 1 in Spanish, 1 in Cantonese and 1 in Punjabi.

### **Hazardous Material Plan Workshops**

The Environmental Management Department offered 2 Hazardous Material Plan Portal Workshops during February, 2015. There were 10 individuals that attended these workshops, representing 8 businesses. During the workshops, EMD staff provided regulated businesses an overview of the electronic reporting process and also assisted each person with the process of submitting their Hazardous Waste Plans electronically. Hazardous Waste Plans are mandated by the California Environmental Protection Agency to be electronically submitted, effective January 1, 2013. EMD continues to assist consumers who need instruction filing their plans electronically.

## Could You Have an Abandoned Well on Your Property?

Abandoned wells pose significant risks to our groundwater quality and are a safety hazard.

Often the wells are forgotten in a tangle of weeds or brush and can be found on vacant lots, farmland and in urban backyards. Well openings as small as 8 inches can entrap small children and animals such as dogs. And, most people don't realize that the runoff water that goes into these wells carries pollutants that flow directly into our groundwater. With Sacramento County relying on groundwater to supply approximately half its water needs, it's important that we find and properly seal abandoned wells.

Your help is needed to find these wells to ensure they are secure and safe for our resi-

dents, businesses and farms. If you suspect you have an abandoned well, contact the Sacramento County Abandoned Well Hotline: 916-875-8532, or email [EMD-abndwells@saccounty.net](mailto:EMD-abndwells@saccounty.net) for help.



## Government and Technology: Increasing Efficiency for All by Chris Pace

Regulatory municipalities are increasingly turning to technology to share information and improve daily processes. The Environmental Management Department is using electronic record-keeping to do just that. EMD retains an electronic image of all septic system records and makes them available online. By doing this, all of our customers can view permit and inspection history via the EMD webpage. This allows septic contractors, consultants, property owners, real estate agents and the general public to view this information directly rather than calling EMD staff to obtain information.



The result has been a noticeable reduction in the number of calls received. Contractors and others routinely view records independently on our webpage. This is more efficient for EMD staff as they now spend less time on the phone answering questions about permits and inspection history. It is also more expedient for our customers as they can access the information immediately, 24 hours a day, rather than waiting for a return call if staff isn't available.

By using technology and electronic record-keeping, EMD has helped foster a win-win situation for both the Department and the customers we serve.

## Environmental Management Department's Fee Study Is Nearly Complete

The Environmental Management Department (EMD) undertook a fee study to update fees that have remained the same since 2010. The consultant MGT was retained to analyze fee categories and fee structures currently in place. Proposed fee changes have been identified accordingly with the changes being presented to the regulated community through public outreach meetings, industry meetings, mailings, webpage updates, and engagement with local chambers of commerce and economic committees. Some fees have been lowered while others raised after the data from tablet inspections had been evaluated.

Public comment is/was encouraged at the outreach meetings and is always considered as EMD looks at ways to streamline services, improve customer service and keep costs contained while protecting Public Health. Public comments included "the food program is commendable" and "Inspectors are very helpful at my facility" to questions such as "If my body art facility uses disposable needles, shouldn't my fee be lower than a facility that doesn't?"

Inspection categories that will see fee adjustments are: Food, Recreational Health, Stormwater, Tobacco and Body Art Inspections.



## March Safety Tip

**ERGONOMICS** is the science of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job. Adapting tasks, work stations, tools, and equipment to fit the worker can help reduce physical stress on a worker's body and eliminate many potentially serious, disabling work related musculoskeletal disorders (MSDs).

MSDs are injuries and disorders of the soft tissues (muscles, tendons, ligaments, joints, and cartilage) and nervous system. They can affect nearly all tissues, including the nerves and tendon sheaths, and most frequently involve the arms and back.

Work-related MSDs occur when the physical capabilities of the worker do not match the physical requirements of

the job. Prolonged exposure to ergonomic risk factors can damage a worker's body and lead to MSDs.

### The High Cost of MSDs

MSDs account for 34 percent of all lost-workday injuries and illnesses.

Employers report nearly 600,000 MSDs requiring time away from work every year.

MSDs account for \$1 of every \$3 spent for workers' compensation.

MSDs each year account for more than \$15 billion to \$20 billion in workers' compensation costs. Total direct costs add up to as much as \$50 billion annually.

On average, it takes workers 28

days to recover from carpal tunnel syndrome, longer than the time needed to recover from amputation or fractures.

Workers with severe injuries can face permanent disability that prevents them from returning to their jobs or handling simple, everyday tasks.

MSDs are often easy to prevent. If you are an employee who is exposed to ergonomic risk factors, you should participate in your employer's ergonomics program and provide feedback to supervisors and employers through available channels, such as an established employee safety and health committee or officer.

Poor Posture....Is this how you find yourself working?...Be mindful of your muscles.



**By the Numbers February 2015**

14-Feb

***Food Facility Placards Issued***

A. Green – Pass	1016
C. Red – Closed	8
B. Yellow – Conditional Pass	61

***Inspections***

Abandoned Wells	24
Above Ground Storage Tank	4
Body Art	21
Food Protection (includes re-inspections and food events)	1387
Farm Labor Camps	4
Public Swimming Pools/Spas	2
Solid Waste Facilities (landfills/transfer stations)	16
Liquid Waste	26
Medical Waste	13
Small Water Systems	1
Wells	107
Businesses/Facilities Generating Hazardous Waste	37
Businesses/Facilities Storing Hazardous Materials	52
Underground Storage Tank Facilities	35
Underground Storage Tank Removal, Installations, Upgrades, Repairs	3
Storm Water Non Food Facility	18
Waste Tire	62
Tobacco Retailer	11
Commercial/Multi-Family Recycling	78
Refuse Vehicle Inspections/ Septic Tank Pumper Trucks	13
<b>Total</b>	<b>1914</b>

***Investigations***

Body Art	4
Consumer Complaints	60
Food Borne Illness	15
Incident Response	53
Solid Waste	
Storm Water	8
Waste Tire	
Childhood Lead	2
<b>Total</b>	<b>142</b>

***Class Attendance***

Food Safety Education (Food School)	79
Hazardous Materials Business Plan (HMP) Workshop	10
“How To Get A Green Placard For Food Inspection” Workshop	
Underground Storage Forms Workshop	4
<b>Total</b>	

***Plans, Permits, and Reviews***

Abandoned Wells	23
Hazardous Materials Business Plans	286
Body Art	
Monitoring Wells/ Water Wells	73
Food Facilities	
Public Swimming Pools/Spas	
Underground Storage Tanks Plans and Permit Reviews	13
Land Use	13
Local Oversight Program	3
Cross Connection Permits (Blue Tags)	1428
<b>Total</b>	<b>1839</b>

***Imaging***

Document Pages Imaged	11485
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