



DEPARTMENT OF HEALTH AND HUMAN SERVICES
Division of Health
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County of Sussex

NOTIFICATION TO SEPTIC and WELL CONTRACTORS and ENGINEERS

UPDATE #5 – April 24, 2020

TO: Septic and Well Contractors and Engineers

Effective March 9, 2020, Governor Phil Murphy issued Executive Order 103 declaring an indefinite Public Health Emergency and State of Emergency in New Jersey due to COVID-19 (Coronavirus). Consistent with that Order, state law and our mission to protect the safety, health and welfare of the public, the Sussex County Division of Health will remain open and continue to provide essential services to residents and businesses under modified operations and processes. Effective immediately and going forward during the declared Public Health Emergency, the Sussex County Division of Health appreciates your cooperation and understanding as follows:

The Sussex County Division of Health is open with normal operating hours between 8:00AM-4:30PM. As recommended by the U.S. Centers for Disease Control, the Sussex County Division of Health will modify operational processes to reduce transmission risks for the benefit of the public and our staff, including “community spacing” and enhanced sanitary vigilance.

We will conduct business by telephone, fax, our facility drop-box, e-mail and regular mail only. (The facility drop-box is located on the first floor at the Public Health Nursing entrance in the Division of Health Office and is available during regular business hours. **An after-hours drop-box is located outside the building, and may be used during regular business hours as well.**) If you have an urgent need regarding our services, please call our office during regular business hours and we will make every effort to accommodate you where possible.

Please note the following changes to our handling and operations procedures for paperwork, application reviews, and site inspections:

Dropping off paperwork

- We encourage you to mail all septic (new, alteration, and repair) and new well applications, and paperwork documents to this office.
- If you choose to drop-off the application during business hours, a drop-box is located on the first floor at the Public Health Nursing entrance in the Division of Health Office. **Please wear a face covering, and maintain at least a six-foot social distance as per Governor Murphy’s executive order when dropping off paperwork whether in or outside the building.** Please place the application with payment in a sealed envelope into the drop-box. If uncertain of the fee, please call the office. The box will be checked regularly.
- There is also an after-hours drop-box located outside the building for your convenience. You may use this drop-box during business hours as well.

Approved applications and certificates of compliance

- Approved septic designs (new, alteration, and repair) and new well approvals will be mailed.
- If the property owner or excavator wants to pick up the approved design during business hours, please call the office so that the approval can be placed into the pick-up box located on the first floor at the Public Health Nursing entrance in the Division of Health Office.
- Certificates of compliance will be mailed, or if needed sooner, the certificate can be faxed or emailed. Please call the office to request this.

Application review turn-around times

- Due to the Public Health Emergency, review and turn-around times may be extended. There will be NO expedited reviews at this time.

Septic inspections (New and Altered)

- Until further notice, in lieu of conducting inspections, this office will be accepting New Jersey Professional Engineers certifications for the location, construction, installation of both, new and altered, Individual Subsurface Sewage Disposal Systems. All septic plans will still need to be submitted to this office for approval prior to starting the work. If changes are made to the original approved plan, all work to the septic system must be stopped, and a revision must be submitted to this office for approval.
- **Inspection requests must continue to be called in to this office as usual (septic and well).** An inspection request record will be kept of all stages of the septic installation. The engineer must certify all stages of the septic installation.

Septic System Repair inspections, Soil logs and well line inspections

- This office will continue to conduct septic system repair inspections (tank replacements, d-box, connecting pipe replacements, etc.) and well line inspections. To protect both you and the inspector, this office requests you to stay in your vehicle during septic and well line inspections. If you are needed to assist the inspector, please be conscious of, and maintain a six-foot distance or greater to the inspector, and wear a face covering as per the Governor Murphy's executive order.
- At this time, this office will no longer be witnessing soil logs. As required in N.J.A.C. 7:9A, the Professional Engineer must continue to perform soil logs and provide documentation in conjunction with septic plan submittals.

We recognize that the current health and economic crises are having a significant impact on everyone and we will do our best to accommodate you during these difficult times as much as possible. Our office remains open with normal operating hours between 8:00AM-4:30PM. If you have questions please call 973-579-0370 or email us at shealth@sussex.nj.us. Also visit the Division of Health website www.sussex.nj.us for updated information.

We are asking for your patience and understanding at this time. This policy was created based on information currently available. As we receive new information, this policy may change.

Please note we are not a healthcare facility and do not treat people who have or suspect they may have COVID-19 or coronavirus-related disease. If you feel you are experiencing a personal health concern, please call your medical professional.