



## Notice of Intent to Fill Procedure

**Original Effective Date:**

August 4, 2017

**Review / Revision Date:**

**Environmental Health  
Procedure:**

2017.08.046

**Maintenance Steward:** Solid and Infectious Waste Sanitarian      History: ☒ New ☐ Revised ☐ Archived

**Organizational Scope:**

☐ Full Agency ☐ Administration ☐ Community Services ☒ Environmental Health ☐ Health Services

**Frequency of Review:**

☐ Annually ☐ Biennially ☒ 5 Years ☒ As Needed ☐ Other:

**Location:**

G-Drive: G: → Users → Common → Policies & Procedures

Website: [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)

Hardcopy: Environmental Health Supervisor's Office

Archived Version(s):

### Requisite Signatures

☒

Health Commissioner

Date

☒

Director of Environmental Health & Community Services

Date



## Notice of Intent to Fill Program

### I. Scope

This procedure applies to the staff responsible for the solid and infectious waste program in the Environmental Health Division of the Toledo Lucas County Health Department

### II. Purpose

The purpose of this procedure is to provide the solid and infectious waste sanitarian responsible for the Notice of Intent to Fill documentation with an understanding of the expectations and processes that are required when a Notice of Intent to Fill is submitted to the Toledo Lucas County Health Department.

### III. Background

The Notice of Intent to Fill program is designed as a notification process for the local licensing authority to ensure that fill material is inspected before being buried. Ohio Administrative Code Chapter 3745-400-05 defines clean hard fill as reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile or stone.

### IV. Provisions/Procedures

Ohio Administrative Code Chapter 3745-400-05(C) states that 'The person responsible for causing clean hard fill to be used in legitimate fill operations for construction purposes or to bring the site up to a consistent grade, on a site other than the site of generation, shall provide a written "Notice of Intent to Fill" to each licensing authority where the clean hard fill is to be placed. The "Notice of Intent to Fill" shall state the nature of the fill material, the site to be filled, when filling will begin and end, and the telephone number of the notifier. The notification shall be received by each local licensing authority with sites to be filled, at least seven days prior to filling as required by division (F) of section 3714.13 of the Revised Code. The notifier shall provide a new Notice of Intent to Fill if there are any changes in the information required by this rule for notification.

#### A. Notification

1. A Notice of Intent to Fill is submitted to this office seven (7) days before filling can begin. No fee is required.
  - a. If a site has begun filling before submitting a notification to this office, the property must immediately complete and submit a Notice of Intent to Fill form to the Toledo Lucas County Health Department.

- b. Failure to provide the Notice of Intent to Fill to the Toledo Lucas County Health Department may result in the person engaged in filling being charge with a fourth degree misdemeanor.

- 2. Multiple Notice of Intent to Fill documents may be submitted for the same property.

## **B. Inspection**

- 1. An inspection should be conducted within a week of the date that filling is to begin.
- 2. Only clean hard fill should be utilized in the filling process.
  - a. Document inspection on the Notice of Intent to Fill Inspection Form
    - i. Any debris, solid waste or construction and demolition debris should be noted.
    - ii. If debris is noted, it must be removed before the area is covered.
    - iii. Conduct a re-inspection until the debris is removed.
- 3. Conduct a re-inspection of the property periodically until filling is complete, and the area is covered with soil.

## **C. Documentation**

- 1. Documentation is noted on the Notice of Intent to Fill Inspection Form.
- 2. If debris is found and not removed immediately, a Notice of Violation must be written to document the violation, and order removal of the debris.

## **V. Maintenance**

### **A. Review**

- 1. The Notice of Intent to Fill standard operating procedure is to be reviewed every five (5) years and as needed to ensure compliance with both agency and accreditation standards.
- 2. The Notice of Intent to Fill standard operating procedure is to be reviewed if there are changes to Chapter 3745-400-05 of the Ohio Administrative Code.

## **B. Revision**

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.
2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

## **VI. Glossary**

- A. Clean Hard Fill** - reinforced or non-reinforced concrete, asphalt concrete, brick, block, tile or stone.

## Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By