

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION

FUNCTIONAL STATEMENT

The Environmental Management Division is responsible for implementing and maintaining the statewide programs for Air Pollution Control, Water Pollution Control, Safe Drinking Water, Solid Waste Management, Wastewater Management, Federal programs to implement the Clean Air Act, Clean Water Act, Safe Drinking Water Act, and Resource Conservation and Recovery Act, and State programs to enforce Hawaii Revised Statutes Chapters 321-11(21), 321 Part IV, 339K, 340A, 340E and 342; and Administrative Rules, Title 11, Chapters 11-19, Emergency Plan for Safe Drinking Water; 11-20, Rules Relating to Public Water Systems; 11-21, Cross Connection and Backflow Control; 11-23, Underground Injection Control; 11-54, Water Quality Standards; 11-55, Water Pollution Control; 11-56, Nonpoint Source Pollution Control; 11-57, Sewage Treatment; 11-58, Solid Waste Management Control; 11-59, Ambient Air Quality Standards; 11-60, Air Pollution Control; and 11-61, Certification Standards for Personnel Operating Wastewater Treatment Plants.

This Division establishes broad program policies and oversees the management of the associated activities of the various branches.

Clerical Support:

- Provide secretarial services to the Chief, Environmental Management Division.
- Establish and enforce clerical procedures for all Division secretarial and clerical personnel.
- Arrange meetings and conferences on a statewide basis, including space, time, people and travel.
- Review and process all divisional purchasing and personnel documentation.

Quality Assurance Staff:

- Develop, implement, and maintain Quality Management Plan.
- Coordinate and oversee the development and submittal of Quality Assurance Project Plans by grantee programs.
- Administer quality assurance policies and procedures.
- Assure compliance with federal quality assurance requirements in 40CFR31.45 and in 40CFR35.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

The Clean Air Branch is responsible for the planning, implementation, and maintenance of the statewide Clean Air Program through services which include program planning and development; permitting; monitoring; enforcement; and compliance assistance of the Federal Clean Air Act, Hawaii Revised Statutes, Chapters 342B, Air Pollution Control, and 342C, Ozone Layer Protection; and Hawaii Administrative Rules, Title 11, Chapters 11-59, Ambient Air Quality Standards, and 11-60.1, Air Pollution Control.

Clerical Support:

Provides administrative and clerical services for all segments of the Branch.

Planning and Administrative Support Staff:

Manages program planning and rulemaking; provides small business assistance, oversees data and recordkeeping data systems. Executes contracts, oversees procurement process, and provides assistance with environmental compliance, grant management, Legislature, land use reviews, and records requests. Conducts accounting of grant funds, fees, penalties, and generates financial reports.

- Manages the long-range advance planning, development, and maintenance of necessary program elements, including air pollution control strategies and policies for State Implementation Plans addressing federally mandated standards and requirements.
- Performs, oversees, or assists with the rulemaking process in the derivation, adoption, and implementation of the State statutes, administrative rules, and implementation plans to comply with, and maintain authority and delegation of Federal programs and requirements.
- Provides environmental compliance support to small business stationary sources through the Small Business Assistance Program. Collects, develops, and disseminates educational material on current and proposed rules, and assists small businesses with permitting and facility audits for compliance with air requirements.
- Provides management support for short-term grants and projects, including federal grants.
- Oversees management of Branch-wide data and records management systems and programs.
- Assists with preparing, executing, and monitoring consultant contracts and Federal grants for the Branch.
- Provides Quality Assurance Quality Control oversight to ensure that Branch-wide data collected meet minimum quality objectives.
- Assists with legislative activities; Environmental Assessment or Environmental Impact Statement responses; public, informational, and advisory meetings; drafting and issuance of press releases; and informational requests.
- Provides accounting services for the fiscal activities of the Branch. Maintains accounting records on revenues, expenditures, fees, and penalty payments; coordinates payment notices and acquisition of funds; evaluates fee adequacy and budget requirements; continually assesses the maintenance of effort expenditures related to grants; and prepares associated fiscal reports.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

- Prepares program summary data and status reports.

Program Development and Technical Support Staff:

Develops new programs; conducts associated technical analyses; and provides modeling and emissions inventory support for the Branch. Assists with ensuring Branch compliance with Federal laws and requirements and maintaining adequate regulatory authority.

- Administers the statewide air emissions inventory program for stationary, area and mobile sources. Maintains the necessary technologies for calculating and reporting emissions, determining fees, and supporting technical analyses. Develops guidelines for emissions and fee calculations.
- Performs mathematical analysis, regional dispersion assessments, and data development in support of various CAB functions. Conducts meteorological analyses for ambient air quality standards attainment demonstrations, air quality monitoring siting and special studies. Establishes non-permit air modeling guidelines and assists with review of complex air quality analyses.
- Assesses the applicability of and assists with the initiation of newly adopted or modified Federal New Source Performance standards or guidelines and Maximum Control Technology (MACT) standards for new and existing air pollution sources.
- Undertakes the initiation of new air related projects or programs requiring evaluation of air emissions, evaluation of air pollution control, and establishment of regulatory measures.
- Develops and administers the Regional Haze and Greenhouse Gas Programs. Assists Permitting Section with regulating greenhouse gas emissions.

Permitting Section:

Administers the permit programs for stationary noncovered and covered sources, and those sources subject to Federal regulations to ensure applicable air requirements are satisfactorily addressed prior to permit issuance or other associated approvals. Provides engineering support/assistance with permit compliance and enforcement actions.

- Reviews air permit applications and performs engineering and modeling analyses of stationary sources to determine potential air pollutant impacts, appropriate air pollution controls, and applicable regulatory requirements. Evaluates change of location requests for temporary sources.
- Recommends the approval or disapproval of permits authorizing the construction and operation of stationary sources. Implements and prepares permits addressing regulatory requirements, including state air pollution control laws; the Federal Standards of Performance of New Stationary Sources, National Emission Standards for Hazardous Air Pollutants, and National Emission Standards for Hazardous Air Pollutants for Source Categories; and Federal Prevention of Significant Deterioration, and Operating Permit requirements.
- Conducts permit modeling to support Covered Source Permit and Noncovered Source Permit evaluation and issuance. Uses approved software, and meteorological and geological data to develop detailed scenarios from proposed stationary sources. Analyzes potential air impacts of air pollution sources and evaluates alternatives.

**STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH**

**FUNCTIONAL STATEMENT**

- Manages the entire permit administrative process for public notice and hearings, public responses, and the required Federal reporting and approvals associated with permit issuance.
- Oversees the stationary source performance test program. Establishes guidelines and maintains the database for tracking source performance test and waivers. Validates that source performance stack tests are performed in accordance with permits and federally approved methods, and that the results are correctly documented and reported.
- Conducts site inspections of permitted facilities in conjunction with permit issuance and renewals, and source performance tests. Assists Monitoring and Analysis Section with observing continuous emissions monitoring test conducted during the inspection of a source performance test.
- Provides engineering assistance to Monitoring and Analysis Section, and Compliance and Enforcement Section concerning permit compliance issues.
- Maintains the database for permit applications and facility information.
- Participates and assists in the rulemaking process relating to the Engineering Section.

**Monitoring and Analysis Section:**

- Plans and oversees the statewide ambient air quality monitoring network with support from the State Laboratories Division, and provides associated air quality analyses and reports in accordance with Federal and State regulations and requirements. Conducts source compliance monitoring and administers the Agricultural Burning Permit Program.
- Plans and establishes the statewide ambient air quality monitoring network in accordance with Federal regulations, guidelines, and procedures. Provides data quality oversight by conducting technical systems and performance audits. Develops quality assurance protocols and management plans compliant with the Environmental Protection Agency (EPA) guidances.
- Analyzes, compiles, and reports air monitoring data in determining statewide air pollution trends and compliance with National Ambient Air Quality Standards.
- Determines source compliance by conducting inspections, evaluating monitoring reports and certifications, and reviewing annual opacity source tests. Evaluates continuous emissions monitoring tests, methods, plans, quality assurance documents, and test reports. Identifies and refers violations to the Compliance and Enforcement Section for appropriate action.
- On the neighbor islands, annually inspects covered and synthetic minor sources, and assists the Compliance and Enforcement Section with the investigation of complaints and refer violations for enforcement action.
- Evaluates ambient air and meteorological monitoring plans submitted by stationary sources for compliance with Federal and covered source permit requirements and assesses the monitored data reported by stationary sources for accuracy, completeness, and exceedances.
- Maintains the database for tracking compliance evaluations, and reports applicable data to the EPA.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN AIR BRANCH

FUNCTIONAL STATEMENT

- Plans, organizes, and conducts special air monitoring projects or studies.
- Administers the Agricultural Burning Permit program through permit evaluations, site inspections, and compliance determination with rules and permit conditions. Maintains the database for tracking Agricultural Burning Permits.
- Participates and assists in the rulemaking process relating to the Monitoring and Analysis Section.

Compliance and Enforcement Section:

Administers the enforcement program for stationary noncovered and covered sources, including PSD sources to ensure sources comply with issued permits, and/or applicable Federal and State laws/regulations. Determines penalties for violators, and oversees the entire enforcement proceedings. Conducts source inspections and investigations, and addresses air pollution complaints.

- Provides regulatory oversight of air pollution sources, taking appropriate measures to ensure compliance or to address noncompliance with applicable air requirements. Regulatory oversight includes investigation of complaints and inspections of stationary sources.
- Evaluates reports, information, and referrals received from the Monitoring and Analysis Section to determine and initiate appropriate enforcement actions in response to noncompliance issues.
- Manages the case development process. Investigates, compiles and reviews the facts of the noncompliance and determines the associated administrative penalty. Coordinates efforts with the Deputy Attorney General in preparing the notices of violation and in conducting prehearing conferences and administrative hearings for negotiating settlements. Initiates civil and criminal actions through the Deputy Attorney General when such actions are warranted.
- Prepares and issues permit termination in coordination with the Attorney General.
- Assists EPA in their case development of air pollution enforcement and/or criminal investigation.
- Administers the field citation program and the informal and formal administrative enforcement process to address noncompliance issues.
- Establishes the guidelines and procedures for assessing appropriate penalties with violators, based on the severity and frequency of the violation.
- Maintains the database on all air enforcement actions. Inputs High Priority Violators information into the national enforcement database managed by EPA.
- Coordinates the "Visible Emissions" training and testing class for the certification/recertification of inspectors, industry representatives, and interested parties for evaluating stack plume opacity.
- Participates and assists in the rulemaking process relating to the Compliance and Enforcement Section.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

The Solid and Hazardous Waste Branch is responsible for implementing and maintaining the statewide regulatory programs for solid waste, hazardous waste and underground storage tanks, under the Federal Resource Conservation and Recovery Act, P.L. 94-580 as amended, Hawaii Revised Statutes, Chapter 342, Parts G, H, I, J, and L, and Hawaii Administrative Rules, Title 11, Chapter 11-58.1, Solid Waste Management Control, Chapters 11-260, -261, -262, -263, -264, -265, -266, -268, -270, -271, -279, and -280, Hazardous Waste Management, Chapter 11-281, Underground Storage Tanks, and Chapter 11-282, Deposit Beverage Container Recycling.

Clerical Support:

Provides stenographic, clerical and typing services for all segments of the organization.

Quality Management Office:

Provides engineering analysis and assists the Underground Storage Tank Section in the review of underground storage tank design, including piping and required monitoring systems, spill and overflow prevention devices.

Provides engineering and technical environmental analysis to assist the Hazardous Waste, Solid Waste, and Underground Storage Tank Sections in the review of site assessment and action plans required in response to contamination of soils and groundwater from the improper handling of hazardous waste, solid waste, or releases from underground storage tanks, and the Resource Conservation and Recovery Act (RCRA) Brownfields Prevention Initiative.

Provides engineering and technical environmental analysis to assist the Hazardous Waste Section in the review of facilities that treat, store, and dispose of hazardous waste.

Provides engineering and technical analysis to assist in the review of facilities undergoing hazardous waste closure and corrective action.

Establishes and maintains public participation, public education, and public information for federally-funded programs.

Provides geotechnical review and analysis of site assessment and action plans required in response to contamination of soils and groundwater from releases from underground storage tanks.

Solid Waste Section:

Develops and implements departmental rules on solid waste management activities, implements the requirements of the Resource Conservation and Recovery Act (40 CFR Parts 257 and 258) and promotes the achievement of the waste diversion goals of the State Integrated Solid Waste Management Act (Act 324, SLH 1991).

04340008 (11-22-16)

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

Responds to requests for public information regarding solid waste management and recycling activities.

Reviews and comments on proposed land use changes, zoning applications and environmental impact statements as they relate to impacts on solid waste generation and waste reduction goals.

Develops and implements quality and personal protection assurance programs.

Reviews and approves or disapproves applications for permits for solid waste management, used oil, special waste, and materials recycling facilities.

Inspects and assures compliance of permitted waste management facilities.

Investigates and initiates enforcement actions against violators and illegal operations.

Analyzes monitoring data relating to groundwater contamination, ash management, and landfill gas generation.

Responds to complaints regarding illegal dumping or disposal of solid waste, used oil, or other special wastes.

Office of Solid Waste Management:

Reviews and approves County Integrated Solid Waste Management Plans as required under Act 324, SLH 1991.

Develops a technical database and provides technical assistance to municipal and private waste diversion activities.

Develops and coordinates a State Agency Office Recycling Program.

In conjunction with DAGS, develops state procurement policies for recycled products.

In coordination with DBEDT, develops a state program to promote the local use of recycled materials in manufacturing.

Coordinates statewide education and outreach programs relating to waste reduction and diversion, and pollution prevention.

Coordinates statewide household hazardous waste collection and disposal activities.

Develops and implements departmental rules on the Deposit Beverage Container Program.

Responds to requests for public information regarding recycling activities.

04340008 (11-22-16)

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

Reviews and approves or disapproves applications for certified redemption centers.

Inspects and assures compliance of facilities subject to the Deposit Beverage Container Program.

Investigates and initiates enforcement actions against violators and illegal operations.

Responds to complaints regarding the Deposit Beverage Container Program.

Hazardous Waste Section:

Develops and implements departmental rules on hazardous waste management.

Develops and implements quality and personal protection assurance programs.

Provides technical assistance to the public and private sector on the safe use, handling, and disposal of hazardous waste.

Operates an inspection program that monitors the use, handling, storage, disposal, and transport of hazardous wastes, including the monitoring of a hazardous waste manifest tracking system.

Develops enforcement actions, as applicable, for violations of hazardous waste management rules.

Approves and monitors facilities that treat, store, and/or dispose of hazardous wastes.

Approves and monitors hazardous waste facilities that are undergoing closure and/or corrective action.

Researches and develops federally-mandated capacity assurance studies that profile hazardous waste generation and potential for on-island management of those wastes.

Establishes and implements a hazardous waste minimization program to assist regulated community in reducing the volume of waste generated (short- and long-term).

Implements public and regulated industry outreach programs, including public education and public notices.

Establishes and maintains detailed databases of hazardous waste facilities, regulatory status, waste profiles, designs and specifications, environmental site conditions, etc.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SOLID AND HAZARDOUS WASTE BRANCH

FUNCTIONAL STATEMENT

Responds to requests for public records regarding hazardous waste generators, records of releases, etc.

Underground Storage Tank Section:

Develops and implements departmental rules on underground storage tank systems containing petroleum and hazardous substances.

Develops and implements quality and personal protection assurance programs.

Operates an inspection program that monitors the installation, testing, and closure of underground storage tanks.

Initiates enforcement actions, as applicable, for the violations of underground storage tank rules. Forwards preliminary enforcement data to EPA for formal enforcement action.

Provides technical assistance to the public and private sectors regarding requirements of the underground storage tank regulations.

Develops and implements a priority system for addressing underground storage tank release sites to ensure highest priority for sites posing the greatest impact to human health and the environment.

Develops systems and procedures for leaking underground storage tank (LUST) enforcement actions.

Develops the authority and capability to carry out effective corrective actions to protect human health and the environment.

Establishes and operates a trust fund for corrective action with respect to petroleum releases.

Implements public and regulated industry outreach programs, including public education and public notices.

Establishes and maintains detailed databases of underground storage tank facilities, regulatory status, waste profiles, designs and specifications, environmental site conditions, etc.

Responds to requests for public records regarding underground storage tank facilities, records of releases, etc.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN WATER BRANCH

FUNCTIONAL STATEMENT

The Clean Water Branch is responsible for the planning, implementation, and maintenance of the statewide Clean Water Program for recreational and navigable waters through services which include engineering analyses, permitting, monitoring and investigations, and enforcement of the federal Clean Water Act, P.L. 95-217; Hawaii Revised Statutes, Chapter 342D; and Hawaii Administrative Rules, Title 11, Chapters 11-54, Water Quality Standards, and 11-55, Water Pollution Control.

Clerical Support:

Provides the full range of secretarial and clerical services for all segments of the organization.

Quality Management Office:

- Develops, establishes, and assures procedures, methods, and practices that will produce high quality data.
- Implements a review process and develops and recommends data management and quality policies to assure program accountability for data management and all other data-related matters.

Engineering Section:

- Administers the National Pollutant Discharge Elimination System (NPDES) permit program for storm water and discharges from wastewater from new, old, or modified point sources of wastewater from municipal, industrial, and federal facilities.
- Conducts engineering analyses of storm water and wastewater discharge monitoring reports from all industrial facilities with NPDES and zone-of-mixing permits.
- Oversees Publicly-Owned Treatment Works (POTW) that require Wastewater Pretreatment Programs.

Monitoring and Analysis Section:

- Identifies sources of pollution through area surveillance, routine inspection, and investigation of complaints.
- Evaluates pollutant impacts on public health and develops water quality standards for statewide implementation through source monitoring, ambient sampling, and special studies.
- Conducts special studies of streams and beaches to identify new sources of pollution caused by natural or man-made means.
- Conducts studies about the impact of pollutants on fish and other marine life.
- Assesses the quality of State waterbodies pursuant to the federal Clean Water Act, Sections 303(d) and 305(b).

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
CLEAN WATER BRANCH

FUNCTIONAL STATEMENT

Compliance and Enforcement Section:

- Inspects and determines the compliance status of NPDES permitted facilities statewide.
- Conducts investigations into suspected sources of water pollution statewide.
- Develops and oversees enforcement actions associated with water pollution laws.
- Evaluates, manages, and maintains water quality data submitted to the DOH for regulatory purposes.
- Conducts compliance assistance activities such as water pollution training for public and private entities.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

FUNCTIONAL STATEMENT

Provides engineering and inspectional support to assure cost, schedule and technical performance are adhered to in the construction of public wastewater treatment works. Regulates all new and existing wastewater treatment plants and all new individual wastewater systems in the State pursuant to Chapter 11-62, "Wastewater Systems," of the Department Administrative Rules.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Planning/Design Section:

- Reviews and certifies the adequacy of construction plans and specifications to assure projects are technically sound and comply with Federal and State requirements.
- Reviews and approves value engineering proposals and reports in order to develop the most cost effective project design without sacrificing reliability or efficiency.
- Conducts preplanning and predesign conferences at the start of planning and design projects for each project to develop lines of communication and discuss State and Federal requirements applicable to the project.
- Prepares and processes the environmental impact appraisal and any subsequent negative declaration for EPA review and approval in accordance with the NEPA requirements.
- Develops the annual project priority list and the strategy for the commitment of all Federal and State funds, and responsible for tracking projects.
- Reviews and approves the facilities plan, and assists in the review of grant and loan applications assuring the facilities plan and design project are consistent and compatible with the needs of the community, responsive to sound water resources and wastewater management and in compliance with Federal and State requirements.
- Reviews and certifies documents related to sewer system evaluation and rehabilitation so as to assure that the sewer systems discharging into treatment works projects for which grant applications are made are not subject to excessive infiltration/inflow.
- Reviews and approves technology promoting sustainability, including the encouraging of engineering consultants to utilize the low cost design, wastewater reuse, energy saving systems, and the reduction of greenhouse gases.
- Conducts the biannual national Needs Survey of wastewater treatment

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

FUNCTIONAL STATEMENT

works.

- Reviews and approves engineering plans and specifications of all new wastewater systems including public, private and individual wastewater systems pursuant to Chapter 11-62 of the Department Administrative Rules.
- Conducts final construction inspections of all new wastewater systems to assure that the wastewater systems are constructed in accordance with the approved plans.
- Develops and implements statewide rules relative to the beneficial reuse of wastewater sludge.
- Develops and implements statewide rules and guidelines on wastewater effluent reuse/reclamation.
- Implements statewide programs on wastewater minimization which includes requiring and verifying installation of low flow plumbing fixtures to various new and existing structures.
- Provides technical as well as administrative support to the Board of Certification including database information and processing of application for examinations, administration of examinations, reciprocity and temporary certifications.
- Reviews change orders, payment requests, and prepares cash flow reports for Water Pollution Control Revolving Fund projects.
- Conducts preconstruction conferences at the start of construction of each project to develop lines of communications, evaluate loan recipients' plans for controlling construction and cost, and discuss State and Federal requirements applicable to the project.
- Performs initial, interim, and final inspections of Water Pollution Control Revolving Fund projects in order to assure the treatment works have been constructed in accordance with the loan agreement and are being properly and efficiently operated and maintained.

Construction/Operations Section:

- Reviews and approves Operation and Maintenance (O&M) manuals in order to assure the document will be appropriate for the use of the operator and will comply with Federal requirements.
- Reviews and approves construction contract change orders so as to assure a project which is technically sound and complies with Federal and State requirements.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
WASTEWATER BRANCH

FUNCTIONAL STATEMENT

- Reviews and approves Plan of Operations and the adequacy of startup services to assure that the constructed treatment works will have the required resources, qualified operations and debugging to assure effective operation and maintenance in the quickest time possible.
- Conducts annual operation and maintenance inspections of all public and private wastewater treatment works to assure adequate operation and maintenance of such facilities.
- Coordinates activities for mandatory certification of operators to assure that Statewide operations and maintenance program needs are satisfied.
- Assists in the resolution of protests and unresolved audit findings to prevent undue project delays.
- Performs biddability and constructability reviews of construction plans and specifications to minimize problems during construction and the occurrence of change orders.
- Conducts a program of communication and inspection activities during the construction phase of each Water Pollution Control Revolving Fund project so as to assure a project which is properly constructed in accordance with the approved plans and specifications and assure that all State and Federal requirements are being fulfilled.
- Conducts operation and maintenance inspection of all existing individual wastewater systems to assure adequate operation and maintenance of such systems.
- Drafts enforcement documents relative to violations of Chapter 11-62 Hawaii Administrative Rules and coordinates all enforcement actions with the Attorney General's Office.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

The Safe Drinking Water Branch is responsible for implementing and maintaining the statewide program for Public Water System Supervision activities under the Federal Safe Drinking Water Act, Hawaii Revised Statutes Chapter 340E, Safe Drinking Water, and 340F, Hawaii Law for Mandatory Certification of Operating Personnel in Water Treatment Plants; and Administrative Rules, Title 11, Chapters 11-19, Emergency Plan for Safe Drinking Water; 11-20, Rules Relating to Public Water Systems; 11-21, Cross-Connection and Backflow Control; 11-23, Underground Injection Control; 11-25, Rules Relating to Certification of Public Water System Operators; and 11-65, Environmental State Revolving Funds.

The Safe Drinking Water Branch is also responsible for the implementation of the Groundwater Protection Program.

Clerical Support

- Provide clerical support services for all segments of the organization.

Grants/Contracts Management Staff

- Reviews DWSRF Set-Asides and Safe Drinking Water Act (SDWA) grant applications and contracts with contractors.
- Ensures compliance with Federal and State requirements relating to SDWA grants and State procurement law.
- Oversees the administrative and financial components of the DWSRF Set-Asides contract documentation, requests for proposals (RFPs) and other procurement-related activities, and maintains the SDWB's appropriation accounts and budgets.
- Provides assistance to applicants seeking DWSRF Set-Aside and/or SDWA grant funding.
- Prepares the fiscal section of the SDWB's annual EPA Workplan and schedule of tasks.

Engineering Section

- Reviews and approves engineering plans, specifications, and capacity applications for new and substantially modified water systems and water treatment facilities.
- Provides technical assistance to water suppliers and other programs.
- Reviews and approves plans, specifications, and reports for new sources of drinking water, servicing a public water system.
- Implements the cross-connection prevention and backflow control program.
- Conducts special studies, as necessary, for the effective administration and operation of the drinking water program.
- Performs all planning and engineering review functions of the Drinking Water Treatment Revolving Loan Fund program (a.k.a., Drinking Water State Revolving Fund or DWSRF).
- Works closely together with the Water Revolving Staff of the Environmental Resources Office to ensure compliance with all DWSRF loan reporting, monitoring, and record keeping requirements.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

Groundwater Pollution Control Section

- Reviews and processes permit applications for Underground Injection Control facilities (includes new permits, renewals, and well abandonment).
- Conducts analyses of the impact of injection wells on groundwater resources.
- Documents, develops, and processes enforcement cases, and follows-up on compliance of underground injection facilities.
- Provides technical assistance to drinking water and other program staff.
- Conducts special studies, as necessary, for the effective administration and operation of the Underground Injection Control program.

Monitoring and Analysis Section

- Reviews, develops and maintains monitoring plans, schedules, standards for all Drinking Water Rules.
- Coordinates the statewide compliance sampling of public water systems, together with the State Laboratories Division.
- Works closely together with the State Laboratories Division to determine the analytical capabilities for statewide testing and notifies water systems where it is necessary for them to contract with outside laboratories.
- Prepares reports and compiles data as prescribed by Federal and State requirements.
- Reviews, maintains, and manages all historical drinking water quality data (hard copy and electronic formats) for public water systems.
- Works closely together with the Compliance and Enforcement Section and the State Laboratories Division to ensure compliance with required monitoring frequencies and all applicable standards.
- Develops and implements the groundwater protection strategy.
- Performs and coordinates the groundwater monitoring and assessment functions with all other agencies.

Compliance and Enforcement Section

- Prepares and submits enforcement documents.
- Prepares reports and data for violating systems.
- Initiates corrective measures through conferences, administrative or court actions.
- Establishes compliance schedules for those drinking water purveyors who do not meet drinking water standards.
- Works closely together with the Monitoring and Analysis Section and the State Laboratories Division to ensure compliance with required monitoring frequencies and all applicable standards.
- Reviews, develops, and implements rules and regulations for the certification of public water system operators.



STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SAFE DRINKING WATER BRANCH

FUNCTIONAL STATEMENT

- Develops procedures for the qualification and examination of prospective candidates, and the issuance, renewal, and revocation of certifications.
- Coordinates or provides training for all levels of water treatment plant and distribution system operators.
-

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SURFACE WATER PROTECTION BRANCH

FUNCTIONAL STATEMENT

The Surface Water Protection Branch is responsible for the planning and implementation of the nonpoint source pollution control programs. The Surface Water Protection Branch accomplishes its duties by providing compliance assistance to prevent nonpoint source pollution, administering federal grant funds to prevent and reduce nonpoint source pollution, and by conducting planning, engineering analyses, water quality monitoring, scientific studies, inspections, investigations, and enforcement of nonpoint sources of water pollution, as authorized by Hawaii Revised Statutes, Chapter 342E; and Hawaii Administrative Rules, Title 11, Chapter 11-56, Nonpoint Source Pollution Control.

Clerical Support:

Provides the full range of secretarial and clerical services for all segments of the organization.

Watershed Planning Support:

- Develops and establishes rules, policies, and plans for the management of nonpoint source pollution.
- Manages branch reporting deliverables to applicable federal and State agencies.
- Coordinates with State agencies to develop and implement nonpoint source management strategies.
- Develops, reviews, approves, and provides planning support for surface water protection plans, watershed plans, and Total Maximum Daily Load implementation plans.

Nonpoint Source Compliance Assistance Section:

- Provides compliance assistance to address potential nonpoint sources of water pollution.
- Coordinates with State agencies to develop and implement nonpoint source management projects and assist with compliance.
- Administers the Clean Water Act Section 319(h) Nonpoint Source Management Program.
- Oversees implementation of grant-funded nonpoint source pollution reduction projects.
- Conducts outreach and provides educational materials on nonpoint source pollution control.

Nonpoint Source Pollution Management and Control Section:

- Identifies sources of nonpoint source pollution through area surveillance, routine inspection, and investigation of complaints.
- Inspects entities subject to nonpoint source rules.
- Determines compliance with applicable rules, plans, and policies.

STATE OF HAWAII  
DEPARTMENT OF HEALTH  
ENVIRONMENTAL HEALTH ADMINISTRATION  
ENVIRONMENTAL MANAGEMENT DIVISION  
SURFACE WATER PROTECTION BRANCH

FUNCTIONAL STATEMENT

- Develops enforcement actions for violations of State nonpoint source water pollution laws.
- Conducts and analyzes special studies of streams and beaches to identify nonpoint sources of pollution that require mitigation.