To: Environmental Health Managers - All Health Districts

From: Marcia Degen, Technical Services Manager

Date: August 27, 2021

Effective Date: September 3, 2021

RE: Revised Work Area Assignments for Technical Services Engineers

Cc: Julie Henderson, Director – Office of Environmental Health Services
    Lance Gregory, Director – Onsite Sewage, Water Services, Environmental Engineering, and Marina Programs
    VDH Technical Services Engineers
    OEHS Staff

Attached is a table and a map with revised area assignments for the Technical Services Engineers (TSE) to reflect the current staff. The engineers have been assigned by districts. Each district has been assigned a primary, or lead, engineer and a backup. Please contact the primary engineer first, but in his absence, the backup engineer should be contacted. As always, contact Marcia Degen if there are any concerns or questions that can’t be resolved through your assigned engineer.

The Technical Services staff are available to respond to general or specific technical inquiries; attend preliminary engineering conferences; and review plans for onsite sewage systems. Documents for review should be sent electronically if at all possible. If plans have to be mailed, notify the TSE that they are being mailed and mail them quickly so that required review times can be met.

Please note the following **important information** with regard to documents submitted for plan review.

- To facilitate a timely review, please include the following with all plans that are submitted for engineering review:
  - application receipt date and due date;
  - the environmental health specialist’s (EHS) comments;
  - whether the system is in the Chesapeake Bay watershed; and
  - Level I (and Level II if completed) checklist.
- The TSE does NOT track the submittal. It is the EHS’s responsibility to ensure that timelines for approval/denial are met.
- Please notify the TSE when the final approval or denial is issued.

Contact information is as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email &amp; Phone</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryder Bunce</td>
<td><a href="mailto:Ryder.Bunce@vdh.virginia.gov">Ryder.Bunce@vdh.virginia.gov</a></td>
<td>VDH – Office of Environmental Health Services 5th floor</td>
</tr>
<tr>
<td></td>
<td>804-864-7469</td>
<td>109 Governor St.</td>
</tr>
<tr>
<td></td>
<td>804-814-8422 (fax)</td>
<td>Richmond VA 23219</td>
</tr>
<tr>
<td>Steve Elgin</td>
<td><a href="mailto:Stephen.Elgin@vdh.virginia.gov">Stephen.Elgin@vdh.virginia.gov</a></td>
<td>Environmental Health Central Virginia Health District</td>
</tr>
<tr>
<td></td>
<td>804-263-5263(c)</td>
<td>307 Alleghany Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lynchburg, VA 24501</td>
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<tr>
<td>Marcia Degen</td>
<td><a href="mailto:Marcia.Degen@vdh.virginia.gov">Marcia.Degen@vdh.virginia.gov</a></td>
<td>Alleghany/Roanoke City Health District</td>
</tr>
<tr>
<td></td>
<td>804-387-1883</td>
<td>c/o Environmental Health - Attn: Marcia Degen</td>
</tr>
<tr>
<td></td>
<td>540-857-7315 (fax)</td>
<td>Civic Mall 2nd floor</td>
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<tr>
<td></td>
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<td>1502 Williamson Rd, NE</td>
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Table 1. Technical Services Engineer Assignment by Health District – Effective 09 03 2021

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<tr>
<th>District</th>
<th>Primary Technical Services Engineer</th>
<th>Back Up Technical Services Engineer</th>
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<tr>
<td>Alexandria</td>
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<tr>
<td>Western Tidewater</td>
<td>Steve Elgin</td>
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Virginia Department of Health
Technical Service Engineers Area Assignments

Local Health District
- Blue: Marcia Degen
- Yellow: Ryder Bunce
- Green: Steve Elgin

Created by A. Redwine 9/2/2021