



# State of New Jersey

DEPARTMENT OF AGRICULTURE  
HEALTH / AGRICULTURE BUILDING  
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State Soil Conservation  
Committee

July 2, 2020

Frank Minch  
*Executive Secretary*  
Tel. (609) 292-5540

To: Managers and Chairmen

From: Frank Minch, Executive Secretary 

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C: Monique Purcell, John Showler, P.E.

Subject: SSCC Engineering Oversight

Due to the significant economic impacts of the COVID-19 pandemic, the State of New Jersey has required that certain employees covered under the Communications Workers of America (CWA) local bargaining unit contract shall be furloughed for 10 working days during the month of July (Memorandum of Agreement between the State of New Jersey and the CWA; June 22, 2020).

Department engineering staff will be in unpaid work status for the period of July 13-17 and July 20- 24. Licensed staff provide responsible charge / engineering oversight for New Jersey Soil Conservation District (District) staff who are not licensed, pursuant to N.J.S.A. 48:8-28.

During those times, engineering staff will be unavailable to provide professional engineering oversight or administrative assistance to soil district staff or members of the public. Department engineering staff provide the service of ‘responsible charge’ oversight as noted above, which allows for District implementation of the Soil Erosion and Sediment Control Program (N.J.S.A. 4:24-39 et seq.), specifically in the areas of plan review and inspection of engineered measures.

It has therefore been determined that District staff without a Professional Engineering license must adhere to the following protocols during the time periods when Department engineering staff are in unpaid work status:

**Plan review**

Permissible: Review of new or revised plans, make notes, and draft letters provided no action is taken on such review as noted below.

Not Permissible: Distribution of letters based on review of engineering documents, engaging in discussions on phone or email with engineers or

applicants on plan review or general engineering matters, or issuance of formal decisions (review letters, certifications) derived from or based upon engineering review of applications. This includes follow up information provided to Districts in response to previously issued review letters.

### **Site Inspection**

Permissible: Inspection of vegetative stabilization and temporary controls such as silt fence, stabilized construction entrances and inlet filters.

Not Permissible: Inspection of structures, repairs to structures, or otherwise evaluate engineered practices such as grassed waterways, rip rap aprons, etc.

Districts may inspect projects for requested reports of compliance provided the inspections are limited to those areas noted above. In the event compliance inspections are necessary beyond the immediate lot or parcel, Districts should advise the applicant that further review of the site will be conducted and reported once the furlough period is over and engineering oversight is restored.

A Conditional Report of Compliance (CRC) may be issued by the District in those circumstances as provided for in N.J.A.C. 2:90-1.14 (c). It is suggested that District inspections be limited to stabilization and perimeter controls for general/routine inspections and individual lot stabilization for report of compliance inspections.

In order to alert the public to possible interruption of normal activities and services, please post the following notice prominently on the District website.

*Due to the ongoing COVID-19 health emergency, the State of New Jersey has instituted mandatory furloughs for its employees. The New Jersey Department of Agriculture provides various coordination and oversight services to New Jersey's Soil Conservation Districts, including those of overseeing engineering activities performed by Districts as part of the Soil Erosion and Sediment Control Program, N.J.S.A. 4:24-39 et seq.*

*During the time periods of July 13- 17 and July 20-24, Department engineering staff will not be available to provide responsible charge oversight to soil conservation districts. During that period, District staff will be limited to non-engineering related duties associated with the Soil Erosion and Sediment Control Program. This may result in delays in processing erosion control application reviews or certain types of site inspections.*

*Please contact the District for further information.*