

COUNTY OF SUFFOLK



EDWARD P. ROMAINE
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

GREGSON H. PIGOTT, MD, MPH
Commissioner

Department of Health Services Public Portal Frequently Asked Questions

General

- 1) What is ACA? How should I use this site?
 - a. The online portal (called Accela Citizen Access, or ACA), should be primarily used to create applications, view your current open applications, upload resubmissions (i.e. site plans, application forms, etc.), and download stamped approvals provided by the Department, as applicable.
 - b. To view your applications, after logging in, navigate to the "Environmental Quality" or "Consumer Affairs" tab, and then click "Search Applications". A list of all your open applications will appear, which you can browse and sort through. Click the blue record number to open and view the application. Attachments can be uploaded or downloaded, and payments can be made therein.
 - c. To create a new application, click "Environmental Quality" or "Consumer Affairs" tab, and then click "Create an Application". Agree to the terms and conditions, click on the appropriate Office to see which applications are available, and choose the appropriate application type and follow the on-screen prompts.

- 2) Where can I register for an account?
 - a. Please find the Registration User Guide [here](#).

Office of Ecology – Marine

- 1) Where can I find information about the Suffolk County Bathing Beach Monitoring Program and/or beach water quality data?
 - a. Beach Monitoring Program website - <https://www.suffolkcountyny.gov/Departments/Health-Services/Environmental-Quality/Ecology/Beach-Monitoring-Program>

- 2) Where can I find information about the current status of beaches (E.g., open vs. closed)?
 - a. Bathing Beach Advisories and Closures Map - https://ny.healthinspections.us/ny_beaches/
 - b. Or Call the Beach Hotline at 631-852-5822
 - c. Or Email the Office of Ecology at Beaches@suffolkcountyny.gov



DIVISION OF ENVIRONMENTAL QUALITY
360 Yaphank Avenue, Suite 2B, Yaphank, NY 11980
(631) 852-5800 | Fax (631) 852-5825

- 3) How do I file a complaint about a regulated public bathing beach under Suffolk County permit?
 - a. Email the Office of Ecology at Beaches@suffolkcountyny.gov
 - b. Or call 631-852-5760

- 4) How do I apply for a Public Beach Permit?
 - a. Email the Office of Ecology at Beaches@suffolkcountyny.gov
 - b. Link to NY State Sanitary Code 6-2 Bathing Beaches - <https://regs.health.ny.gov/content/subpart-6-2-bathing-beaches>

- 5) How can I view surface water quality monitoring data collected by the Office of Ecology, Bureau of Marine Resources?
 - a. Data is available online:
<https://gisportal.suffolkcountyny.gov/gis/home/group.html?id=cbd4d20b287d4ef79af28a9b56cea71a#overview>
 - b. Or call 631-852-5760 for specific requests.

- 6) How do I file a complaint or concern regarding any marine surface waters (bay, inlet, harbor, etc) located in Suffolk County?
 - a. Regarding potential harmful algal blooms (E.g., discolored waters):
 - i. <https://seagrant.sunysb.edu/articles/t/reporting-suspicious-marine-algal-bloom-harmful-algal-blooms-news?>
 - ii. <https://survey123.arcgis.com/share/0b53ed8ca4144e3ca38233e6e2ab508e>
 - b. Regarding general marine sanitation:
 - i. Call 631-852-5760 for SCDHS
 - ii. Call 631-444-0430 for NYSDEC

- 7) How do I file a complaint or concern about fresh surface waters (lake, pond, stream, etc) located in Suffolk County?
 - a. Regarding potential harmful algal blooms (E.g., discolored waters):
 - i. <https://www.dec.ny.gov/chemical/77118.html>
 - ii. Send email to: HABsInfo@dec.ny.gov
 - b. Regarding general sanitation:
 - i. Call 631-852-5760 for SCDHS
 - ii. Call 631-444-0275 for NYSDEC

Office of Pollution Control

- 1) How do I have to register my tank?

All regulated tanks must be registered by submitting the appropriate **Registration Form** (Form HMM003) to the Department of Health Services. Certain tanks and other storage facilities are exempt from registration. Please consult the Sanitary Code for more details.



You may register your tank by submitting “**Tank Installation/Registration**” application online through the [Suffolk County Planning, Preservation and Development Citizen Portal](#)

2) What must I do before I install a regulated tank?

Regulated tanks cannot be installed without prior approval from the Department. An Application for Permit to Construct (Form HMM001) must be submitted before installing a tank. The application package must include the permit application, registration form, Department filing fees, and engineering plans prepared by an engineer or architect licensed in New York State.

You may obtain the construction permit by submitting “**Tank Installation/Registration**” application online through the [Suffolk County Planning, Preservation and Development Citizen Portal](#)

3) Where can I find the applicable Suffolk County Regulations?

Use the links below for applicable regulations:

[Article 18 of the Suffolk County Sanitary Code](#)

[Article 12 of the Suffolk County Sanitary Code](#)

[Article 7 of the Suffolk County Sanitary Code](#)

4) What must I do before I remove a regulated underground tank?

At least 30 days prior to closure, the facility must notify the Suffolk County Department of Health Services (SCDHS) by submitting Form “APPLICATION PERMANENT CLOSURE OF STORAGE TANKS” and a tank closure assessment Work Plan.

- *The New York State Department of Environmental Conservation (DEC) must also be notified for any petroleum bulk storage tank greater than 1,000 gallons by calling (631) 444-0320.*
- *All suspected leakage must be reported to the NYSDEC by calling (800)457-7362.*

You may register your tank by submitting “**Tank Closure**” application online through the [Suffolk County Planning, Preservation and Development Citizen Portal](#)

5) What must I do after I removed a regulated underground tank?

- Closure Report for underground tanks must be submitted to the Department within 90 days after tank closure
- Closure records which show that closure was performed in accordance with Sanitary Code requirements must be maintained for 5 years following closure date.

6) Where can I find additional information about the Toxic and Hazardous Materials Storage?

Please go to the following link:

<https://www.suffolkcountyny.gov/Departments/Health-Services/Environmental-Quality/Pollution-Control/Toxic-and-Hazardous-Materials-Storage-Facilities>

7) I want to build a Public Swimming Pool, do I need a permit?

Yes, the following must be submitted to obtain approval to construct a public pool (*contact the Bureau of Environmental Engineering at (631) 854-2512 for the appropriate forms*):



- Application for Approval of Plans and Specifications for the Construction of, or Alterations to, a Swimming Pool and Appurtenances (Form HM 134SC).
- Engineering Report for Swimming Pool Plans (Form DOH-139)
- Complete Set of Engineering Plans with construction details and equipment specifications.
- The appropriate fee in accordance with the official SCDHS fee schedule

You may obtain the construction permit by submitting “**Swimming Pool**” application online through the [Suffolk County Planning, Preservation and Development Citizen Portal](#)

Link to NY State Sanitary Code 6-1 Swimming Pool:

<https://regs.health.ny.gov/content/subpart-6-1-swimming-pools>

8) Where can I find out more about Swimming Pool Operating Permit Requirements.?

Please go to the following link:

<https://www.suffolkcountyny.gov/Departments/Health-Services/Environmental-Quality/Pool-and-Bathing-Permits>

9) So remediation is required. What do I need to do?

First, you must submit your site assessment to the Department for review. If Action Levels are exceeded, the Department will issue a formal notice to remediate which will indicate all requirements needed for completion. You, or your contractor, will then be required to submit a brief work plan indicating the proposed method of achieving remediation compliance.

10) What is an Action Level?

An action level is the concentration of a contaminant in an Underground Injection Control System which triggers remediation. Action levels for regulated compounds are listed in the Suffolk County Standard Operating Procedure, *SOP-9-95*.

11) Where can I find additional information about the Environmental Site Assessment?

[OPC BEIR FAQ](#)

12) Where can I get the forms that I need?

Related forms are available [here](#) under the folder “pollution control”.

Office of Wastewater Management

1) Where can I find my open applications and/or completed applications?

- a. All applications (open or completed) that have you listed as a **CONTACT**, can be found by clicking “Environmental Quality”, and then "Search Applications".



- 2) Why can't I find my application in my list of applications?
 - a. Only applications that are associated to your ACA user account will show up in your list of applications. Note that applications that were completed and closed, prior to November 18, 2019, will not be accessible through ACA.
 - b. If your ACA account was not properly selected and associated to the application when the application was submitted, you will not see the application in your list of applications.
 - c. If you feel that you should have access to an application that you currently do not have access to, call the Yaphank Office at (631)-852-5700. You must know the application number (i.e. C-20-0023), or tax map number in order to receive further direction.

- 3) I am an Agent or Design Professional- how do I allow for my Applicant to access the application through ACA (or vice-versa)?
 - a. In order to allow yourself or another person access to view or submit documentation for an application, that person must have an ACA account.
 - b. When creating a new application, enter in that person's contact information in the contacts section. The information you enter must match or be very close to the contact information listed under their ACA account. The system should prompt you that a similar contact already exists. If you choose to use the contact that already exists, then that ACA user will have access to the application.
 - c. If you entered in your contact's information, but they are not seeing the application in their list of applications, then the contact information that was entered in did not match the contact information listed under their account. Call the Yaphank Office at (631)-852-5700 if you would like to update the contact information listed on your application.

- 4) How do I update my ACA contact information? How do I associate my ACA account with an application?
 - a. To update your ACA contact information, log into ACA and click "Account Management", in the top right corner of the page. In the "Contact Information" section, find your contact and select "Actions" > "View". Make any changes therein and save. If the system does not allow you to make changes, click "get updates now", in the blue banner at the top of the page. Note that updating your **login information** will not update your **contact information**.
 - b. To associate an account with an application that has already been submitted call the Yaphank Office at (631)-852-5700. You must know the application number (i.e. C-20-0023), or tax map number in order to receive further direction.

- 5) Are individual drawing files preferred, or full sets of combined pdfs?
 - a. Separate pieces of paperwork (i.e. certificate of existing sanitary system, town SEQRA determination, certificate of exemption, etc.) should be uploaded as separate attachments, and "typed" appropriately, or as best as possible. Ideally, the file name should also describe its contents.
 - b. Site plans with multiple pages should be uploaded all as one single document whenever possible. Separating pages of site plans will delay your review. Floor plans or surveys should be uploaded separately and "typed" accordingly.

6) What is a Temporary Number?

- a. A temporary number is the number that an application gets when it has been saved, but has not yet been submitted (temporary application number). Temporary applications will appear in your list of applications. A temporary number will look like this: YYTMP-XXXXXX. (YY = year, TMP = temporary, XXXXXX = a numerical sequence of temporary numbers for that year.)
- b. An application that has a temporary number **has not** been received by SCDHS! A review of your application will not begin until it is submitted completely. Once a temporary application has been submitted completely, it will receive a regular application number, which will look like this: N-YY-XXXX.

7) What does my Application Number Mean / Stand for?

- a. Your application number has three parts to it: NN-YY-XXXX. The first (NN) part tells you the type of application (see next bullet point). The second part (YY) is the year. The final part (XXXX) is the numerical sequence of records of that type submitted that year.
- b. For applications submitted to our department prior to November 18th 2019, your record number will have the form of our previous numbering system, and will remain the same except for that “-ZEC” will be added onto the end.
- c. For Wastewater Management applications submitted after November 18, 2019:
 - Residential applications will appear as R-YY-XXXX.
 - Other than Single Family Residence (commercial) applications will appear as C-YY-XXXX.
 - Subdivision applications will appear as RS-YY-XXXX.
 - Garbage Company applications will appear as RD-XXXX (there is no date component).

8) EPDFSHX: What is EPDFSHX and why should I toggle the value to 0 (zero)?

- a. For AutoCAD 2016 and newer, when you save your drawing as a PDF, all of the SHX comments in the drawing are saved and embedded into the PDF. PDFs with hundreds of SHX comments (which cannot be deleted), can crash our software when using our plan reviewing tools. To prevent this, and avoid potential delays in review of your application, please open your CAD file, type EPDFSHX into the command line, and set the value to zero. Kindly refer to the links below for additional information.

9) ‘ACA’ Records (which appear as ACA-YY-XXXX) are Showing up in my List of Applications:

- a. An ‘ACA’ record is created whenever you use a PIN to connect to an older application of yours. Due to system and technical limitations, these records cannot be hidden, and you will see them in your list of applications when logged into ACA.
- b. These ‘ACA’ records serve only as a receipt, which indicates that you’ve successfully submitted a PIN. No further action is required, and in most cases, these ‘ACA’ records may be ignored.
- c. An ‘ACA’ record is not used by The Department at any point during the reviewing or approval process. Do not upload resubmissions under an ‘ACA’ record- the department will not receive such resubmissions and those resubmissions will not be brought to our attention for review!