

Environmental Health Services Division

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MEMORANDUM

July 8, 2002

TO: All OSS Designers, P.E.'s and Licensed Installers

FROM: Mark Allen, Health and Environmental Investigator III

SUBJECT: Standards for the submission of documents

We need your help in introducing new technology to the on-site program that will be of great benefit to you in the future.

On-site system records have been stored on microfilm to allow for sufficient storage space of public records. Unfortunately not all documents submitted have been of satisfactory quality to allow for clear duplication. Consequently, many of our microfiche records are of poor quality and unsatisfactory for their intended purpose. We are currently in the process of bringing on line an Electronic Document Management System (EDMS) a digital based technology to eventually replace our microfilm based system. Our plan is that once enough records have been stored and transferred we will be able to provide access to asbuilt records from the Web.

In order to make full use of the EDMS technology we are setting quality standards for all documents submitted to this office that are to be subsequently archived and stored as public records. These new standards go into effect on July 22, 2002. Please note: On multiple copy applications only the Health Department copy will be required to meet this standard.

Document standard:

1. **Line density** - (minimum line quality)- lines must be unbroken and continuous in line density (excluding dash lines) and exhibiting no line bleeding.
2. **Color** - use colors that will be reproducible in black and white density (i.e., yellow does not reproduce well and should be avoided). Use of colored highlight markers are hard to duplicate on B&W digital documents and therefore we are asking that you do not use them, unless there are no other means to make the design details clear.
3. **Drawing quality** - draftsman quality or computer generated drawings on designs, no hand sketches on plot plans, all hand lettering must be **legibly printed**. Repair asbuilts will be accepted with slightly lower standards, however they must be to scale and first generation copies.
4. **Best documents** - whenever possible the original or first generation copy of the document is to be provided with an application. No multiple generation copies of drawings and legal documents will be accepted.
5. **Faxed documents** - not acceptable for permanent records with the exception of backfill notifications and Repair proposals - Repair Asbuilts must be hand delivered or mailed.

6. **Other public records** - (Assessor Office records, etc.) - The clearest copy of the original document is to be submitted. We will not accept faxed copies of legal documents or other public records. If the document(s) you obtained is not good please state this in a cover letter.
7. **Maximum size** - 11x 17 inches- for any documents that may be permanently stored in our records system. This is the maximum drawing size allowed by code and that can be scanned by our EDMS.

In order to make a quick transition without causing additional work, documents submitted which do not meet these standards, will be returned to you without being processed. Complete and legible documents/applications are required (see [Memorandum: Submission of Complete Application for Health Department Review, dated March 8, 1999](#)). If you can't read it, please don't send it since we are unable to make a legible record of the material. Letters with either missing segments or letters that bleed together are not acceptable. Please screen all documents and applications you submit so that, relevant dates, names or signatures are clearly visible.

Your cooperation will assure that the public records stored are of the highest quality obtainable and will benefit all that seek to use or reference them in the future. Thanks in advance for your cooperation. If you have any questions about this information, please contact me at 206-296-9747.