

		<b>West Virginia Department of Health and Human Resources</b>			
		<b>MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES</b>			
Section	Administration	Date	February 2, 2011	Procedure #	A-4
Subject	Function Summary – Local, District and State			Page	1 of 1

The purpose of this memorandum is to show inter-relationships and general functions of environmental health programs in local, district, and state offices. This memorandum is applicable to all environmental health personnel.

The respective functions of the local, district, and state offices have gone through the evolution of institutional changes, revisions of state laws, budgetary considerations and changing philosophies. A series of meetings in 1978 with local health department personnel and subsequent study by the State/Local Liaison Group resulted in a clearer delineation of such functions.

#### References

West Virginia State Code  
State Bureau for Public Health Regulations  
Records, State/Local Liaison Group

#### History

Replaces May 1982

Table: Summary of Environmental Health Functions  
SUMMARY OF ENVIRONMENTAL HEALTH FUNCTIONS

	Local Health Departments	District Offices - OEHS	Central Office - OEHS
<u>Administration</u>	Prepare and submit the county's environmental program plan and monthly reports. Provide consultation to State staff on proposed regulations and design standards.	Evaluate the environmental health programs conducted by LHDs as requested. Meet with local boards of health and county commissions as requested. Assist in the preparation of regulations, design standards, policy and interpretations.	Review LHD environmental program plans and monthly reports. Provide back-up to district duties. Prepare regulations, design standards, policies, and interpretations. Provide interagency coordination.
Training and Education	Provide necessary training and education as determined locally (e.g., food establishment worker training). Assist, when requested, and attend In-service Training meetings. Take advantage of all opportunities that will increase professionalism. Administer Homeowner Sewage System Installers' Examination. Administer Property Owner Pump Installation Exam.	Provide on-the-job training for LHD Sanitarians. Assist, plan, and conduct district In-service Training meetings, seminars, and workshops. Administer Class I and II sewage system installers' examinations.  EED - Train wastewater and water supply operators.	Provide back-up to district duties. Conduct Sanitarian Training Course. Conduct Class I and II sewage system installers training course, and other training as necessary. EED - Administer certification courses for wastewater and water plant operators.
Disaster and Disease Control	Conduct investigations/ inspections of disease outbreaks, animal encounters, natural or manmade disasters, and nuisance complaints affecting public health. Collect and submit samples as necessary. Conduct plan reviews, issue permits, and inspect tattoo and body piercing studios.	Provide assistance to LHDs in conducting epidemiologic investigations and performing environmental health activities related to disasters.	Provide back-up to District duties. Support environmental health activities in the event of a state declared disaster or emergency. Issue Body Piercing Technician Registrations. Conduct plan reviews, issue permits, and inspect infectious medical waste management facilities and vehicles. EED - Provide engineering services.
Clean Indoor Air	Conduct inspections/ investigations as necessary.		

	Local Health Departments	District Offices - OEHS	Central Office - OEHS
Food	Conduct plan reviews, issue permits, and inspect food establishments, except for state healthcare facilities, correctional facilities, juvenile detention centers, and regional jails. Investigate consumer complaints.	Conduct official FDA standardization exercises with LHDs as requested. Conduct plan reviews and inspect food manufacturing facilities, state healthcare facilities, correctional facilities, juvenile detention centers, and regional jails. Assist LHDs in monitoring temporary food establishments at fairs and festivals as requested.	Provide back-up to District duties. Provide interpretation of applicable state rules and design standards, and public health law. Coordinate with FDA on food processing facilities. Conduct official FDA standardization exercises with District staff. Issue permits to food manufacturing facilities, state healthcare facilities, correctional facilities, juvenile detention centers, and regional jails.
Milk	Conduct sampling of milk products as scheduled by the Office of Laboratory Services.	Inspect milk plants and dairy farms. Sample bulk milk tanks and milk haulers. Review plans and issue permits for new or remodeled producer dairies. Conduct official FDA surveys of the milk sanitation program.	Provide backup to the District duties. Provide interpretation of applicable state rules and design standards, and public health law. Issue permits for all milk plants distributing milk in WV. Maintain a central ledger for processed milk products and initiate statewide enforcement on violations.
General Sanitation	Conduct plan reviews, issue permits, and inspect mobile home parks, child care centers, state park lodges/cabins, parks, organized camps, school, hotel and motels, bed and breakfasts, other care facilities (e.g., non-emergency shelters and group homes), county or city jails, public restrooms (on a complaint basis), mass gatherings, and campgrounds.	Provide assistance to LHDs. Conduct plan reviews, issue permits, and inspect correctional facilities, juvenile detention centers, and regional jails.	Provide backup to the District duties. Provide interpretation of applicable state rules and design standards, and public health law. Issue construction permits as necessary. Issue operational permits to correctional facilities, juvenile detention centers, and regional jails.
Recreation	Issue permits and inspect recreational water facilities. Collect and submit samples as necessary. Review and make decision on lifeguard waiver requests.	Inspect recreational water facilities as permitted.	EED - Conduct plan reviews and issue construction permits for recreational water facilities. Provide interpretation of applicable state rules and design standards, and public health law. Review and make decision on lifeguard waiver requests.

	Local Health Departments	District Offices - OEHS	Central Office - OEHS
Sewage	<p>Review applications, conduct site evaluation, issue permits and inspect individual sewage disposal systems, and, small systems with a design flow of 1,000 gpd, or less, with subsurface discharge. Perform site evaluations for individual residences with failing systems, and where necessary, make appropriate recommendation for installation of a surface discharging system, (NPDES permit, &lt;600 gpd). Counties with permitting authority for same, will also issue permits, and conduct final inspections. Consult with state health department staff, and perform coordinated site evaluations of proposed subsurface discharging systems &gt; 1,000 gpd and ≤ 3,000 gpd. County health department may issue permits for systems not required to be under state permit, upon state office recommendation. Proposals for installations involving technologies not listed in 64CSR47, and experimental systems, shall be jointly reviewed with the state office. Issue permits and inspect septic tank pumper trucks. Provide feedback when requested by the Department of Environmental Protection (DEP) on newly proposed septage land application sites. If conducted, inspect individual sewage disposal systems for loan applications. Conduct plan review, site evaluations, and issue permits for subdivisions. Conduct investigations of complaints of sewage creating public health hazards, and issue notices, or take other appropriate legal action. Conduct hearings for permit denials, and initiate appropriate legal actions. Recommend or oppose the renewal of a sewage system installer's certification.</p>	<p>Provide assistance to LHDs as requested. Inspect home aeration units permitted under NPDES by WVDEP, in those counties which do not issue local permits for same. Conduct site evaluation for permitting of proposed "cluster" type systems. Conduct inspections of treatment plants and dispersal system installations for cluster development. Cooperate with local health on proposed "experimental" designs for individual systems, and assist with monitoring and evaluation of experimental system operation.</p>	<p>PHS- Provide back-up to district duties. Provide interpretation of applicable state sewage rules and design standards, and public health law. Evaluate applications and issue permits for home aeration units with NPDES permits, in those counties which do not have permitting authority for same. Evaluate, in cooperation with EED, plans for systems with flows &gt; 1,000 gpd with subsurface discharge, and flows greater than 600 gpd with surface discharge, when alternative treatment technology is proposed. Evaluate plans for proposed <u>commercial systems of &lt;600 gpd</u> which are under WVDEP "55" permit (small package plant permit). Provide oversight of proposed <u>experimental</u> onsite systems, and develop policy for follow-up of system operation. Evaluate proposed installation sites for cluster development, in cooperation with district staff. Cooperate with EED in evaluation of treatment concepts, and development of design criteria, for innovative systems not listed in the Design Standards (as per WW-8). Issue approvals for new onsite products, in consideration of the recommendations of the Sewage Advisory Board.</p> <p>EED - Review plans for subsurface systems greater than 3,000 gpd and for surface discharge systems ≥600 gpd.</p>

	Local Health Departments	District Offices - OEHS	Central Office - OEHS
Solid Waste	Conduct nuisance complaints as they relate to public health (where insects and rodent harborage raise public health concerns)		
Water	Conduct plan reviews, site evaluations, issue permits, and inspect individual water supplies, as determined locally. Collect and submit samples as requested. Collect compliance samples from public water systems as required. If conducted, inspect individual water supplies for loan applications. Alert PHS Central Office of non-permitted bottled water brands. Alert District Engineers of unregulated non-community public water systems.	Conduct plan reviews, site evaluations, and inspect water bottling facilities. Review plans, provide consultation for treatment and distribution and inspect community and non-community public water systems. Provide emergency engineering services. Monitor and enforce public notification requirements.	Provide back-up to district duties. Conduct plan reviews, site evaluations, issue permits, and inspect water bottling facilities.  EED - Issue construction and operational permits for public water supplies. Collect, evaluate and maintain water quality and facility records for public water supplies. Provide interpretation of applicable state rules and design standards, and public health law.