

Migrant Housing Authorization Procedures

Original Set

(Please make all copies and discard all
previous forms)

Authorization Procedures Revised
February 23, 2012

Migrant Housing Authorization Procedures

Environmental Health Section, On-Site Wastewater Branch

PRELIMINARY ACTIVITIES

Initial/Date Completed by supervisor and applicant

- _____ 1. The applicant shall successfully complete Initial Intern Training by the Environmental Health Section, DHHS.
- _____ 2. The local health department shall train the applicant to keep daily records of time and activities, and to use forms properly.
- _____ 3. The supervisor shall assign the applicant to an authorized environmental health specialist in the department to learn routine procedures of field work (if not done prior to Initial Intern Training). If no authorized environmental health specialist is available in the applicants department the regional specialist shall find an alternate location for this training. The local health directors of both health departments will be involved in the negotiations concerning time and location for the training.
- _____ 4. The supervisor and the regional specialist shall discuss and determine if the applicant shall accompany the regional specialist whenever the regional specialist is doing consultation in that county.
- _____ 5. The supervisor shall supply the applicant with the necessary equipment to enforce the laws and rules and assure that the applicant is familiar with the use of all equipment.
- _____ 6. The supervisor shall assign the applicant to an authorized environmental health specialist for practice of skills and knowledge in the following specific areas:
 - laws, rules, policies, and form
 - existing OSWW system evaluation
 - existing water supply evaluation and water sampling

FIELD PRACTICE & REVIEW

Initial/Date Completed by supervisor and applicant

- _____ 1. The applicant shall conduct evaluations of at least **three** on-site wastewater systems and **three** on-site water supplies for compliance with 15A NCAC 18A .1700 and .1900 rules in the presence of an environmental health specialist authorized in a program other than Childhood Lead Poisoning Prevention. A review of the records on file and a site visit shall be made for each evaluation. A water sample shall be collected at each of the sites. Complete three of each form: *Preoccupancy Evaluation Report of Drinking Water Supply and Wastewater Facilities for Migrant Housing*.

For each establishment evaluated, the following file shall be developed for review and comments made by the supervisor. The file is to be forwarded to the regional specialist by the applicant when the request for delegation of authority is made. It shall include:

- A. Bacteriological Analysis of Water Sample
- B. Preoccupancy Evaluation Report of Drinking Water Supply and Wastewater Facilities for Migrant Housing

NOTE: If upon reviewing the file, the regional specialist finds that the applicant needs additional practice, the evaluation for authorization may be postponed until that practice has taken place. To make best use of everyone's time, it is the supervisor/health director's responsibility to see that the applicant has sufficient field practice to prepare the applicant for authorization.

SCHEDULING THE EVALUATION FOR AUTHORIZATION

Initial/Date Completed by supervisor and applicant

- _____ 1. When the applicant has completed the PRELIMINARY ACTIVITIES and FIELD PRACTICE & REVIEW, the applicant shall provide the following to the Environmental Health Section:
- A. A properly completed Migrant Housing Authorization Procedures Document **AND** an Application for Authorization.
 - B. As of April 1999, Identification Cards will be issued in a digital format. Digital images can be taken at the Environmental Health Section in Raleigh. We will also accept images sent in by the applicant via e-mail.

Send to: ENVIRONMENTAL HEALTH SECTION
OFFICE OF EDUCATION & TRAINING
1632 MAIL SERVICE CENTER
RALEIGH NC 27699-1632

- _____ 2. The files generated in FIELD PRACTICE & the applicant shall forward REVIEW to the regional specialist.

The Environmental Health Section will contact the appropriate regional specialist who will set an appointment to work with the applicant as soon as possible. If the evaluation cannot begin within three weeks from receipt of completed files and the referral from the division, the regional specialist shall contact his supervisor to arrange for the evaluation to be conducted by another regional specialist. The supervisor will communicate with the education and training specialist when the application has been referred to another regional specialist. Evaluations for authorizations are top priority for the regional specialist.

EVALUATION PROCEDURES

The regional specialist shall spend a sufficient amount of time necessary to determine the applicant's knowledge and skills in the enforcement of laws and rules.

1. The regional specialist shall review the documents generated in FIELD PRACTICE & REVIEW prior to arriving at the local health department for field work with the applicant.
2. The regional specialist shall coordinate the administration of a written test, which the applicant must pass by a score of 70% or more. The applicant must have taken and scored at least 70% on the written examination prior to the field evaluation by the regional specialist. If the applicant fails the test, he/she will be denied authorization. The written exam may be repeated. The regional specialist shall discuss the test results along with incorrect answers with the applicant prior to continuing the evaluation.
3. The regional specialist shall observe the applicant's knowledge, skills, and ability to properly evaluate at least three existing on-site wastewater systems and on-site water supplies for compliance with 15A NCAC 18A .1700 and .1900. A water sample shall be collected for each site evaluated. The evaluations shall be conducted at sites not previously visited by the applicant.
4. A conference will be held with the supervisor or designee to discuss the recommendations for authorization, which will be forwarded to the Environmental Health Section.
5. The regional specialist shall recommend granting or denying the applicant the authority to enforce specific laws and rules by completing a recommendation form and forwarding it to the Environmental Health Section as quickly as possible. If the regional specialist cannot recommend delegation be granted after the inspections have been conducted in Step 4 of this section, the recommendation shall be to deny the authorization. If delegation is denied, the specific reasons for denial with recommendations for improvements shall be included.

DELEGATION OF AUTHORITY

1. Upon receipt of the recommendation from the regional specialist, a letter from the State Environmental Health Director will be sent to the applicant approving or denying the request for authorization. If approved, the *Identification Card* will be included as appropriate.
2. The *authorized agent shall carry the Identification Card* while on duty.
3. The *Identification Card* is the property of the Environmental Health Section and must be immediately returned by the applicant to the division when he/she is no longer employed with the local health department.
4. The agent may begin to enforce laws and rules when the local health department receives the letter of delegation.

CHANGE OF EMPLOYMENT

1. If the agent becomes employed in another local health department, the individual must apply for authorization for the employee to enforce laws and rules. The following steps must be completed.
 - See PRELIMINARY ACTIVITIES, Step 2 and Step 5
 - See SCHEDULING THE EVALUATION FOR AUTHORIZATION Step 1 and Step 3
2. When an authorized agent transfers from one local health department of the state to another, the regional specialist shall assess the need for additional training, which may include attending initial internship training at the expense of the employing health department.

N. C. DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH SECTION
APPLICATION FOR DELEGATION OF AUTHORITY

Initial Authorization
 Re-authorization Previous Identification Card attached or returned to

REGISTRATION NUMBER _____ DATE OF EMPLOYMENT: _____

NAME: _____ DATE OF BIRTH: _____

POSITION TITLE: _____ EMAIL ADDRESS: _____

COUNTY OF EMPLOYMENT: _____

COUNTY OF PREVIOUS EMPLOYMENT: _____ DATE LEFT: _____

PREVIOUS AUTHORIZATION:

() CCC () FLI () OSW () TATTOO
() CLPP () MH () POOLS () WELLS

INITIAL APPLICANT TRAINING: LOCATION: _____ DATES: _____

TYPE OF AUTHORIZATION REQUESTED:

() CCC () FLI () OSW () TATTOO
() CLPP () MH () POOLS () WELLS

STATEMENT OF APPLICANT

I hereby request that I be authorized to enforce state laws and rules.

DATE: _____ SIGNATURE: _____

STATEMENT OF SUPERVISOR

I hereby certify that the applicant has successfully completed the Preliminary Duties and Field Practice and Review. The applicant is ready to be considered for authorization.

DATE: _____ SIGNATURE: _____

INSTRUCTIONS:

- Purpose:** To request authority to be delegated to an environmental health specialist to administer and enforce state environmental health laws and rules.
- Preparation:** This form shall be completed by the applicant when all Preliminary Activities and Field Practice and Review have been completed or when the applicant changes the county of employment. Each item preceded by a blank space must be initialed and dated by the applicant when the activity has been completed.
- Distribution:**
1. Original to: Environmental Health Section, Office of Education & Training
1632 Mail Service Center, Raleigh, NC 27699-1632, (Courier 52-01-00)
 2. Copy: Local health department files.
- Disposition:** This form may be destroyed in accordance with Standard 6, Personnel Records, *Records Disposition Schedule* published by the North Carolina Division of Archives and History.

Additional Forms: This form may be copied as needed.
DPH-EHS 1056 (REVISED 2/23/12)