

North Carolina Department of  
Environment And Natural Resources

Division of Environmental Health

Michael F. Easley, Governor  
William G. Ross, Jr., Secretary  
Linda C. Sewall, Director  
Michael U. Rhodes, Section Chief



February 19, 2003

**TO:** Environmental Health Specialists, Environmental Health Supervisors,  
Coordinators, and Directors

**FROM:** Larry D. Michael, RS, MPH, Environmental Specialist  
Children's Environmental Health Branch

**THROUGH:** Ed Norman, MPH, Program Supervisor  
Children's Environmental Health Branch

**SUBJECT:** Use of Comment Addendum Sheets During Child Care Sanitation Inspections

The purpose of this memo is to inform you that an explanation of each child care sanitation violation, general comment, and corrective action must be recorded on a comment addendum sheet. Comments should not be written on the child care sanitation evaluation form.

There are a number of reasons for this policy. First, the importance of communicating the inspection findings should be reflected in a clear, concise, written record. Although a verbal explanation is part of the inspection process, child care operators and caregivers need to be able to review written comments to address problems identified during the inspection. Because of the space limitations on the child care sanitation inspection form, comments written on the evaluation form are often difficult to read. The comment addendum sheet provides ample room to clearly explain the violation and the corrective action. Finally, this policy provides consistency with how other environmental health inspections are conducted and may improve inspection consistency within the county and state.

Thank you, in advance, for instituting this policy. Please contact me at (919) 718-0837 / Larry.Michael@ncmail.net or Ed Norman at (919) 715-3293 / Ed.Norman@ncmail.net with any additional questions regarding this matter.

cc: Environmental Health Listserv