

**Food, Lodging & Institutions
Authorization Procedures**

Original Set

**Authorization Procedures Revised
June 1, 2015**

Food, Lodging & Institutions Authorization Procedures

Division of Environmental Health
Environmental Health Services Section

PRELIMINARY ACTIVITIES

Applicant & Supervisor Initial/Date Completed

- _____ 1. The applicant shall successfully complete Centralized Intern Training by NC DHHS, Division of Public Health, Environmental Health Services Section.
- _____ 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 registered environmental health specialist (REHS) in the department to learn routine procedures of field work. 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 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.
- _____ 5. The supervisor shall assign the applicant to an authorized REHS for practice of skills and knowledge in the following specific areas; inspections will be carried out at each of the following types of establishments:
 - Food Service (30)* (5-10 applicant led, co-signed inspection forms)
 - Food Service 26
 - Meat Market (no more than 6) 4
 - Lodging (3)* (1-3 applicant let, cosigned inspection forms)
 - Institutions: (6)*
 - Local Confinement 1
 - Hospital/Nursing Home 3*
 - Residential Care 2
 - Water Supply (3)* (for migrant housing)
 - On-Site Wastewater Facilities (3)* (for migrant housing if the applicant does not hold an Onsite Water Protection authorization)
 - Total of 45 Inspections

Establishment categories marked with an "*" must be inspected with these minimum numbers. The establishment types without an "*" are recommendations only.

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. The file shall be organized. Inspection forms filled out by the applicant and the authorized REHS shall be together. It shall include:

- A. A copy of this document, Food, Lodging and Institutions Authorization Procedures.
- B. Each establishment inspection form as specified in PRELIMINARY ACTIVITIES #5 and FIELD PRACTICE AND REVIEW.
- C. Suspension or revocation form, and a transitional permit, completed by the applicant. (If no establishment is suspended or revoked, the file shall include at least one mock suspension or revocation form and a mock transitional permit.)
- D. Product Disposition Form.
- E. Bacteriological Analysis of Water Sample.
- F. Pre-occupancy Evaluation Report of Drinking Water Supply and Wastewater Facilities for Migrant Housing.

FIELD PRACTICE & REVIEW

Applicant & Supervisor Initial/Date Completed

- _____ 1. The supervisor or their authorized designee will make the necessary number of inspections with the applicant. In the beginning of the practice work, the applicant and the authorized REHS shall complete independent inspection forms. The applicant and the authorized REHS will discuss both inspection forms upon completion of each inspection in the absence of the operator.
- _____ 2. After at least 15-25 inspections (filled out separately from the authorized REHS), the applicant should take the lead role in conducting the inspections, writing up the inspection and discussing the findings with the operator. The authorized REHS shall review and concur with the findings documented on the inspection form. The final score may be discussed and agreed upon by the authorized REHS and the applicant. The final determination of the score is made by the authorized REHS. The forms shall be signed by both the authorized REHS and the applicant.
The applicant should be able to discuss, explain and recommend the appropriate correction of violations.
- _____ 3. Joint inspections are continued until the applicant is comfortable conducting inspections. The applicant must be able to identify violations, discuss the needed corrections with the operator, complete an inspection form, and review the inspection form with the operator. Only one inspection form is completed at this point. The authorized REHS will provide assistance and guidance to the applicant as needed until satisfied that the applicant is proficient in conducting inspections in the various types of establishments.
- _____ 4. The supervisor will review the inspection forms completed by the applicant and the authorized REHS with both present and resolve any disagreements. The review should occur in progression with the applicants' work so that problems are corrected and learning takes place. The inspection forms shall be signed and dated by parties present during the review.
- _____ 5. During the necessary inspections, if at least one *intent to suspend* and one *transitional permit* are not issued, a mock notice of *intent to suspend* and a *mock transitional permit* shall be completed by the applicant. The mock permit action shall be done onsite at one of the 30 food service establishments or one of the three lodging establishments. If at least one Product Disposition Form is not filled out, a mock form shall be completed by the applicant.

For all Critical Violations deducted on the inspection forms there shall be documentation of the type of correction. If a CV Follow-up or Visit has taken place, it shall be documented and included with the inspection for review.

- _____ 6. Migrant Housing Delegation is required unless currently authorized in Onsite Water Protection. The applicant shall conduct evaluations of at least three existing 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 REHS authorized in a program other than Childhood Lead Poisoning Prevention. The evaluations may be conducted at any location with an on-site water supply and wastewater system.

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 visited. An inspection form for each site visited shall be completed by the applicant and reviewed and co-signed in the field by the authorized REHS. Complete three of each form: Pre-occupancy Evaluation Report of Drinking Water Supply and Wastewater Facilities for Migrant Housing.

- _____ 7. When all requirements have been met and the supervisor determines the applicant has progressed sufficiently to work independently, the applicant may apply for authorization.

DISCLAIMER: 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 the 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. Inspections submitted for this review must have been completed within the last 12 months. Inspection forms beyond 12 months will not be considered by the regional specialist.

SCHEDULING THE EVALUATION FOR AUTHORIZATION

Applicant & Supervisor Initial/Date Completed

- _____1. When the applicant has completed the PRELIMINARY ACTIVITIES and FIELD PRACTICE & REVIEW, the applicant shall provide the following to the Division of Environmental Health:
 - A. A properly completed *Food, Lodging & Institutions Authorization Procedures* **AND** the Application for Authorization (DPH-EHS 1056)
 - B. An authorization identification card will be issued by the division with the authorization letter if an applicant's photo is on file, unless the applicant is already authorized to administer another program. If a photograph is not on file, the applicant should submit a digital photograph by e-mail to the Office of Education and Training. Hard copy photographs will not be accepted.

Send to: ENVIRONMENTAL HEALTH SERVICES SECTION
OFFICE OF EDUCATION & TRAINING
1632 MAIL SERVICE CENTER
RALEIGH NC 27699-1632
- _____2. The applicant shall forward the practice files and copies of all corresponding official documentation generated to the regional specialist. Contact your regional specialist for current mailing information.
- _____3. The Environmental Health Services Section will contact the appropriate regional environmental health specialist who will set an appointment to work with the applicant as soon as possible. If the evaluation cannot begin within two months from receipt of completed files and the referral from the division, the regional specialist shall contact their 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 the PRELIMINARY ACTIVITIES and FIELD PRACTICE & REVIEW prior to arriving at the local health department for field work with the applicant. The regional specialist shall discuss the documents with the applicant prior to field work.
2. The regional specialist shall coordinate the administration of a written test. The applicant must score at least 70% on the written examination prior to the field evaluation by the regional specialist. The regional specialist shall discuss the incorrect answers on the test with the applicant prior to continuing the evaluation. If the applicant fails the test, he/she will be denied authorization. The written exam may be repeated at a later date.
3. The applicant shall complete at least four independent inspections, but no more than eight establishments selected by the regional specialist.
4. The regional specialist shall observe the applicants' knowledge, skills, and ability to properly inspect the establishments selected. The intern will conduct the inspection, complete the inspection form, discuss findings with

the regional specialist, discuss findings with the person in charge of the establishment and post the grade. The regional specialist will evaluate the intern by using the Authorization Checklist. If the establishment warrants a notice of suspension or revocation, the regional specialist will review the notice of suspension or revocation. The regional specialist and the applicant shall jointly sign the inspection form and any suspension or revocation forms.

5. For migrant housing/family foster home delegation, the regional specialist shall observe the applicants' evaluation of at least one existing on-site sewage system and on-site water supply for compliance with 15A NCAC 18A .1700 and .1900. A water sample shall be collected for the site evaluated. The evaluation shall be conducted at a site not previously visited by the applicant.
6. A conference will be held with the supervisor or designee to discuss the recommendations for authorization, which will be forwarded to the Environmental Health Services Section.
7. 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 Services Section as quickly as possible. If the regional specialist cannot recommend delegation be granted after the inspections have been conducted in Steps 3-5 EVALUATION PROCEDURES, 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 Environmental Health Services Section Chief 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 REHS shall carry the *Identification Card* while on duty.
3. The *Identification Card* is the property of the Environmental Health Services Section and must be immediately returned by the authorized agent to the division when he/she is no longer employed with the local health department.
4. The applicant may begin to enforce laws and rules when the letter of authorization is received in the local health department.

CHANGE OF EMPLOYMENT

1. If the REHS 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 4; see SCHEDULING THE EVALUATION FOR AUTHORIZATION: Step 1 and Step 3.
2. When an authorized REHS transfers from one local health department of the state to another, the regional specialist shall assess the need for additional training. This may include discussing the applicant's abilities with their current regional specialist, reviewing inspection forms from the previous county, a field visit with the new county's regional specialist, or attending initial internship training at the expense of the employing health department. If the authorizing regional is no longer employed by the state, field work will be required.

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: _____

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: Education & Training, Environmental Health Services Section
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 11//15/12)

ADB