Environmental Health Liaison Meeting
November 18, 2011

Members Present:
Nathan Douglas, Travis Bailey, Mike Trantham, Liz Green, Gale Sowards, Brad Cochran, Denny Taketa, Ryan Harbison, Gregory Young, Tom Ong, Amy Atkins

Motion by Denny Taketa to accept minutes as presented and seconded by Mike Trantham. Motion was approved.

Old Business

1. Manufactured home communities rule update
   The rule was submitted to the legislative rule making committee and presented on Wednesday, November 16, 2011. Attorney recommended technical changes and BPH agreed to changes. In addition, the legislative committee requested that a change be made to the definition of a “manufactured home community” to remove the word “contiguous”.

   Division of Public Health Sanitation is currently conducting an internal review of the inspection report to update it to align with new rule requirements. Anyone on the Liaison Committee is welcome to provide feedback on the forms.

2. Environmental health reporting project update:
   RFQ bids have been reviewed and evaluated. Five bids were received. The lowest bid that meets the requirements must be selected. OEHS has recommended the vendor. The recommendation was approved by MIS. RFQ is now at DHHR Purchasing and then will proceed to the Department of Administration for final release. Licensing will continue with state support at this point. Fred Barley will work as a temporary employee at 40 hours per month to assist with project management.

3. Home loan evaluation policy update:
   Brad Cochran summarized and presented recommended changes to Form SG55 and Form SG55a.

   Form SG55
   ● No comments or concerns presented by the Committee.

   Policy H-12 Discussion Points
   ● Recommendation was made to add language that calls for a receipt demonstrating tank has been pumped.
   ● Two errors were noted on item 14. WVDEP”s instead of WVDEP’s and the last sentence the word “sent” should be changed to “send”
Form SG55a Letter
- The laboratory fee has been increased to $20.00 and tax is not applied.
- Recommendation that a checklist be developed as a resource for the homeowner
- Page 2, paragraph 1 – Needs to be indented

Any concerns or thoughts should be emailed to Brad Cochran and revisions will be made.

4. WW-13 – Grease Trap Policy

Brad requested that the members submit any information they have available on grease traps. Currently, the process has included local agencies asking the PSD what their requirements are and using those as guidelines. Public Health Sanitation supports this process recognizing that the rule is outdated. Brad reported receiving a lot of questions regarding how to size grease traps for restaurants.

New Business

1. Mobile Home Park Discussion - Denny

The question was asked to the members if anyone has ever pulled a permit for a mobile home park. Committee members responded with the following:
- Wood County’s County Commission supports the process by sending an inspector and the assessing a fine.
- Mike Trantham reported that he had required someone to obtain a permit
- Kanawha Charleston reported that the agency had pulled a permit and the magistrate supported the park owner and reinstated the permit.

2. Hot Holding – Gale

In family day care settings, the rule does not require a permit for food service. 11.2.i – Release a policy memo that requires that the temperature of 135 is enforced.

3. McDowell County Question

Is any agency doing anything related to non-sewage based complaints related to a rental house or rental apartment?
- Kanawha Charleston – Provides consultation and advice on mold and bug issues.
- Policy memorandum regarding the Landlord - Tenant Act provides for a mechanism for the local health department to serve as an expert witness and/or education.

District Reports

1. Marshall University -Nathan
   a. MS-4 Permit as part of NDPS with DEP – Determine where Marshall has connections to the sewer and eliminates pollutants in the storm water.
b. New staff member - Travis Bailey – working on storm water. Travis was present and gave an update about his duties.

2. WVU - Mike Trantham
   a. Drain issue with Virginia Graham Baker – Issue – Definition of an unblockable drain and when a secondary cover was required. New interpretation – To have an unblockable drain, a pool must have a cover and a sump that are configured together as a system and it is only required on certain pools.
   b. WVU Daycare Commercial Kitchen with a Vulcan Gas Stove – Pilot light accidentally was left unlit and gas smell present the next day.

3. MOV - Liz
   a. The agency is waiting for the Clean Indoor Air court case to be settled.
   b. Manager training is going very well.
   c. Food handlers are required now (including non-profits).
   d. The agency has a certified pool operator trainer and available for loan.

4. Kanawha Charleston-Gail
   a. Funding has decreased from the city.
   b. Three sanitarians have resigned or retired this year.
   c. Dr. Gupta reassigned food areas and allegations from business owners were that the rules have changed. The mayor asked the agency to respond to business owner complaints. Mayor requested a meeting be hosted for business owners. The agency invited 1200 business owners and 300 attended.
   d. The agency is going to enact a food program improvement plan.
   e. Questions
      i. Well prohibitions and brown field sites – Brad referred her to Bill Toomey.
      ii. Water well driller question – A permit was denied on the basis that the gentlemen could not get 100 feet from the public sewer lines. The agency will issue to permit. Have any other agencies experienced this problem?

5. Kearneysville District - Denny
   a. 3 acre property that wouldn’t perc and tried to get an HAU and that didn’t work. Tried to determine if the owner could get an easement and that didn’t work. The owner will have to sue the individual that she purchased the property from.
   b. Two mobile home, two houses, gas station, restaurant – Working with Rick to set up a schedule.
   c. Hampshire County needs a sanitarian as of October.
   d. Reported receiving a request from a tattoo parlor to have a mobile tattoo parlor and requested guidance.
      i. MOV had one and has information about how it was permitted.
      ii. Brad stated that guidance should be followed under the rule for the mobile unit of the body piercing facility.
iii. A policy procedure was suggested. Brad will work on one.
e. Has anyone granted a person an annual permit mobile food establishment from a temporary food establishment permit.
i. Yes. It is just a fee charge and it is up to the agency.

6. St. Albans -Ryan
   a. Status of Sanitarians Association
      i. Changes to the by-laws were voted on and passed. Executive council members were sent the by-law changes for review.
      ii. Meeting end of October to discuss events for next year and mid-year conference in May
      iii. Interstate Health Conference – July 18-20 in NC
   b. St. Albans District
      i. Lincoln County Project with Upper Mud River Project – Updating and replacing septic systems.

7. Environmental Chemistry Lab – Gregory Young
   a. Setting up organic section and will be able to do volatiles, pesticides, herbicides and disinfection bi-products.
   b. Have to be inspected by EPA Region 3 before any samples can be inspected. EPA is scheduled to be here in August.
   c. No longer going to be able to offer the surfactants.

8. Microbiology Lab-Tom Ong
   a. Drinking water certification lab
   b. 3 new dairies that are thinking about starting up in WV

9. Division of Local Health- Amy
   a. Discussed briefly the BPH Infrastructure Grant

10. Public Health Sanitation-Brad
    a. Cliff Livengood and Fred Barley retired at the end of October. Posting requests for these positions have been submitted.
    b. Chief Sanitarian in Central Office vacant.
    c. OEHS Readiness Coordinator interviews are complete.
    d. Local level
       i. Tom Bonar – Had a severe ATV accident but is now back to work. Expressed gratitude to all of the support.
    e. Jessica and Nathan are expecting their first child in May!
    f. Sanitarian Training Class – week 6
       i. 14 participated and 4 have finished this year.
       ii. CEH – Now on a calendar year and not on a fiscal year. 15 hours must be obtained by December. Contact Linda or Jessica if you have questions.
       iii. Class 2 installer course for on-site waste water installers – will be hosting one in early April 2012 in Morgantown. May have another one at Cedar Lakes in the fall of next year.
       iv. OEHS HPS website design in still on hold due to personnel departures.
v. Sewage installer database is still not corrected. Challenges are occurring with the transition to Access.

vi. On-line payments should be live by December. PHS body piercing and bottled water certification will be piloted. Others have selected a couple as well. They will be monitored and expanded by July 1 if successful.

vii. Rule changes – Emergency rule for the General Sanitation Rule - applies to the square footed requirements for inmate housing. Possible Emergency rule 64CSR51 – OEHS generates permit fees. Food manufacturing rule referred back to fees for service rule. Have received a lot of inquiries that the permit fee was way too high for the low gross manufacturers. OEHS is considering a change to the lowest permit fee.

Next meeting date: February 24, 2012 in Charleston