

B.C.B.O.H.A.

Berkshire County Boards of Health Association

LBOH Core Duties*

Common Core Duties	Tasks	Frequency	Training**	Fees?
Record Keeping, Budgeting, Administration, Office operations	Secure and available to the Public	Assume forever unless permission to destroy	Computer programs, budgets, database, office skills, MAHB	Can charge for copies/research
Food Establishments <ul style="list-style-type: none"> Restaurants and cafeterias Retail Food Establishment Catering and Caterers Mobile Food Wagons Temporary Food Service Frozen Deserts Bakery Milk Non-profits serving food to public Special Events with food Egg processors Cold Storage warehouses Shell Fish labeling enforcement Food safety 	Inspections & Permit <ul style="list-style-type: none"> Before opening 2 x annually Complaints Fire/Floods Water supply 	2 / year Follow up Complaints	ServeSafe Certification Special Event Regulation	Yes
Beaches	Testing & Inspections	1 / week in season		Yes
Swimming Pools	Inspections & Permit	Opening/ periodically	Certified Pool Operator	Yes
Camps -Family and Recreational	Inspections & Permit	Opening/periodically	Basic Camp Inspection Course	Yes
Complaints <ul style="list-style-type: none"> Housing, including heat Public Buildings, safety Mold and dampness Unsafe or unsanitary Air Quality Lead Sound, smells Drinking water Smoking Food 	Investigate Enforce Protect the Public Health and environment	Within 24 hours	Basic Housing Code Trainings Housing Court Hoarding Trainings Aggressive People Awareness Lead Inspector Training Food and Water Emergencies Sanitary Survey of Carnivals Private Wells and Public Water Indoor Air Quality Chemical Spills Meth Labs	Fees difficult: Pre-rental inspection program with appropriate fees can be used.

- Septic Issues					Self Defense	
- Nuisances, pesticides						
- Mosquitoes, insects						
- Garbage, wastes						
Motels/Hotels/B&B/Mobile Home Parks	Permit, Inspect		Annually before permit		Housing Inspection Course	Yes
Body Art Practitioner Establishment	Permit, Inspect		Annually before permit		Infection Control	Yes
Tanning Parlors	Permit, Inspect					
Massage Parlors	License and Inspect		Annually			
Septage and Garbage Haulers	License		Annually		Solid Wastes/ DEP courses	Yes
Animals	-Report		As needed		Animal Inspectors and Animal Control training	No
-Rabies	-Provide vaccine					
-Other diseases	-Collect samples					
-License piggeries, etc.						
Septic Systems	Construction or Repair					
- DSCP	-Plan Review/Permit		Before issuing		Septic System Design	Yes
- Excavation Inspection	-Inspection		Before Filling		BCBOHA Installers Course	Yes
- Final Inspection	-Inspection		Before Covering		Hydric Soils	Yes
- Pumps and I/A Technology	-Inspection		Before C of C			Yes
- Septic Installers	-License		Annually			Yes
Perc Tests & Deep Holes	Witness		On request		Soil Evaluator Certification	Yes
					Advanced Soil Evaluator	
Title 5 Inspections	Review or Witness		Upon transfer		System Inspector Certification	Yes
Disease surveillance, sampling, investigation, treatment, studies	Reporting and Follow up, TB treatment		Varies, but most within 24 hours		Infectious Disease Training (Nurse for TB treatment)	No
Wells	Permit, decommission, protect					
Beavers	Inspection/Permit		Within 24 hours		Wetlands Identification	Yes
Pesticides	Emergency Pesticide Permit at schools		Within 24 hours		Pesticide Training	Maybe
Tobacco Control, Youth Access	License and Inspect		Annually		Tri-Town Health Tobacco	Yes
Demolition Permits	Baiting for rodents		As needed		Pests, Asbestos, Mercury, etc.	Can
Building Permit sign off	Certify Water & Sewerage		As needed			Can
Duties Sometimes Performed	Tasks		Frequency		Training	Fees?
Hazardous Waste Haulers	License		Annually		Toxics and Hazardous Wastes	Yes

Animal Inspectors	Nominate, disease reports	Annually	No
Death Reports	Deaths - Dangerous Diseases	Weekly to DPH	No
Cemeteries	Approve locations	On request	Yes
Death Certificates	Process	Usually delegated	Yes
Burial Permits	Issue	Usually delegated	Yes
Funeral Directors	Permit/Inspection	Annually	Yes
Noisome Trades	Permit, Regulate	As needed	Yes
Vaccinations, Flu Clinic, etc.	Provide to the Public	Annually, as needed	Sometimes
Emergencies Planning and Response	<ul style="list-style-type: none"> - Continuity of Operations Plans (COOP) - Disease Surveillance - Disease Investigation - Sampling - Isolation and Quarantine - Mass Prophylaxis (EDS) - Medical Shelters - Animal Shelters - Behavioral Health - Risk Communications - Mass Burials - Debris Disposal 	As needed, should be annually updated	No
Solid Waste Sites/ Transfer Station	Approve Sites/ Inspect	Periodically	Yes
Local Regulation passed	As Needed	Ongoing	Sometimes
Subdivisions	Review plans	30 days to approve	Yes
Duties Seldom Performed	Tasks	Frequency	Training
Wellness Promotion		Ongoing	No
Disease Prevention		Ongoing	No
Social Services Support		Ongoing	No
Improve Public Health Practices		Ongoing	No
Provide Public Health Leadership		Ongoing	No
Support Workforce Development		Ongoing	No

***The Ten Essential Public Health Services**

1. Monitor health status
2. Diagnose and investigate health problems
3. Inform, educate and empower people
4. Mobilize to address health problems

5. Develop policies and plans
6. Enforce laws and regulations
7. Link people to needed health services

8. Assure a competent workforce - public health and personal care
9. Evaluate health services
10. Conduct research for new innovations

****Sanitarians and Certified Health Officers (CHO) have many of these trainings and certifications as part of their certification. Foundations for Local Public Health Practices cover many of these training areas as well.**