



# BOH Forms: #14a. Inspection Basics by Type

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** is organized by permit type and highlights many of the steps needed to conduct inspections.

The checklist is designed to be used in tandem with the **BOH SOP and Appendices**. BOXES CAN BE CHECKED WITH the CURSOR.

## Inspection Types

1. Bathhouses – spas, bathrooms, safety, cleanliness, etc.
2. Beavers – emergency trapping permits for out of season.
3. Beaches – test the beach water quality (3 feet in and 3 feet off bottom) as well as check safety
4. Body Art/Other Personal Services (local regulation needed),
5. Complaint (Housing, Air, Water, Rodents, Food, Noise, Nuisances, Diseases, Harborage, etc.)
6. Demolition – must have toxic materials removed and rodent baiting completed.
7. Diseases - MAVEN
8. Family Campgrounds – may include housing, food pools, beaches as well as bathrooms, pumping stations, etc.
9. Food – includes restaurants, caterers, mobile food, temp food, shared kitchens, cottage foods, institutions, free food, etc.
10. Housing – includes rentals, owner-occupied, pre-rental, temp housing, farmworker, temporary, seasonal, alternative, shelter
11. Lodging – public/semi-public rentals. Hotels, Motels, B & B over 6 BR, Dormitories, Shelters. May include food service.
12. Pools/Spas – public or semi-public such as condos, associations, camps, etc.
13. Rec Camps for Children – may include housing, food, pools, beaches, as well as plans/policies.
14. Tanning – check bulbs and facility
15. Title 5 – onsite septic systems, grease traps, etc. System & Perc Test Witnessing, Installations, Repairs
16. Wells – local regulation needed; may include drinking, springs, irrigation, monitoring, geothermal, etc.
17. Misc: Animal Inspector, Rabies, Ticks/Mosquitoes, Emergency School Insecticide permits, Manufactured Housing Community,

## Before the Inspection

1. Identify the type of inspection needed and relevant Codes, Guidelines and Job Aids
  - i. Complaint Related – investigate within 24 hours for critical issues. May use phone calls and/or site visits
  - ii. Permit Related – Existing or proposed permit
  - iii. Registration Related – Existing or proposed registration
  - iv. Request Related – on request for Section 8, HUD, occupancy, Title 5, Housing, etc.
  - v. Certificate of Compliance Related for Orders, Inspections, etc.
2. Schedule for Complaints, Follow-ups, Per-Opening (pools, camps, kitchens, rentals, Title 5, etc.) otherwise should be un-announced.
3. May do site/plain view inspections without permission, from public access points; walking to front door, etc.
4. Review the File
5. Ready Inspection Forms
6. Check Inspection Equipment
7. Arrange for Backup if needed if situation is contentious or possibly dangerous

## During the Inspection

1. Introduce yourself.
2. Show ID
3. Explain why you are there and that you may take photos of the facility (not people), & open doors
4. Ask permission to enter
  - a. Permission must be given by someone over 18 who has control/access to the property. The occupant/Person in Charge, not the owner of the property for housing rentals.
  - b. Person may accompany you are not. if there anything to be aware of? Pets? Kids? Construction?
  - c. Housing – must offer a comprehensive inspection
5. Conduct the Inspection
  - a. **Leave if threatened and report to police and/or Board of Health**
  - b. Sketch layout; conduct inspection systematically.
  - c. Document all violations. Cite Codes. Write good narratives. Collect supporting documentation.
6. Closing Conference, Review Inspection results
  - a. Signature of Person in Charge/Occupant to acknowledge receipt of report; not agreement with the report findings.

7. Provide Copy of Inspection Report or send later and inform them of the right to request a BOH Hearing.
8. Provide Resources, Handouts, Copy of Inspection Report if appropriate.
9. Schedule Re-Inspections if needed.
10. May write Orders to Correct on the Inspection Form which must be signed and dated by the inspector.

#### After the Inspection

1. Follow up as needed.
2. Enforcement as needed
3. File Documents
4. Clean and Store Equipment
5. Reports to Board of Health

#### Permit Process

- Application must be complete, signed and with all required supporting documents attached or uploaded.
- Estimated fees must be paid unless specifically waived by the BOH.
- Other associated or required Permit Applications must also be completed as required.
  - Food Establishment.
  - Pool/Spa.
  - Beach.
  - Lodging.
  - Dumpster.
  - Portable Toilet.
  - Business Permit.
  - Building Permit.
  - Fire Permit.
  - Conservation Sign-off.
  - Others as Required.
  - Others as Required.
- Well water test may be required if not on a Public Water Supply.
- Approval from other Town/City boards of departments may be required.
- Pre-Approval Letter may be issued for up to 1 year. After that a new permit application is needed.
- Pre-Opening Inspection may be required. Schedule 30 days in advance.
- Final Fees must be paid.
- Permit may be issued, subject to conditions.
- Additional Inspections may be required.
- Full Operations may begin after Permit is issued, subject to all permit conditions.
- Any substantial changes in Application/Permit details must be reported immediately to the BOH.
- Permits are NOT transferrable.

#### Beach - Public and Semi-Public

- Initial beach water quality test required before the beach opens each season.
- Beach water quality tests required weekly unless variance issued based on consistent negative testing results.
- Beach Test Results must be filed with the State.
- Photo of required posted signs.
- Dumpster Permit may be required if trash cans used – highly recommended to control litter.
- Portable Toilet Permit may be required for portable toilets – highly recommended to control human wastes.

#### Beaver Trapping and Dam Removals

- Trapping Beavers out of season requires a BOH permit.
- Beavers must be threatening septic, well, road, house, etc.
- Conservation Commission approval required for dam removals and wetlands work.
- Note: Beavers are trapped live but must be killed on the property.

#### Body Art Establishment

- Client Advisories and Warning.
- Client Application and Consent Form.

- Establishment Aftercare Instructions.
- Establishment Exposure and Infection Control Plan.
- Establishment Complaint Procedures.
- Autoclave testing results.
- Medical Waste Hauler Agreement.
- Pre-Opening Inspection required. Schedule 30 days in advance.

#### **Body Art Practitioner/Technician/Apprentice**

- Proof of Identity – must be government issued photo ID.
- Certifications.
- Documentation of experience and training.
- Medical Certificate.

#### **Children’s Recreational Camp**

- Building Inspector’s Occupancy Permit.
- Fire Inspector inspection.
- Food Permit if food serviced.
- Pool Permit if pool/spas.
- Beach Permit if beach.
- Dumpster Permit.
- Portable Toilet Permit.
- The following plans, policies and procedures must be part of the Permit Application.
  - List of all staff that supervise children. This includes junior counselors and activity staff.
  - Written procedures for review of staff background checks.
  - Copy of all promotional materials and literature, including electronic materials and websites.
  - Procedure for reporting suspected child abuse or neglect.
  - Healthcare policy.
  - Discipline Policy.
  - Fire Evacuation Policy – must be approved by the local Fire Department.
  - Emergency/Disaster Plan.
  - Lost Camper Plan.
  - Lost Swimmer Plan is swimming is an activity.
  - Traffic Control Plan.
  - Day Camp Contingency Plan
  - Primitive Trip or Travel Camp Activity – Written Plan including itinerary, emergency care, contingencies.
- The following are required before the camp opens:
  - Staff CORI/SORI checks.
  - Healthcare Records for all staff and campers.
  - BOH inspection and review of all facilities and documents.

#### **Demolition Approval**

- Demolition Permits from Building Inspector may require BOH signoff for removal of toxic/hazardous materials and rodent baiting.
- Baiting must be for at least a week with no rodent activity found during inspection before beginning work.
- Asbestos and other toxic substances such as oils, paints, pesticides, mercury in switches and lights, etc. must be removed prior to demolition or all the debris is considered toxic and requires a licensed site professional onsite and debris must go to a special landfill. Recommend a licensed remediator inspect and certify.

#### **Disease Reports**

- Must be done on MAVEN (Massachusetts Virtual Electronic Network)
- MAVEN must be checked several times per day and disease reports followed-up.
- Suggest small towns hire a regional PHN

#### **Family Campgrounds**

- Water Test if not on a Public Water Supply.
- Title 5 Inspection or Permit if not on public sewer
- Check cabins, campsites, bathrooms, food, pools, smoke alarms, beaches as appropriate.

## Food Establishment

- Exempt Operations:** If open to the public, must display a sign, *“Not regulated or inspected by the Board of Health.”*
  - Whole, uncut produce, unprocessed honey, maple syrup products, eggs held at 45F,
  - Unprocessed honey, maple syrup products,
  - Venues offering only commercially packaged non-TCS foods like chips and coffee/tea (shelf stable cream only).
  - Non-Commercial (NO fees or fundraisers) Community Potlucks or Block Parties.
  - Residential Kitchens for specific non-profit events (Bake Sales, Soup Kitchens).
  - Residential Kitchens for Day Cares and owner occupied, B & Bs with 6 bedrooms or less, serving only freshly made breakfast.
  - Private Events (Note: caterers must be licensed in their home community & notify BOH where they are catering).
  - Cooking Classes, Non-Commercial Church Socials, Class Parties (may need permission from school),
  - Home Delivery Service for Take Out Food/Groceries (Assumes food is packaged and delivered in a timely manner.)
- Bakery, Frozen Dessert, Milk Vendor:**
  - If part of a larger Food Establishment Operation may be added to that permit with an additional fee.
- Catering:**
  - Food Protection Manager Certificate.
  - Allergen Awareness Certificate.
  - Anti-Choking Training if more than 25 seats.
  - Local Board of Health Permit for “base” or Commissary Kitchen.
  - Water test if not part of a Public Water Supply.
  - Must inform each local Board of Health when operating in each jurisdiction.
- Food Service/Basic Food Establishment Form, Retail Foods, Stand-Alone Bakery/Frozen Dessert:**
  - Food Protection Manager Certificate.
  - Food Handler Certificate for Staff.
  - Allergen Awareness Certificate.
  - Anti-Choking Training if more than 25 seats.
  - Dumpster Permit.
  - BCBOHA Temporary Food Training if planning to provide food at temporary events.
  - Massachusetts Permit to Operate from the local Board of Health.
- Special Event/Temporary Food Establishment: (up to 14 days)**
  - Food Protection Manager Certificate.
  - Food Handler Certificate for Staff may be required.
  - Allergen Awareness Certificate.
  - Anti-Choking Training if more than 25 seats or a large venue.
  - BOH permit for Kitchen where food is prepared.
  - Water test for water source if not part of a Public Water Supply.
  - No Menu changes without BOH approval.
  - Sketch of Booth layout.
  - Dumpster Permit.
  - Portable Toilet Permit.
  - Building Permit for tents may be required. Tents must have fire resistant tags.
  - Fire permit may be required for open flames or propane tanks.
  - Pre-opening inspection required. Must be scheduled 1 week in advance.
  - Tax Exempt certificate for non-profits.
  - BCBOHA Temporary Food Training may be required.
  - Massachusetts Permit to Operate from the local Board of Health.
- Mobile Food**
  - Food Protection Manager Certificate.
  - Food Handler Certificate for Staff.
  - Allergen Awareness Certificate.
  - Anti-Choking Training.
  - Must have a Local Board of Health Permit for “base” Commissary Kitchen if a local regulation.
  - Water test for Commissary Kitchen if not part of a Public Water Supply.
  - Attach a layout sketch of the truck, trailer or cart.

<input type="checkbox"/> Ice Cream Trucks also require a police permit. <input type="checkbox"/> Propane and open flames may require a Fire Permit if not permanently installed in the truck with appropriate tie-downs and fire suppression.
<input type="checkbox"/> <b>Temporary Food</b> <input type="checkbox"/> Food Protection Manager Certificate. <input type="checkbox"/> Food Handler Certificate for Staff. <input type="checkbox"/> Allergen Awareness Certificate. <input type="checkbox"/> Anti-Choking Training. <input type="checkbox"/> Must prepare all food onsite or in a permitted base kitchen <input type="checkbox"/> Must have potable water <input type="checkbox"/> Attach a layout sketch of the proposed operation <input type="checkbox"/> Tents may require a building permit and must be fire resistant. <input type="checkbox"/> Propane and open flames require a Fire Permit
<input type="checkbox"/> <b>Funeral Director</b>
<input type="checkbox"/> <b>Funeral Directors</b> , but not Funeral Homes, are licensed by the local BOH as part of Regulated Services: <input type="checkbox"/> Water Department Inspection Report to ensure backflow prevention. <input type="checkbox"/> State Board of Registrations. <input type="checkbox"/> State Funeral Home Registration.
<input type="checkbox"/> <b>Garbage/Trash/Solid Waste Haulers</b>
<input type="checkbox"/> <b>Solid Waste Haulers</b> , including those hauling garbage for compost, need a BOH Hauler's Permit. <input type="checkbox"/> <b>Composting Site Assignments</b> for small composting operations can get a DEP General Permit to operate. <input type="checkbox"/> <b>Dumpsters</b> : haulers that transport waste bins or dumpsters require a BOH Waste Hauler Permit in every town <input type="checkbox"/> <b>Inspections</b> : BOH may inspect equipment at any time.
<input type="checkbox"/> <b>Hotel, Motel, Lodging, Inn, Dormitory, Large B &amp; B</b>
<input type="checkbox"/> Water Test if not on a Public Water Supply. <input type="checkbox"/> Ask for pumping records if not on public sewer <input type="checkbox"/> Food Permit if more than 6 BR and serving food other than coffee and foods that do not require refrigeration. B & B that is owner occupied, only serves breakfast, and has fewer than 6 BR isn't permitted unless a local regulation. <input type="checkbox"/> Pool Permit if pool/spa open to guests. <input type="checkbox"/> Fire/Building Inspector's Reports/permits. <input type="checkbox"/> Use the Housing Inspection Form: cleanliness and safety issues like handrails, emergency exit signs, lighting, etc.
<input type="checkbox"/> <b>Housing: Alternative, Temporary, Pre-Rental Registration, Short-Term Rentals, Trailer Parks, Worker Housing</b>
<input type="checkbox"/> Water Test if not on a Public Water Supply. <input type="checkbox"/> Title 5 Inspection or Permit if not on public sewer <input type="checkbox"/> Board of Health Hearing, Permit or Variance may be required. <input type="checkbox"/> Fire/Building/Zoning Inspector's Reports/permits may be required. – Check with these Departments <input type="checkbox"/> Use the Housing Inspection Form. Should at least conduct a basic site or drive-by inspection.
<input type="checkbox"/> <b>Nail Salon</b>
<input type="checkbox"/> Ventilation Plan. <input type="checkbox"/> Nail Salon Technicians are regulated by the State. <input type="checkbox"/> Emergency Plan for toxic spills and waste disposal. <input type="checkbox"/> Employee Protection Plan. <input type="checkbox"/> Client Advisories and Warnings. <input type="checkbox"/> Instruction for Clients on filing complaints.
<input type="checkbox"/> <b>Pool/Spa</b>
<input type="checkbox"/> Certified Pool Operator Certificate. <input type="checkbox"/> Pool water test must be done by a certified lab. <input type="checkbox"/> Daily Testing Logs must be completed every 4 hours. More often in very hot weather or under heavy bather loads.
<input type="checkbox"/> <b>Septic/Title 5</b>
<input type="checkbox"/> <b>DWCP (Disposal Works Construction Permit):</b> <input type="checkbox"/> Plans required for NEW and UPGRADED septic systems. Electronic copies are encouraged, but 2 paper copies may also be required by the BOH along with the Permit Application and all Fees.

- Determine if BOH Local Upgrade Approval/variance is required. May need additional fees/notifications to abutters.
- Determine if a Conservation Commission sign-off is required.
- Pre-Approval may be granted subject to all conditions for up to one year. PERMIT MUST be issued to a licensed Installer. Installers must be knowledgeable. BOH may require installers have a current BCBOHA Installers Certification or charge additional inspection fees if not BCBOHA certified. [Installer Certification Program \(bcboha.org\)](http://bcboha.org)
- Certificate of Compliance: (Only good for up to 3 years with pumping)**
  - Engineer Approval Letter/Sign Off after all work is completed.
  - Installer Approval Letter/Sign Off after all work is completed.
  - As-Built drawings after all work is completed.
  - Copy of maintenance contract for all Innovative/Alternative (I/A) technology used. DEP letters of approval online.
  - Copy of any Deed Restrictions and proof of registry.
- DWIP (Disposal Works Installer's Permit):**
  - Copy of BCBOHA Installer Card if required by the BOH or listing on [Installer Certification Program \(bcboha.org\)](http://bcboha.org)
  - SAS (Soil Absorption System) location should be staked by Designer/Engineer or a Surveyor.
  - Installer MUST notify BOH and Designer/Engineer at least 48 hours before beginning construction.
  - Installer MUST notify BOH and Designer/Engineer at least 24 hours before requesting any inspections:
    - Excavation inspection before filling
    - Final covering/grading with naturally occurring soil.
  - Outlet riser should be to grade to facilitate filter cleaning.
  - Final grading must divert water around the septic system, including the tanks and septic leach field (SAS)
  - All disturbed ground must be properly raked and seeded.
  - Hoisting License may be required for installers who move concrete septic tanks.
- Perc Witnessing:**
  - Perc must be pre-scheduled with the BOH/Health Department if the BOH witnesses these inspections.
  - Perc results must be filed with the BOH within 60 days or are not valid.
- Title 5 Inspection Witnessing:**
  - All Title 5 Inspection Witnessing should be scheduled with the BOH/Health Department.
  - All Title 5 Inspection Reports must be submitted to the BOH/Health Department for review within 30 days or are not valid. All Title 5 Inspection Reports are subject to a 30-day review by the BOH/Health Department.
  - Septic Package Water Test needed if the SAS is closer than 100 feet to a well or the BOH feels it is needed. All water tests must be taken by a third party.
  - DWCP needed if the septic system needs repair or upgrading.
  - BOH may allow minor repairs if first notified and completed/noted as part of the Title 5 Inspection Report.
  - Should include a copy of any Deed Restrictions and proof of registry.
- Septage Pumping:**
  - All septage pumping reports must be filed within 30 days.
  - Pumper must call the BOH if any sewage outbreaks are observed, or any repairs are needed.
  - BOH may inspect equipment at any time.

**Solid Waste Hauler, including Bio/Infectious Wastes and Dumpsters**

- Copy of Disposal Site Agreement.
- Invoice for Medical Wastes disposal
- Invoice for Medical Wastes disposal
- Haulers that provide dumpsters require a BOH permit in each town/city of operation
- BOH may inspect equipment at any time.

**Tanning Salon**

- Client Advisories and Warnings.
- Client Consent Form.
- Clean and accessible bathrooms

**Tobacco Permits**

- A State Permit is required.
- BOH may also have a local regulation requiring a permit
- No Flavored Tobacco Products allowed in Massachusetts
- BOH inspections to ensure proper signage posted and tobacco products are not accessible to people under age 21.

**Wells, Private**

- State Well Driller's Certificate or a variance needed from the BOH. Sometimes given for springs and dug wells.
- Map/Plan showing all septic systems, structures, lot lines, wetlands, roads, driveways, etc.
- Hearing maybe required if the well does not meet all setback requirements.
- Pre-approval may be granted for up to 1-year subject to all conditions. PERMIT must still be issued to the well driller.
- Well Completion Report must be submitted within 30 days of the well completion.
- DEP Application also required for all geo-thermal or injection wells and all Public Water Supplies
- Well location must be staked by a surveyor or engineer if there are any variances; less than 100 feet.
- Water Quality Analysis by a third party, certified lab that includes Chloride, Copper, Fluoride, Hardness, Iron, Lead, Manganese, pH, Sodium Total Coliform, E. coli bacteria, and Nitrate/Nitrite completed BEFORE occupancy or use.
- Final grading must divert ground water away from the well casing.

**Other Regulated Activities: Note this list is not exhaustive.**

- Animal Inspector for farm animals
- Emergency insecticide permit for schools
- Nuisances and Noisome Trades including noise, air quality, harborage, chemicals, trash, etc.
- Rabies – see that treatment is received if needed
- Mobile Home Parks – Require an annual BOH permit
- Ticks/Mosquitoes – monitor outbreaks, provide information, may order spraying for EEE.