



BOH Organization Guide: #7 BOH Training

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

This **Checklist** highlights many of the steps needed currently to organize a Massachusetts Board of Health. The checklist is designed to be used in tandem with the **BOH SOP and Appendices**. BOXES CAN BE CHECKED WITH the CURSOR.

BOH Agent and Inspector Training Policy

- Anyone doing inspections or witnessing for the BOH should have the appropriate trainings and certifications and be working towards meeting the Workforce Standards as outlined in the Special Commission on Local and Regional Public Health in its final report of June 2019 – *Blueprint for Public Health Excellence: Recommendations for Improved Effectiveness and Efficiency of Local Public Health Protections* (Registered Sanitarian preferred along with the relevant additional certifications):
 - BOH 101; Temp Food; Food in Emergencies (BCBOHA)
 - Food Inspectors: Food Safety Manager's (ServSafe) **and** Food Inspector Training (Alliance or LPHI)
 - MAVEN training (ideally a Public Health Nurse)
 - Local Public Health Institute (LPHI) Foundations for Local Public Health Course
 - Title 5 System Inspector (NEIWPIC)
 - Title 5 Soil Evaluator (NEIWPIC)
 - Housing Specialist (Mass PHIT Housing)
 - Lead Determinator (DPH)
 - FDA Standardized Inspector: Alliance Food Safety Courses, Mass PHIT Food, FDA ORAU/OTED, Supervised Inspect.
 - Camp Inspector (DPH, LPHI)
 - Certified Pool Operator/Inspector (CPO)
 - DEP/DPH Training Days
 - State Conflict of Interest online training - Required
 - ICS 100, 200 NIMS 700 (FEMA) – Required
 - Others: Beaches, Wells, Body Art, Animals, Indoor Skating, Tanning, etc. DEP/DPH/LPHI
- <http://sites.bu.edu/masslocalinstitute/training/on-your-time-trainings/>

Local Regulations to Consider Adopting

- Private Wells:** regulate water supplies not covered by State laws for public water supplies. (Alliance Model Well Regulations)
- Dumpsters:** especially those used for food or hazardous materials to prevent nuisances. (Alliance Model Dumpster Regulations)
- Portable Toilets:** used at events to prevent nuisances and ensure there are enough toilets and sinks that are serviced properly. (Alliance model Portable Toilet Regulations)
- Body Art:** to regulate permanent, mobile or temporary establishments and events.
- Youth Tobacco:** to regulate youth access, vaping, flavored tobaccos.
- Temporary Housing:** defined as private/non-commercial housing used less than 30 days in a calendar year and not subject to the State Sanitary Code, though the BOH can always decide to issue orders to protect the public health and safety in any novel situation. The current and proposed Housing Code is unclear on how the 30 days is counted, causing potential confusion. Pass a local regulation to clarify.
- Glamping: Pop-up Luxury Camping Rentals:**
- Short-term Rentals (STR) such as Airbnb:**
- Piggeries:**
- Kennels:**
- Other special circumstances:**