



Pool and Spa Inspection Procedure

Original Effective Date: August 3, 2017	Review / Revision Date:	Environmental Health Procedure: 2017.08.030
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Maintenance Steward: Environmental Health Supervisor in charge of Generalist Programs History: New Revised Archived

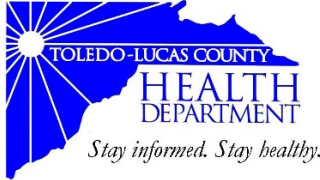
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

Frequency of Review:
 Annually Biennially 5 Years As Needed Other:

Location:
G-Drive: G: → Users → Common → Policies & Procedures
Website: www.lucascountyhealth.com/employee-login/
Hardcopy: Environmental Health Supervisor's Office
Archived Version(s):

Requisite Signatures

<input checked="" type="checkbox"/> _____ Health Commissioner	_____ <u>08-03-17</u> Date
<input checked="" type="checkbox"/> _____ Director of Environmental Health & Community Services	_____ <u>8/3/2017</u> Date



Pool and Spa Inspection Procedure

I. Scope

This procedure applies to all generalist sanitarians in the Environmental Health Division of the Toledo-Lucas County Health Department (TLCHD).

II. Purpose

The purpose of this procedure is to provide generalist sanitarians with an understanding of the expectations and processes that are required to conduct thorough inspections of licensed public pools, spas, and/or special use pools, also known as recreational water facilities.

III. Background

Recreational water facilities are regulated by the Ohio Department of Health (ODH) and administered by both ODH and TLCHD under Chapter 3749 of the Ohio Revised Code (ORC) and Chapter 3701-31 of the Ohio Administrative Code (OAC).

IV. Provisions/Procedures

A. Pre-License Inspection

1. Once contacted by the Ohio Department of Health (ODH), a pre-license inspection for a newly constructed and/or substantially altered facility shall be scheduled.
 - a. A pre-license inspection may be conducted along with the ODH sanitarian.
2. Upon approval from the ODH sanitarian, a TLCHD sanitarian shall perform a standard inspection and equipment inventory inspection.
 - a. If the recreational water facility is approved by TLCHD, a license application shall be provided to the operator/representative.
 - b. If the recreational water facility is not approved by TLCHD, a re-inspection(s) shall be performed until final approval is achieved.

B. Standard Inspection

1. Standard inspections shall be conducted a minimum of once every 365 days.

2. Conduct recreational water inspection per regulations outlined in Ohio Revised Code (ORC) Chapter 3749 and Ohio Administrative Code (OAC) Chapter 3701-31.
3. Record all violations and/or observations on HealthSpace or on paper inspection form (if use of HealthSpace is unavailable).
 - a. If paper inspection form is used, input inspection into HealthSpace at a later date.
4. Review all violations and/or observations with operator/representative and obtain signature.
5. Provide copy of inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD recreational water file.
7. Update appropriate Excel inspection tracking sheet on G: drive.

C. Equipment Inventory Inspection

1. Equipment inventory inspections shall be conducted a minimum of once a calendar year.
2. Equipment inventory inspections shall be conducted with the first standard inspection of the licensing year. Additional equipment inventory inspections may be completed as needed.
3. Conduct equipment inventory inspection per regulations outlined in ORC Chapter 3749 and OAC Chapter 3701-31.
 - a. If during the equipment inventory inspection it is observed that equipment has been replaced and is not considered "like for like" an Equipment Replacement Notification (ERN) form shall be provided to the operator/representative to submit to ODH for equipment replacement approval.
4. Record equipment inventory inspection on HealthSpace or on paper inspection form (if HealthSpace is unavailable).
 - a. If a paper inspection form is used, input into HealthSpace at a later date.
5. Review equipment inventory inspection report with operator/representative and obtain signature.
6. Provide copy of equipment inventory inspection report to operator/representative.

7. Place copy of equipment inventory inspection report in appropriate TLCHD recreational water file.
8. Update appropriate Excel inspection tracking sheet on G: drive.

D. Re-Inspection

1. A re-inspection shall be conducted if an imminent threat to public or environmental health is observed during the standard inspection or when deemed necessary by the sanitarian in order to ensure compliance is being achieved.
2. Record all violations and/or observations on HealthSpace or on paper inspection form (if HealthSpace is unavailable).
 - a. If a paper inspection form is used, input into HealthSpace at a later date.
3. Review all violations and/or observations with the operator/representative and obtain signature.
4. Provide copy of the inspection report to operator/representative.
5. Place copy of inspection report in appropriate TLCHD file.
6. Update appropriate Excel inspection tracking sheet on the G: Drive.

E. Complaint Inspection

1. Conduct a complaint inspection once an official HealthSpace complaint is received.
2. Complaint inspections shall focus on the highlighted issue(s) on the official HealthSpace complaint.
 - a. Complaint inspections may be considered a standard inspection if all additional requirements for a standard inspection are completed.
 - i. Both complaint and standard inspection shall be selected under "type visit" on inspection report.
3. Record all violations and/or observations on HealthSpace or on paper inspection form (if HealthSpace is unavailable).
4. Review all violations and/or observations with operator/representative and obtain signature.

5. Provide copy of the inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD file.
7. Update appropriate Excel inspection tracking sheet on the G: drive.
8. Make any necessary comments to the official HealthSpace complaint and file copy of complaint report in the appropriate TLCHD file.

F. Consultation

1. A consultation may be requested by the sanitarian or by the operator/representative.
2. Consultations are to be used to discuss questions and/or concerns related to the recreational water facility.
3. During a consultation a standard inspection does not need to be completed.
4. A record of the consultation shall be made on an inspection form and a copy placed in the appropriate TLCHD recreational water file.

G. Note

1. In the event that an immediate threat or hazard to human health is observed by the sanitarian, the Environmental Health Supervisor or Environmental Health Director shall be contacted as soon as possible.

V. Maintenance

A. Review

1. The *Pool and Spa* standard operating procedure is to be reviewed every five years or when the Ohio Department of Health (ODH) updates Chapter 3749 of the Ohio Revised Code (ORC) or Chapter 3701-31 of the Ohio Administrative Code (OAC) to ensure compliance with both agency and accreditation standards.
2. The *Pool and Spa* standard operating procedure is to be reviewed if the health department utilizes a new software program for electronic inspection recordkeeping.

B. Revision

1. All changes made to this SOP are to be noted on the **Record of Change**. Substantial changes will require renewed signatures from all applicable parties. This includes changes to the intent, scope, procedures, or policy statement.

2. Changes in style, format, grammar or minor error correction will not require renewed signatures but must be indicated on the Record of Change.

VI. Glossary

- A. **HealthSpace**: Database used by TLCHD to track and catalog various program inspections and complaints.
- B. **Licensing Year**: June 1 – May 31

Record of Change

(Required for all procedures)

Date of Change	Changes Made By	Changes Made/Notes	Approved By