

Bathing Beach Inspection Procedure

Original Effective Date:

August 3, 2017

Review / Revision Date:

**Environmental Health
Procedure:**

2017.08.036

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

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Health Commissioner

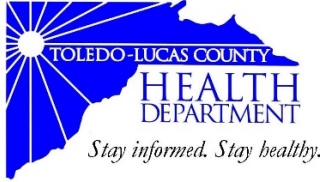
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Director of Environmental Health & Community Services

Date

Date

08-03-17
8/3/2017



Bathing Beach 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 bathing beaches.

III. Background

Bathing beaches are regulated and licensed by TLCHD under the *Bathing Beach Regulations* established by the Lucas County Board of Health.

IV. Provisions/Procedures

A. Plan Approval

1. Plans for a newly constructed or substantially altered bathing beach must be submitted to this department for plan approval.
 - a. Once plans have been received they shall be acted upon within thirty (30) days by a sanitarian.
 - b. TLCHD may request additional information or return incomplete plans to the applicant.
 - c. Plans are valid for one (1) year from date of receipt and are nontransferable.
 - d. Plan approval/disapproval letters shall be sent following plan review.
2. Once plans have been reviewed and deemed complete a pre-license inspection shall be conducted.

B. Pre-License Inspection

1. Upon approval of the bathing beach plans a TLCHD sanitarian shall perform a standard inspection as outlined below.

2. The bathing beach may receive a license to operate from this department once the following requirements have been demonstrated.
 - a. The bathing beach meets all requirements as stated in the *Bathing Beach Regulation*.
 - b. The results from the bathing beach water sample meets United States Environmental Protection Agency (U.S. EPA) standards.
3. If the bathing beach did not meet the water sample bacteria requirements as set forth by the US EPA, or they did not pass inspection per the TLCHD *Bathing Beach Regulation*, a re-inspection shall be performed until final approval is obtained.

C. Standard Inspection

1. Standard bathing beach inspections shall be conducted a minimum of once per licensing year.
2. Conduct bathing beach inspection per regulations outlined in the *Bathing Beach Regulations*.
3. Record all violations and/or observations on paper inspection form.
4. Review all violation and/or observations with operator/representative and obtain signature.
5. Provide a copy of the inspection report to operator/representative.
6. Place copy of inspection report in appropriate TLCHD bathing beach file.
7. Update appropriate Excel inspection tracking sheet on the 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 TLCHD sanitarian.
2. Record all violations and/or observations on paper inspection form.
3. Review all violations and/or observations with operator/representative and obtain signature.
4. Provide copy of the inspection report to operator/representative.
5. Place copy of inspection report in appropriate TLCHD bathing beach 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. A complaint inspection may also be considered a standard inspection if all additional requirements for a standard inspection are completed.
3. Record all violations and/or observations on paper inspection form.
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 bathing beach file.
7. Update appropriate Excel inspection tracking sheet on the G: Drive.
8. Update official HealthSpace complaint and place copy of complaint in appropriate 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 bathing beach 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 bathing beach file.

G. Water Sample Collection

1. A water sample shall be collected during the first standard inspection of the licensing year.

2. Water samples shall be collected following *Sampling Procedures* as outlined by the Ohio Department of Health. This document can be found on the Ohio Department of Health's website: http://www.odh.ohio.gov/odhprograms/eh/bbeach/beach_procedures.aspx
 - a. As stated on the Ohio Department of Health's website, *Sampling Procedures*. To assure consistency in collecting samples for analysis, the following procedures are used:
 - i. Specific sites (or sample locations) should be designated for collecting samples during the bathing season.
 - ii. Collectors should sample where the water is about three (3) feet deep, in an area of the beach generally used for swimming.
 - iii. The sample bottle should be inverted. With a sweeping motion, the sample should be collected from about one (1) foot below the water surface.
 - iv. Every precaution should be taken to minimize sediment or debris in the sample. In cases where debris or sediment is present throughout the sample, this information should be noted on the laboratory form.
 - v. The collector should complete the laboratory form, noting such items as water temperature and clarity, and general weather conditions as indicated.
3. Additional water samples may be requested by the operator/representative of the bathing beach. The operator/representative is responsible for all associated costs of each additional water sample.

H. 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 *Bathing Beach Facility* standard operating procedure is to be reviewed every five years or when updates are made to the *Bathing Beach Regulations* established by the Lucas

County Board of Health to ensure compliance with both agency and accreditation standards.

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**: January 1 – December 31.
- C. **Sampling Procedures**: Refer to the Ohio Department of Health’s website for updates on proper sampling procedures.
http://www.odh.ohio.gov/odhprograms/eh/bbeach/beach_procedures.aspx

Record of Change

(Required for all procedures)

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