



Environmental Site Assessment Procedure

<p>Original Effective Date: August 4, 2017</p>	<p>Review / Revision Date:</p>	<p>Environmental Health Procedure: 2017.08.043</p>
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Maintenance Steward: Staff responsible for conducting environmental assessment review
 History: New Revised Archived

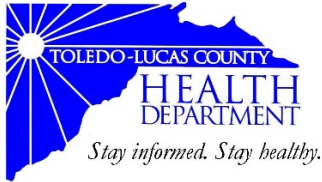
Organizational Scope:
 Full Agency Administration Community Services Environmental Health Health Services

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"/> <u>Health Commissioner</u> 	<u>08 07 17</u> Date
<input checked="" type="checkbox"/> <u>Director of Environmental Health & Community Services</u> 	<u>8-4-2017</u> Date



Environmental Site Assessment Procedure

I. Scope

This procedure applies to the staff responsible for reviewing files for environmental site assessments in the Environmental Health Division on the Toledo Lucas County Health Department.

II. Purpose

The purpose of this procedure is provide the staff responsible for reviewing files for environmental site assessments with the understanding of the expectations and process that are required for a thorough environmental site assessment.

III. Background

The Toledo Municipal Code Chapter 1717.14 states that the Director of Health is authorized to collect a fee of fifty dollars (\$50) for generating environmental assessment data or report from the review and compilation of records kept at or with the Division of Environmental Health.

IV. Provisions/Procedures

Per the Toledo Municipal Code Chapter 1717.14, the Toledo Lucas County Health Department charges a fee for fifty dollars (\$50) up to five properties for generating environmental assessment data or reports from the review and compilation of records kept at or with the Division of Environmental Health. Additional copy fees may apply.

A. Environmental Site Assessment Request

1. An environmental site assessment request is received by the appropriate sanitarian.
2. A receipt number indicating that the environmental site assessment has been paid for, and the fees have been deposited.

B. Environmental Site Assessment Review

1. Review all files maintained at the Toledo Lucas County Health Department Environmental Health Division.
2. If any files are found pertaining to the property requested, a pdf copy must be made.

C. Environmental Site Assessment Worksheet

1. Complete the Environmental Site Assessment Worksheet
2. Email worksheet and any additional information which was found in the files.
3. Print a copy of the sent email, and attach it to the Environmental Site Assessment Request.
4. File environmental site assessment

V. Maintenance

A. Review

1. The Environmental Site Assessment standard operating procedure is to be reviewed every five (5) years and as needed 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

Record of Change
(Required for all procedures)

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