



## Environmental Health Cost Methodology Standard Operating Procedure

<b>Original Effective Date:</b> November 5, 2018	<b>Review / Revision Date:</b>	<b>Environmental Procedure:</b> 2018.10.058
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**Maintenance Steward:** Director of Environmental Health & Community Services      History:  New    Revised    Archived

**Organizational Scope:**  
 Full Agency    Administration    Community & Environmental Health    Health Services  
 Health Promotion/Policy Integration

**Frequency of Review:**  
 Annually    Biennially    5 Years    Other:

**Location:**  
*S-Drive:* S: → Common → Policies, Plans & Procedures  
*Website:* [www.lucascountyhealth.com/employee-login/](http://www.lucascountyhealth.com/employee-login/)  
*Hardcopy:* Environmental Health Director's Office  
*Archived Version(s):*

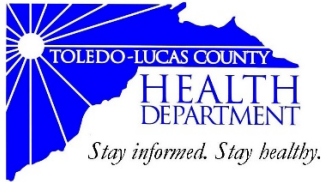
**Requisite Signatures**

\_\_\_\_\_  
 Health Commissioner

\_\_\_\_\_  
 Director of Environmental Health & Community Services

01/05/18  
 Date

11/5/2018  
 Date



## Environmental Health Cost Methodology Standard Operating Procedure

### I. Scope

This procedure applies to all programmatic fees, licenses and other charges that the Division of Environmental and Community Services may establish.

### II. Purpose

The purpose for the Environmental Health Cost Methodology is to clearly communicate the legal responsibilities of the Health Department, as defined through the Ohio Revised Code (ORC) and the Ohio Administrative Code (OAC). Additionally, it is to establish a routine schedule by which programmatic cost will be evaluated.

### III. Background

#### A. For Environmental Health Food Program Fees:

1. ORC 3717.45 states (for food service operations) in part: "Any licensing fee charged under this section shall be based on the licensor's cost of regulating food service operations, as determined according to the uniform methodologies established under section 3717.07 of the Revised Code."
2. ORC 3717.25 states (for retail food establishments) in part: "Any licensing fee charged under this section shall be based on the licensor's cost of regulating retail food establishment, as determined according to the uniform methodologies established under section 3717.07 of the Revised Code."

#### B. Other Program Fees:

1. OAC 3701-36-14 states in part, "The city or general health district shall utilize the cost methodology specified in this rule to calculate cost of providing services specified in section 3701.344 (Private Water Systems), 3711.10 (Maternity Units), 3729.07 (Campgrounds), 3730.03 (Body Art), 3733.04 (Manufactured Home Park), and 3729.07 (Pools and Spas) of the revised Code to the extent that section 3717.07 of the Revised Code does not require the use of a different methodology for calculation for cost of providing services."

#### C. Cost Methodology is calculated from the previous year's actual accounting for staff time, supplies, and up to, but not exceeding, 30% support costs combined with the current year's projected cost increase. The actual time spent in a program by a Sanitarian is calculated from the daily log sheets (see Daily Log Reporting SOP) that Sanitarians are required to complete.

## IV. Cost Methodology Procedures

### A. Environmental Health Office Staff

1. Staff will follow the schedule in the Environmental Health Cost Methodology Policy to determine when cost methodology for each program should be completed and fees determined.
2. Staff will calculate actual time Sanitarians worked in each program for the previous year based on each sanitarian's dailies.
3. Staff will input the time calculated for each program along with other financial data into the cost methodology as prescribed in the pertinent OAC section to determine the proposed fee schedule for each program.
4. The proposed fee schedule will be given to Environmental Health Administration for review.

### B. Environmental Health Administration

1. Once the proposed fees schedule has been reviewed by the administration. It will be first presented to the Board of Health's Environmental Health Committee and then presented at three (3) Board of Health meetings.
2. A public hearing on the proposed fee schedule will be held at one (1) of the three (3) Board of Health meetings.
3. All parties affected by the change in fees will be notified of the public hearing no later than twenty-two (22) days before the hearing as required in OAC and ORC.
4. The District Advisory Council (DAC) will also be notified of the proposed fee schedule.
5. The fee schedule will be adopted by the Board of Health at the third required meeting.

## V. Maintenance

### A. Review

1. The Environmental Health Cost Methodology Standard Operating Procedure is to be reviewed every 5 years to ensure compliance with both agency and accreditation standards.
2. The Environmental Health Cost Methodology Standard Operating Procedure will also be reviewed in the event that there are changes in the Ohio Revised Code or the Ohio Administrative Code.

### 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.

