



# Rodent Demolition Inspection Procedure

<b>Original Effective Date:</b> August 3, 2017	<b>Review / Revision Date:</b>	<b>Environmental Health Procedure:</b> 2017.08.035
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**Maintenance Steward:** Environmental Health Supervisor in charge of Generalist Programs      History:  New    Revised    Archived

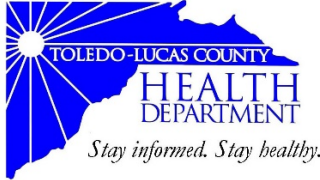
**Organizational Scope:**  
 Full Agency    Administration    Community Services    Environmental Health    Health Services

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

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

**Requisite Signatures**

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



## Rodent Demolition Inspection Procedure

### I. Scope

This procedure applies to all Generalist/Rodent Sanitarians in the Environmental Health Division of the Toledo Lucas County Health Department (TLCHD).

### II. Purpose

The purpose of this procedure is to provide the Rodent Sanitarians with an understanding of the expectations and processes that are required to conduct a proper rodent demolition inspection Lucas County

### III. Background

Rodent demolition inspections are required by the City of Toledo Department of Building Inspection before a property can be demolished. A rodent demolition inspection is required in order to obtain a permit to demolish a property. The City of Toledo provides funds to this department under the CDBG (Community Development Block Grant) to conduct these rodent inspections and they are done by our Generalist/Rodent Sanitarians. In addition, this department receives Rodent Demolition inspection requests from private demolition contractors as it is required for them to obtain a permit to demolish a property.

### IV. Procedures

#### A. How we receive our Demolition Inspections

1. The Lucas County Land Bank provides this department with a list of addresses with dates that they are going to be demolished. The addresses are then entered into our computer database (Healthspace) by our clerks and given to the Rodent Sanitarians.
2. The City of Toledo also provides this department with addresses that are going to be demolished. The addresses are then entered into our computer database by our clerks and given to the Rodent Sanitarians.
3. Private Demolition Contractors also provide this department with addresses and properties that are going to be demolished.

## **B. Inspection**

1. Conduct inspection at the demolition address looking for any signs of rats or rat harborage and fill out the proper paperwork to give to the City of Toledo Department of Building Inspection, or the requesting department conducting the demolition.
  - a. If no evidence of rats or rat harborage is observed at the demolition site, then no rat poison is placed at the property and the property is approved for demolition.
  - b. If evidence of rats or rat harborage is observed at the demolition site, then rat poison is placed in and around the property by the licensed Rodent Sanitarian according to the directions on the label. The property is then approved for demolition.
    - i. The Rodent Sanitarian has to be licensed by the Ohio Department of Agriculture (ODA) to apply pesticides in the state of Ohio.
    - ii. If poison bait is applied, this information with address and type, quantity, and name of poison needs to be entered and updated into the appropriate Excel tracking sheet on the G drive.

## **C. Post Inspection**

1. After the inspection and paperwork is completed, the Rodent Sanitarian is to enter all of the information into Healthspace.
2. When conducting a demolition inspection in the City of Toledo, the Rodent Sanitarian needs to email or fax the demolition paperwork showing approval to the City of Toledo Department of Building Inspection.
3. The Rodent Sanitarian needs to email or fax the demolition paperwork showing approval to the Private Demolition Contractor if one is provided.
4. The paperwork showing approval is turned in with our daily reports to the supervisor and is then filed by one of the clerks.

## **V. Maintenance**

### **A. Review**

1. The Rodent Demolition Inspection standard operating procedure is to be reviewed every five 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**

