

B . C . B . O . H . A .

Berkshire County Boards of Health Association

LBOH Core Duties 2020.05.22

Common Core Duties	Common Tasks	M.G.L./CMR	Frequency	Training*	Fees?
Record Keeping Budgeting, Administration, Office operations, Complaint log, Annual report to the Town	Secure and available to the Public	M.G.L c.111,s28	As per public records schedule; need permission to destroy	Computer programs, budgets, database, office skills, MAHB	Can charge for copies/ research time
Pass reasonable Local BOH Regulations	Meet local needs Enforcement	M.G.L c.111, s31	As Needed	Legal Nuts and Bolts MAHB, BCBOHA	Maybe
Food Establishments permits & enforcement includes: <ul style="list-style-type: none"> • Restaurants and cafeterias • Retail Food Establishment • Catering and Caterers • Mobile Food Wagons • Temporary Food Service • Frozen Deserts • Bakery • Milk • Non-profits serving food to public • Special Events with food • Egg processors • Cold Storage warehouses • Shellfish labeling enforcement • Prevention of adulterated foods • Carbonated beverages • Food safety 	Inspections & Permit <ul style="list-style-type: none"> • Before opening • 2 x annually • Complaints • Fire/Floods • Water supply Annual Food Establishment Reports to DPH Reports of Food poisoning to DPH within 24 hours	105 CMR 590; 300 -Issue permits for plants which break and can eggs. M.G.L. c.94, s.89. -License milk pasteurization plants. M.G.L. c.94, s.48A -Carbonated non-alcoholic beverages. M.G.L. c.94, s.10A -Bakery Regulations. M.G.L. c.94, s.94F; 105; CMR 550.000; 105 CMR 551.000 -Frozen desserts, M.G.L. c.94, s.65H; 105 CMR 561.000 -Refrigerated warehouses, M.G.L. c.94, s.67. -Shellfish: M.G.L. c.130, s.81 -Adulterated Food, M.G.L. c.94, ss.186-195. - Condemn food. M.G.L. c.94, s.146; 105 CMR 590.059.	2 / year Or Risk Based Follow up Complaints	-ServeSafe -BCBOHA Choke Saver Training -On-Line Allergy Training -BCBOHA Temporary/special Events MaPHIT Food	Yes – Example Small - \$75 Medium - \$200 Large – \$350 + (Based on inspection plus office time)
Beaches	Testing, Inspections, Variances; Beach closures; Review plans	105 CMR 445 105 CMR 445.10 (-3)	2 times/season Sample weekly		Yes
Swimming Pools/Spas/ Bath houses	Inspections & Permit Review Plans Variances, sampling	105 CMR 435 MGL c 140, s 51 105 CMR 445.16.	Opening insp /sampling & periodically	Certified Pool Operator (CPO)	Yes
Family Camps -Family and Recreational	Inspections & Permit Variances	MGL140,s32B/32C 105 CMR 440;	Opening/periodically	Housing Code	Yes
Children's Rec Camps	Inspections & Permit Variances	105 CMR 430	Opening; each session	Basic Camp Inspection Course	Yes

Nuisances	May make regulations	M.G.L. c.111, s.122.	As needed		Maybe
Complaints/Housing <ul style="list-style-type: none"> • Housing, including heat • Public Buildings, safety • Mold and dampness • Unsafe or unsanitary • Air Quality • Lead • Sound, smells • Drinking water • Smoking • Food • Septic Issues • Nuisances, pesticides • Mosquitoes, insects • Garbage, wastes • Lack of utilities 	-Investigate ; enforce protect the Public -Issue variances -Ensure health and environment -Disinfect housing occupied by someone with dangerous disease. -Enforce Lead Regulations -Written response to smoking complaints; copy to DPH	105 CMR 410: MGL c 111, s. 127A; s.127B M.G.L. c.111, s.109. Lead: M.G.L. c.111, s.198; 105 CMR 460 105 CMR 460.000. M.G.L. c.270, s.22. -Condemn nuisances M.G.L. c.111, s.128 -Condemn buildings M.G.L. c.111, s.127B.	Within 24 hours On request	MaPHIT Housing Housing Court Hoarding Aggressive People Awareness Lead Inspector Food and Water Emergencies Sanitary Survey of Carnivals Private Wells and Public Water Indoor Air Quality Chemical Spills Meth Labs Self Defense Healthy Housing Sp	Fees difficult: Pre-rental inspection program with appropriate fees can be used.
Motels/Hotels/B&B/Mobile Home Parks	Permit, Inspect	MGL c140, s32B MGL c140, s 36	Annually before permit	Housing Inspection Course	Yes
Body Art Practitioner Establishment	Permit, Inspect	Need local regulations	Annually before permit	Infection Control	Yes
Tanning Parlors	Permit, Inspect	M.G.L.c.111, s208.;105 CMR 123:			Yes
Septage and Garbage Haulers	Make Rules License; Inspect	M.G.L.c.111, s.31A/B 310 CMR 15:	Annually	Solid Wastes/ DEP courses	Yes
Animals -Rabies -Other diseases -License piggeries, etc.	-Report -Provide vaccine -Collect samples	M.G.L. c.140, s.145A, 105 CMR 335.	As needed	Animal Inspectors and Animal Control training	May share dog lics. fees May charge for piggeries
Septic Systems - DSCP - Excavation Inspection - Final Inspection - Pumps and I/A Technology - Septic Installers	Construction or Repair -Plan Review/Permit -Inspection -Inspection -Inspection -License	310 CMR 15: MGL c 111 s 31E	Before issuing Before Filling Before Closing Before C /C Inspect A/I systems yearly	Septic System Design BCBOHA Installers Course Hydric Soils	Yes, may charge fee for every septic related service.
Perc Tests & Deep Holes	Witness	310 CMR 15	On request	Soil Evaluator and Advanced Trainings	Yes
Title 5 System Inspections	Review or Witness	310 CMR 15	Upon transfer	System Inspector	Yes

Disease surveillance: sampling, investigation, treatment, studies, prevention, isolation and quarantine	Reporting and Follow up, TB treatment	M.G.L. c.111, s.111; s. 111A, s.112, s.7, s.29 M.G.L. c.71, s.55A 105 CMR 300.100	Varies, but most within 24 hours	Infectious Disease Training Nurse for TB treatment MAVEN	No
Wells	Permit, decommission, protect	Need local Regulations			Yes
Beavers	Inspections & Permits	MGLc 131, s 80A	Within 24 hours	Wetlands Identification	Yes
Pesticides	Local Regulations Emergency Pesticide Permit at schools Application in R/W	M.G.L. c.132B or state regulations, 333 CMR 2.00. 333 CMR 11.07.	Within 24 hours	Pesticide Training	Maybe
Tobacco Control/ Youth Access	License and Inspect	MGL c 270, s 22ml	Annually	Tri-Town Tobacco	Yes
Demolition Permits	Baiting for rodents Hazardous Material removal		As needed	Pests, Asbestos, Mercury, etc.	Yes
Building Permit sign off	Certify Water & Sewerage	310 CMR 15.021(5); 15.301 (5)	As needed		Yes
Duties Sometimes Performed	Common Tasks	M.G.L./CMR	Frequency	Training	Fees?
Solid Waste Sites: Transfer Stations/ Hazardous Waste Facility Assignment	BOH approval; oversight Public Hearings; reports Reports to Selectmen/Mayors Applications for salvage operations Inspections Evaluations Variances Sharps Emergency Plans	MGL c 111, 150A/B M.G.L.c.21C s.4 310 CMR 19.18; 18.15(1); 1925 310 CMR 18.00. 310 CMR 19.32; 18.27. 310 CMR 18.21.	Application; annually Inspect annually	DEP	Probably
Gas/Electric certification to avoid shut-offs	Used if resident has a serious illness.	M.G.L. c.164, s.124A; 220 CMR 25.03(2).			Unlikely
Hazardous Waste Haulers Medical/Biological	License	105 CMR 480:	Annually	Toxics and Hazardous Wastes	Yes
Animal Inspectors	Nominate, disease reports	MGL 129, s 15	Annually		No
Death Reports	Deaths - Dangerous Diseases	M.G.L c.111,s29	Weekly to DPH		No
Cemeteries	Approve locations	M.G.L. c.114. s.34.	On request		Yes

Death Certificates	Process	M.G.L c.46,s11	Can delegate		Yes
Burial Permits	Issue	MGL c 46 s 11	Usually delegated		Yes
Funeral Directors	Permit/Inspection	MGL c 114, s 49	Annually		Yes
Noisome Trades	Permit, Regulate Assign locations	M.G.L. c.111, s.151. M.G.L. c.111,s.143.	As needed		Yes
Vaccinations, Flu Clinic, etc.	Provide to the Public	MGL c 111, s 181	Annually	Registered Nurse	Sometimes
Emergencies Planning and Response (Under the community's Comprehensive Emergency Management Plans – CEMP)	<ul style="list-style-type: none"> - Continuity of Operations Plans (COOP) - Disease Surveillance - Disease Investigation - Sampling - Isolation and Quarantine - Mass Prophylaxis (EDS) - Medical Shelters - Animal Shelters - Behavioral Health - Risk Communications - Mass Burials - Debris Disposal - Rabies vaccine 	State Sanitary Code, Chapter 1, 105 CMR 400.200(B), pursuant to M.G.L. c.111, s.127A; State Environmental Code, Title I, 310 CMR 11.05(1).	As needed, should be annually updated	NIMS 700, ICS 100, 200, 300 Pandemic Flu HSEEP Risk Communications Behavioral Health First Aid Isolation and Quarantine Personal Protective Equipment Radiological Training Agricultural Terrorism Weapons of Mass Destruction Animals in Disasters Unattended Deaths ARC Shelter Training	No
Subdivisions sign off	Review plans for water management., septic/water	MGL c41, s.81S-81V	30 days to approve		Yes
Farm Labor Camps	State and local	MGL c111, s 127G: 105 CMR 420:			Maybe
Indoor Ice Rinks	Permit; inspect	105 CMR 675			Yes
TB Management	As needed	MGL c 111 s 94H/A;95;105CMR 365		Must be trained nurse	Insurance?
Bath Houses/ Head Massage	Regulate and Permit	MGL c 140, s.51			Yes
Duties Seldom Performed	Common Tasks	M.G.L./CMR	Frequency	Training	Fees?
OSHA Complaints	Investigate & enforce Occupational hazards	105 CMR 300.000.			Maybe
Disease Prevention/Wellness	Programs; outreach	MGL c111,s7	Ongoing		No
Social Services Support			Ongoing		No
Improve Public Health Practice			Ongoing		No
Provide Public Health Leadership			Ongoing		No

Workforce Development	Internships		Ongoing		No
Medical/Dental Clinics	Adopt rules as needed	M.G.L. c.111, s.50 and hospitals, M.G.L. c.111, s.92			Maybe
Vaccination	May Require	M.G.L. c.111, s.181.			Maybe
Diseases - School reports - Infants reports - Dairy Farms - Cerebral palsy - Disinfect buildings - Isolation/Quarantine	As needed Infant reports to prevent blindness	M.G.L c.71,s55A M.G.L c.111,s110 105CMR 310.100-110 M.G.L c.111,s111A M.G.L c.111,s109 M.G.L. c. 111, s. 92-121A			Maybe, but unlikely
Fluoridation	May Require	M.G.L. c.111, s.8C.			No
School Physician	May Appoint	M.G.L. c.71, s.53.			No
Dairy Farm Disease Reports		105 CMR 310.100-110			No

***Sanitarians and Certified Health Officers (CHO) have many of these trainings and certifications as part of their certification. Foundations for Local Public Health Practices cover many of these training areas as well. The Local Public Health Institute has many introductory training modules online.**