

# ENVIRONMENTAL HEALTH MANUAL

<b>NEW YORK STATE DEPARTMENT OF HEALTH OFFICE OF PUBLIC HEALTH</b>  <b>CENTER FOR ENVIRONMENTAL HEALTH</b>  *[Replaces ADM 1 (10/22/20)]	<b>ITEM NO:</b> ADM 1* <b>DATE:</b> 12/01/2020*
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## DESCRIPTION

### General

The Environmental Health Manual (EHM) is issued by the Center for Environmental Health (CEH) to standardize the statewide implementation of Environmental Health Programs. The EHM is maintained by the Field Coordination Unit (FCU). EHM Items address and clarify Department policy, program implementation expectations, Center/Regional/District/Local Health Department roles and responsibilities, technical information, required forms, and relevant supplemental information, for local, district, regional and central health department staff. Program information that is appropriate for the regulated community and/or public will be provided in an alternate format (e.g., fact sheet). Development of an EHM Item is initiated and occurs within a specific CEH program area and content is reviewed at the Division and Center level before transmittal to the field. The FCU coordinates final review, transmittal and posting of EHM Items on the Health Commerce System (HCS).

### Structure

Historically, the EHM has consisted of two parts: Procedures and Technical References, with a separate Table of Contents maintained for both EHM Item Procedures and Technical References. The 09\_01 transmittal (02/20/09) of this Table of Contents combined the Table of Contents for both EHM Item Procedures and Technical References into a single reference document, grouped by program area, with EHM Items listed in ascending numerical order. Within the EHM, there are multiple functional sections, each relating to a specific environmental health program area. The nomenclature and designations for each of the functional sections have evolved to reflect consistency with changes to environmental health program areas and currently consists of the following functional sections:

<u>Functional Section</u>	<u>Designation*</u>
Environmental Health Protection Administration	ADM
Community Environmental Health and Food Protection	CEHFP
Water Supply Protection	WSP
Environmental Radiation Protection	RAD
Environmental Health Assessment	DEHA
Toxic Substances Assessment	BTSA

*\*Note: Some of the existing EHM Items within the EHM Manual depict the current designation indicated for the corresponding functional section, and may reflect a historical designation (e.g., CSS, CSFP, PWS). As individual EHM Items are revised and (re)-issued, the current designation will be applied.*

The functional section designation forms the trunk of the EHM Item number. Some EHM Items are further distinguished by the designation of PR (Procedure) and TR (Technical Reference) as part of the EHM Item number, particularly if they were revised and reissued between 2006 -2008 for either the WSP or CEHFP program areas. This nomenclature was used to facilitate location of a particular EHM Item within the EHM. Beginning in 2009, the distinction between Procedures and Technical References will be eliminated for EHM Items that are revised and/or reissued, or for new EHM Items that are issued.

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## COMBINED TABLE OF CONTENTS

### ENVIRONMENTAL HEALTH PROTECTION ADMINISTRATION

Description and Table of Contents: Environmental Health Manual	ADM 1	12/01/20
Enforcement and Sanitary Code Compliance At Regulated Facilities	ADM 2	3/03/03
Investigation and Preparation of Reports for Incident Review Panels	ADM 3	3/27/89
Preparation for Incident Review Panel Meetings	ADM 4	3/27/89
Investigation of Drownings at State-Operated Facilities	ADM 5	4/03/89
Correctional Facility Inmate Inquiries or Complaints	ADM 6	03/29/12
Data Management System	ADM 7	1/23/91
Evaluation of Local Health Department Environmental Protection Programs	ADM 8	2/25/91
Official Filing of County and City Sanitary Codes	ADM 9	12/01/20
Worker's Compensation and Disability Insurance - Permitted Facilities	ADM 10	2/20/09

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### COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION

Variances/Waivers in Parts 6, 7, 14, 15 & 17, SSC	CSFP 2	8/07/95
Water systems at Facilities Regulated by Parts 6, 7, 14, 15, 17 of the State Code	CSFP 10	6/19/00
Form Instruction – DOH 1316, Facility Basic Data	CSFP 11	12/30/91
Installation and Location of L.P.G. and and Fuel Oil Storage Tanks at Places Regulated Under Parts 7, 15 and 17	CSFP 13	1/16/85
Unvented Portable Kerosene Heaters	CSFP 14	9/15/83
Acceptable Aquatic Safety/CPR Certifications	CSFP 16	7/14/95
Bibliography of Abstracted Legal Opinions and Court Decisions	CSS 51	11/13/80
Temporary Residences – Bed and Breakfast Operations	CSFP 121	5/31/89
Children's Camps: Investigation of Child Abuse Allegations	CSFP 142	4/15/86
Children's Camp Program - Screening of Camp Directors for Reports of Child Abuse and Criminal Convictions	CSFP 143	4/01/96
Children's Camp Program - Enforcement	CSFP 144	4/30/87
Children's Camp Program - Records	CSFP 145	4/30/87
Children's Camp Injury and Illness Investigations	CSFP 146	6/24/92
Children's Overnight, Summer Day Camps and Traveling Summer Day Camps – Permit Fees	CSS 152	8/27/79

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### COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION (CONT'D)

Children's Camp Program – Current Confidential Medical History for Camp Staff	CSS 153	3/04/81
Children's Camp Program – Enforcement	CSFP 156	4/30/87
Children's Camps – Inspection of Motor Vehicles	CSFP 157	9/30/94
Children's Camps – "Buddy System" or Equivalent	CSFP 158	11/05/90
Child Day Care Facilities – Regulatory and Consultant Responsibilities	CSFP 159	2/16/98
Swimming Pool and Bathing Beach Regulatory Surveillance	CSS 202	7/12/96
Swimming Pool and Bathing Beach Records	CSS 205	4/30/80
Swimming Pools and Bathing Beaches - Safety Plans	CSFP 206	4/18/89
Swimming Pools and Bathing Beaches - Review and Approval of Plans	CSFP 208	8/18/00
Chlorine Testing DPD Interference	CSFP 229	10/8/82
Swimming Pools – Diving Board Compliance	CEHFP 230 TR	08/06/07
Swimming Pools and Bathing Beaches - Rescue and First Aid Equipment	CSFP 231	5/31/89
Swimming Pools and Recreational Aquatic Spray Grounds: Certifications for Qualified Swimming Pool Water Treatment Operators	CEHFP 233	04/02/09
Bathing Beaches – Medical Waste Contamination	CEHFP 234 PR	08/06/07

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### COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION (CONT'D)

Bathing Beach Closure	CSFP 235	6/22/92
Swimming Pools and Bathing Beaches Operated by Homeowner Associations	CEHFP 236 TR	08/06/07
Swimming Pools – Ion Generators	CEHFP 237 TR	08/06/07
Swimming Pools – Ozone Generating Equipment	CEHFP 239 TR	08/06/07
Toilet and Handwashing Facilities at Bathing Beaches	CEHFP 240 TR	08/06/07
Inspection of Food Service and Swimming Pool Facilities at State Institutions	CSFP 242	4/22/94
Recreational Facilities Operated by the Office of Parks, Recreation and Historic Preservation and Department of Environmental Conservation	CSFP 244	2/25/91
Residential Facilities - Licensed, Inspected and/or Certified by State Agencies	CSFP 252 PR	8/15/86
Inspection and Regulation of Facilities at Public and Private Schools	CSFP 252 TR	3/22/89
Mass Gatherings	CSS 271	11/12/80
Mass Gatherings – Security Control Plans	CSFP 281	8/14/89
Mobile Home Parks - Inspections	CSFP 351	6/27/84
Mobile Home Parks – Anchoring	CSFP 363	11/26/84
Migrant Labor Camps - Inspections	CSFP 401	6/30/86
Childhood Lead Poisoning Environmental Investigation	CSFP 720	5/23/03

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### COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION (CONT'D)

Childhood Lead Poisoning - Surveys for Conditions Conducive for lead Paint Hazards	CSFP 721	9/21/95
Standardization Protocol of Staff Responsible For Residential Lead Hazard Control	CEHFP 722 PR	08/06/07
Investigation – Environmental Lead Hazards	CSFP 730	5/23/03
Control of Lead Based Paint Hazards and Abatement of Lead Paint Hazards	CSFP 731	5/23/03
Environmental Sampling Methods Lead Hazard Investigation	CSFP 732	5/23/03
Use of Encapsulants for Lead Hazard Control	CEHFP 733 TR	08/06/07
Childhood Lead Poisoning - Environmental Management Completion	CSFP 734	5/23/03
Food Protection - Inspection of NYS Office for the Aging Nutrition Sites	CSFP 801	9/11/02
Food Protection: Summer Food Service Program	CEHFP 802	06/16/09
Foodborne Disease Surveillance Program - Surveillance, Investigating and Reporting	CSFP 803	9/11/02
Submission of Foodborne Disease Outbreak Specimens to the State Health Department Center for Laboratories and Research	CSFP 804	5/14/84
Food Protection - Foodborne Disease Investigations at Establishments Regulated by NYS Department of Agriculture and Markets	CSFP 805 PR	08/06/07
Food Protection - Embargo at Food Service Establishments	CSFP 806	5/31/89

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### COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION (CONT'D)

Food Protection - Shellfish Tags, Interagency Protocol for Investigation of Shellfish Associated Foodborne Disease Outbreaks	CSFP 807	1/21/94
Food Protection - Standardization of Food Service Program Personnel	CEHFPP 808	10/30/19
Food Protection: Mandatory Reporting of Consumer Product Tampering Cases	CEHFP 809 PR	12/29/08
Food Protection - Approval of Equipment Used In Food Service Establishments	CEHFP 810 PR	08/06/07
Scheduled Processes at Food Service Establishments	CSFP 811	3/13/96
Food Protection - Time as a Public Health Control	CEHFP 812	02/09/10
Approved Sources of Meat, Meat By-Products and Meat Food Products	CSFP 841	11/21/94
Infected Food Handler	CSFP 842	4/01/91
Food Protection – MOU Between NYSDOH and NYSDA&M	CEHFP 843 TR	08/06/07
Food Protection - Sulfiting Agents in Food Service Establishments	CEHFP 845 TR	08/06/07
Food Protection -Reduced Oxygen Packaging Of Food	CEHFP 850	09/24/18
Food Protection – Protection and Disposition of Perishable Foods During Power Outages	CEHFP 848 TR	08/06/07
Food Protection – Product Recalls	CEHFP 849 TR	08/06/07

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### COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION (CONT'D)

Food Protection – Reduced Oxygen Packaging of Food	CEHFP 850	09/26/18
Food Protection – Water Emergencies Affecting Food Service Establishments	CEHFP 851 TR	08/06/07
Food Protection – Inspection of Food Service Establishments	CEHFP 852 TR	08/06/07
Food Protection – Forms Instruction - Hazard Analysis Critical Control Point Monitoring Procedure Report (DOH 2614 and DOH 2615)	CSFP 853	12/30/91
Food Protection – Disposition of Foods at Unsafe Temperatures	CEHFP 854	02/09/10
Food Protection – Approved Vented Double Check Valves for Installation on Carbonated Beverage Dispensers	CEHFP 855 TR	08/06/07
Food Protection – Preparing Food With No Bare Hand Contact	CSFP 856	6/23/95
Food Protection – Consumer Complaints Concerning Worms in Fish; and Handling and Preparation of Raw Fishery Products	CSFP 857	11/05/90
Food Protection – Local Health Department Program to Standardize Food Service Program Personnel	CEHFP 859 TR	08/06/07
Food Protection – Ground Meat Cooking Waiver	CEHFP 860 TR	08/06/07
Acceptable Water Supplies at Facilities Regulated by Subparts 14-2 and 14-4 of the State Sanitary Code	CEHFP 861 TR	08/06/07



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## COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION (CONT'D)

Food Protection - Chain Restaurant Waivers and Determinations	CEHFP 862	02/09/10
Availability of Resuscitation Equipment in Certain Public Places	CEHFP 863 TR	02/22/08

## WATER SUPPLY PROTECTION

Cross Connection Control Policy for Single or Dual Family Residential Customers – Part 5-1.31 NYCRR	WSP 12 TR	08/06/07
Federally Owned Public Water Systems	WSP 13 PR	08/06/07
Use of Emergency Sources of Water Supply	PWS 21	3/26/84
Boil Water Orders and Notices	WSP 22	04/01/11
Monitoring for Disinfectants and And Disinfection Byproducts	WSP 27 TR	10/13/06
Surveillance Sampling at Public Water Systems	WSP 30	06/04/10
Invalidation of Microbiological Sample Results	PWS 31	11/13/90
Review of Water Supply Distribution Site Selection Plan for Total Coliform Monitoring	PWS 32	6/27/91
Total Coliform Sampling	PWS 35	5/29/92
Watershed Criteria for Filtration Avoidance	WSP 40 TR	08/06/07

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### WATER SUPPLY PROTECTION (CONT'D)

CT Disinfection Concept: Evaluation of Disinfection Efficiency of PWS Utilizing Surface Sources	PWS 41	3/26/93
Identification of Ground Water Sources Under the Direct Influence of surface Water	WSP 42 TR	08/06/07
Guidance on Criteria for Filtration Avoidance	WSP 43 TR	08/06/07
Exemption Criteria	PWS 44	12/24/92
Notification for Violations of the Surface Water Treatment Rule	WSP 45 TR	08/06/07
Public Notification for Turbidity Violations And Exceedances	WSP 46 PR	08/06/07
State Designation of Source Water Treatment and Maximum Permissible Source Water Levels for Lead and Copper	PWS 50	3/31/93
State Designation of Optimal Corrosion Control Treatment and Water Quality Parameters for Optimal Corrosion Control Treatment	PWS 51	3/31/93
State Supervision of Water System Lead Service Line Replacement	PWS 52	3/31/93
Assessing the Asbestos Levels in Drinking Water	PWS 57	9/14/87
Blending Policy for Use of Sources of Drinking Water	WSP 68	09/30/20
Organic Chemical Action Steps for Drinking Water	PWS 69	6/25/90

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### WATER SUPPLY PROTECTION (CONT'D)

Monitoring for Volatile Organic Chemicals	PWS 70	6/25/90
Public Notice of Organic Chemical Incidents Regarding Public Water Supplies	PWS 71	6/25/90
Determining Vulnerability to Contamination by Volatile Organic Chemicals	PWS 72	6/25/90
Definition of a Public Water System	PWS 74	6/19/00
Adoption of Rules and Regulations for the Protection of Water Supplies	PWS 100	5/14/84
Water Supply Complaint Investigation	PWS 111	4/30/80
Reviewing Applications for Filtration Avoidance	PWS 120	5/27/94
Processing Requests for Exemptions from Filtration Requirements	PWS 121	12/24/92
Public Water Supplies - Approval of Plans and Completed Works	WSP 131	10/22/20
Review of Aquatic Pesticide Applications	PWS 140	3/26/84
Monitoring and Reporting - Fluoridation	WSP 150 PR	08/06/07
Emergency Response Plan - Fluoridation Overfeed	WSP 151PR	08/06/07
Community Water System Emergencies	WSP 152 PR	08/06/07
Report of Waterborne Disease Outbreak	PWS 156	11/12/80
Responding to Asbestos Levels in Drinking Water	PWS 157	9/14/87

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### WATER SUPPLY PROTECTION (CONT'D)

Responding to Organic Chemicals Concerns at Public Water Systems	PWS 159	6/25/90
Public Notice of Organic Chemical Incidents Regarding Public Water Supplies	PWS 160	8/15/86
Sanitary Surveys of Public Water Supplies	PWS 180	6/19/00
Detailed System Evaluations of Public Water Supplies	PWS 181	3/23/81
Revised Minimum Number of Service Connections for Small Systems	PWS 183	3/01/90
Guidelines for Conducting Sanitary Surveys	PWS 184	7/20/93
Public Water Systems at Facilities Operating Under License by New York State Department of Agriculture and Markets	WSP 185 TR	08/06/07
Ultraviolet Light Disinfection	PWS 186	3/06/04
Enforcement - Public Water Supplies	PWS 190	9/15/83
Procedure for Certifying Completion of Environmental Review Process for DWSRF Projects	PWS 200	11/06/97
Water Supply Disinfection Waiver Reviews	WSP 201	12/09/11
Procedure for Granting Approvals to Operate New Community Water Systems and New Non-transient Non-Community Water Systems	WSP 210 PR	08/06/07
Waiver Monitoring Frequency for Lead and And Copper Levels	PWS 211	1/11/05
On-Site Assessment of Water System Operators	PWS 212	4/7/06

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### WATER SUPPLY PROTECTION (CONT'D)

Water System Operator Certification	WSP 213 PR	9/29/06
Public Water Supply Significant Non-compliance	PWS 239	2/25/03
Individual Sewage Water Treatment Systems - Issuance of a General Waiver	CSFP 501	9/15/83
Individual Households Sewage Treatment Systems - Specific Waiver	CSFP 502	9/15/83
On-Site Sewage Treatment Systems - Review and Approval of Systems at Permitted Facilities	CSFP 503	1/16/87
Individual Sewage Treatment Systems - Issuance of Local Waiver	CSFP 504	6/27/91
Individual Sewage Systems – Septic Tank Additives	CSFP 525	3/26/84
Individual Sewage Treatment Systems - Design, Review and Approval Responsibilities	CSFP 526 Att. 1	9/13/91 3/23/92
Individual Water Supplies – Activated Carbon Treatment Systems	CSFP 530	11/6/00
Water Supplies – Roadside Springs	CSFP 536	1/09/87
Realty Subdivisions - Review and Approval of Plans	CSFP 601	1/14/94
Single Lot in Unapproved Realty Subdivision - Approval of Water Supply and Sewage Treatment Systems	CSFP 602	6/20/83
Realty Subdivisions - Review of Plans - Issuance of Variances	CSFP 603	6/27/84

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## WATER SUPPLY PROTECTION (CONT'D)

Realty Subdivisions – Requirements for Special Improvement Districts or Transportation Corporations	CSFP 621	8/07/84
Realty Subdivision – Applicability of the Realty Subdivision Law to Condominiums	CSFP 622	2/01/84
Realty Subdivisions – Plan Approval, Conditions of Approval	CSFP 623	8/07/84
Realty Subdivisions – Submission of Plans by Licensed Land Surveyors	CSFP 624	5/14/84
Realty Subdivisions – Individual Water Supply Criteria	CSFP 625	11/6/00

## ENVIRONMENTAL HEALTH ASSESSMENT

Response to Environmental Exposure	DEHA 1	3/13/89
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## ENVIRONMENTAL RADIATION PROTECTION

Unlicensed Operators of X-ray Equipment	RAD 101	4/26/89
Radiological Emergencies	RAD 320	12/29/08
Registration of Installations with Radiation Producing Equipment	RAD 329	4/30/87
Inspection of Radiation Installations	RAD 331	9/28/90
Required Preparation for Radiological Health Personnel Performing Radiation Equipment Inspections.	RAD 332	10/02
Certified Radiation Equipment Safety Officers (CRESO) Certification.	RAD 333	10/02

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## TOXIC SUBSTANCES ASSESSMENT

Emergency Oil Spill Relocation	BTSA 01	08/12/20
Responding to Outdoor Wood Boiler Complaints	BTSA 02	08/12/20