



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### **SECTION: ENVIRONMENTAL HEALTH**

#### **POLICY #: 518c NON-COMPLAINT FACILITIES**

**POLICY:** Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department of Health that includes the licensing of Body Art, Food Service, and Tanning Facilities. The regulations for these facilities are adopted by reference; additionally Central Valley Health District has a regulation for Aquatic Facilities. The aforementioned regulations require compliance with the requirements.

#### **PROCEDURE:**

1. All Body Art, Food Service and Tanning Facility information is maintained in the EH Electronic Records. Aquatic and School Facility information is maintained in the EH Inspections Database. This includes facility address, owner, billing and licensure information.
2. Inspections are performed in accordance with Policy 507, 512, 513b, 514b, and 516b.
3. Re-inspections are performed in accordance with Policy 518b.
4. If compliance for continued repeat violations cannot be achieved, a letter to facility and owner shall be sent outlying violations and require a plan of correction to be submitted.
  - a. The Division of Food and Lodging of the North Dakota Department of Health will be notified and prior to issuance of letter.
  - b. If the plan is unrealistic additional correspondence may occur to obtain a plan achievable in a timely manner.
  - c. Licenses may be placed on hold during this time.
    - i. A hold on the license freezes any further action, including license renewal and transfer.
5. After timeline indicated in plan of correction a re-inspection shall occur.
  - a. Refer to Policy 518b
6. If re-inspection finds the violations in question unresolved, the matter will be turned over to the Board of Health.
  - a. The Division of Food and Lodging of the North Dakota Department of Health will be notified and may provide guidance for the Board of Health to consider.
  - b. The Board of Health may issue letter outlying compliance timeline.
  - c. Failure to comply with timeline may result in the matter being turned over to the States Attorney for further action.
7. Log all appropriate information into appropriate system.