



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 522 INSPECTING NON-COMMUNITY WATER SUPPLY SYSTEMS

POLICY: Central Valley Health District has a contract with the Division of Municipal Facilities of the North Dakota Environmental Health Department for inspecting Non-Community Water Supply Systems.

PROCEDURE:

1. All Non-Community Water Supply System information is maintained by the Division of Municipal Facilities. A listing of systems for inspection is provided to CVHD each year.
2. Logs are kept of previous facility inspections, including dates. These records are used to determine the inspection schedule. Inspection frequency is based on the Division of Municipal Facilities.
3. Select the facility to be inspected. Review pertinent information. Upon arrival at the facility, identify yourself to owner, manager or person-in-charge.
4. Conduct inspection to determine compliance with health standards using the forms provided by the Division of Municipal Facilities.
 - a. Utilize proper equipment to aid in the inspection process.
5. Discuss violations with management or person-in-charge and indicate corrective procedures and time of correction, if necessary.
 - a. Provide a copy of the completed inspection to the facility.
6. The division of Municipal Facilities may request additional assistance with facilities. The Environmental Health Division will attempt to assist, as available.
7. As requested, submit copies of all inspections to the Division of Municipal Facilities.