A JOB ANALYSIS OF THE POSITION OF SANITARY INSPECTOR IN SOUTHERN CALIFORNIA

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by

Grace Louise Loye

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ProQuest LLC.
789 East Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106 - 1346

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Dean

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Chairman

PREFACE

In a day when increasing thought is being given to government and the administration of public services in general, attention is centered upon forms of organization, details of management, and chief executives. The field of regulatory inspection which safeguards the life, health, and well being of the community has been comparatively neglected, with the result that adequate standards for such inspectional services are lacking. Only recently have surveys, research studies, and job analyses been undertaken on a significant scale to evolve standards of measurement for inspectional services.

The present study is an attempt to contribute to this growing body of research by an analysis of inspectional duties in the fields of health and sanitation. The analysis is supplemented by suggestions concerning the knowledge and abilities required of sanitary inspectors. Inasmuch as a job analysis is essential in creating the foundation upon which further study is based, this analysis should not be regarded as complete in itself but rather as a pioneer effort which, it is hoped, will furnish valuable aid for future studies in this field.

It would be an impossible task to include here the names of the many persons who have contributed to the completion of this work. The author wishes to express appreciation to the

health officers and the division and bureau chiefs of city and county health departments throughout Southern California for their cooperation and assistance in providing facilities and information. Gratitude is due the many sanitary inspectors who assisted directly in the field investigation upon which this analysis is based. The writer is particularly indebted to Mr. Walter S. Mangold, Sanitary Instructor, Los Angeles County Health Department, for his untiring assistance and invaluable suggestions without which this study could never have been completed.

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INTRODUCTORY CHAPTER

With the influx of great numbers of people into large cities and the accompanying demand for increased governmental services, there has developed a vast field of regulatory inspection concerned with the enforcement of innumerable laws and regulations to protect the health, life, and safety of the modern community. These inspectional services, like many other functions of government, have developed in a more or less haphazard manner, characterized in the main by lack of organization, uniformity, and professional standards. Moreover, they have not received the public scrutiny and criticism which have forced improvements upon other functions of government. In some counties and municipalities this has resulted in political control of inspectional services, inefficiency, excessive cost of such services, and lack of interest.

Nevertheless, there is an increasing demand on the part of the public and governmental officials alike for improvements in the field of regulatory inspection. In this day of social interdependence the enforcement of the police power, not alone in the prevention and punishment of crime, but in the safeguarding of life and health, is a matter of primary concern to everyone. Within recent years, therefore, numerous studies have been undertaken in an effort to provide additional information concerning inspectional services, evolve standards of measurement, and facilitate performance of duties.

In the field of health particularly, the great number and the technical nature of inspectional services demanded by

the community have directed the attention of public administrators, specialists, and students to the position of sanitary inspector. In a study of regulatory inspectional services, Edna Trull finds that "the health inspector is one of the most influential agents of the city in promoting and safeguarding the health of its citizens..... a statement which cannot be questioned when the scope and importance of his duties are taken into consideration."[1]

The purpose of the present study is to provide specific information concerning the duties performed by, and the knowledge and abilities required of, sanitary inspectors. An analysis of this type is fundamental, and essential to further progress. Concrete knowledge of what an inspector actually does must necessarily underlie all attempts to analyze the position of sanitary inspector to aid in the establishment of professional standards, in the selection, training, and supervision of inspectors, and in the formulation of specifications and regulations for the position of sanitary inspector.

Field investigation constituted the principal method of obtaining the data presented in the following pages. This procedure was considered the most effective in view of the fact that there is a conspicuous dearth of literature dealing directly with the subject. With the exception of a few noteworthy studies, and a great many laws, ordinances and regulations, which are listed in the bibliography, most of the references

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1 Edna Trull, The Administration of Regulatory Inspectional Services in American Cities. (New York: Municipal Administration Service 1932), pp 17-18.

served mainly to supplement the technical knowledge necessary in interpreting the data. In addition to the field work, a valuable source of information was found in interviews and discussions with persons engaged in public health activities and allied fields.

The material pertaining to inspectional duties has been classified under several general headings, namely, Food Sanitation, Dairy Products, Housing and Institutions, Communicable Disease Control, General Sanitation, Water Supply, and Sewage Disposal. Several of these groups are further divided into units of inspection. For example, the division of General Sanitation includes the Unit of Garbage, Unit of Rubbish, Unit of Dead Animals, and several others. Within each unit the material is classified according to specific inspectional situations or checking levels. For example, in the division of Dairy Products, the Unit of Dairy Farm is subdivided into "Situations Involving Inspection of Animals", Situations Involving Inspection of Milking Practices", and the like. The duties within each inspectional situation may apply specifically to that situation or generally to the entire unit, but in most cases this distinction is immediately apparent.

The material dealing with the knowledge and various abilities required of sanitary inspectors is labeled "Required Information" and is subdivided into "Technical" and "Auxiliary". Here there is no definite line of demarcation between knowledge

and abilities which are technical and those which are auxiliary. In most instances, therefore, the bulk of the material has been considered technical, and any additional, supplementary, or more detailed information has been designated as auxiliary. The material is further classified under specific titles, such as "Science", "Laws and Regulations", "Forms and Records", "Finance", "Safety Measures" and "Public Relations". Except for Science, the material under these titles applies to the unit as a whole, not to a particular inspectional situation or checking level unless it is so indicated.

In the division of Housing and Institutions, the Unit of Maternity Hospitals outlines the inspectional duties relating to institutions. It was not thought necessary, therefore, to repeat this information in other units dealing with institutions. The same is true in the case of Food Sanitation. Here the Unit of Bakery was selected as most typical and as embodying the main duties involved in food inspection. In other divisions, also, some of the numerous units relating to a particular division have been omitted to avoid unnecessary repetition.

Inasmuch as some health departments classify inspectors as Grade I, Grade II, and Grade III, it must be remembered that in this analysis of the position of sanitary inspector no attempt has been made to segregate the duties performed by, and the knowledge required of, the different grades of inspectors. Such a segregation would tend to limit the scope and usefulness of the study and thereby defeat the chief aim of a job analysis, the

formation of an extensive base for further study. A comprehensive analysis lends itself to adaptation and modification, whereas a limited study is forced to observe relatively narrow boundaries.

It is also true that in most large cities the sanitary inspector is not called upon to perform the wide variety of duties included in the following pages. Greater specialization is the rule in the large city with its milk inspectors, its food inspectors, its housing inspectors, its rodent control inspectors, and many others. This study, however, deals with the duties of the general sanitary inspector in the various branches of health and sanitation.

In this analysis frequent use has been made of the words "proper and adequate" to describe certain objectives of inspection. The use of this phrase does not necessarily imply a lack of standards or specifications for such objectives. It may be that these standards or specifications are too numerous to mention in every instance, that they vary greatly among health departments, that they are determined solely by local laws and regulations, or that they have been described elsewhere in the study. In such cases, therefore, no attempt was made to set forth these standards, but their general importance was indicated by the use of the words "proper and adequate".

It must also be remembered that this investigation was conducted in southern California where the problems of

health and sanitation are not so complex as those which confront health departments in other sections of the country. This does not mean, of course, that southern California has no acute problems of sanitation, but it must be admitted that the great amount of sunlight in this region, combined with a comparative lack of conjestion in cities and the absence of large mosquito and rodent-infested areas, simplifies the problems confronting sanitary inspectors in this part of the country.

It has previously been mentioned that the purpose of this study is to provide information concerning the duties performed by, and the knowledge and abilities required of, sanitary inspectors in order that such information may aid in the establishment of standards and specifications for the position and in the selection and training of personnel.

One of the principal conclusions which forces itself upon investigators in this field is the serious need for adequate standards. At the present time there is practically no uniformity in standards of inspection among health departments. Those standards which do exist arose mainly in response to local needs and out of custom and usage. There is, however, no adequate standardization of inspectional procedure or objectives, with the result that many city and county officials are uninformed concerning inspectional activities. The inspectors, in the main, create their own standards of inspection, restricted only by departmental rules and policies. This obviously makes for

great variance in inspectional methods and procedures and undoubtedly has a deleterious effect on the morale of the inspector, for, without standards to guide him, he becomes more or less indifferent and lax in the performance of his duties.

Job analyses and surveys have been concerned largely with the standardization of other governmental positions. But the inspector's duties, about which there is an amazing vagueness, have been almost completely neglected. Even laws and regulations are of little help to the inspector for they are frequently couched in obscure terms lacking in interpretation and therefore difficult of enforcement.

The need for adequate inspectional standards is felt keenly by the inspectors themselves. Many of them attend regional conferences, often at their own expense, to set up standards for their various positions and to obtain information concerning recent scientific developments.

Therefore, this study offers the recommendation that adequate professional standards and effective interpretations of laws and regulations be set up to guide the sanitary inspector in the performance of his duties.

Perhaps the greatest single need of inspectors, however, is adequate training. During the past half century the duties of the sanitary inspector have increased beyond all expectations. In former years the inspector's chief duties

included the control of epidemics and the enforcement of general nuisance regulations. With the development of the modern community, however, and the growth of the medical and sanitary sciences, new inspectional duties arose, more technical and professional in nature and requiring greater ability and scientific knowledge. Today, the sanitary inspector must have more than a superficial acquaintance with the sciences. He is compelled to enter the fields of medicine, bacteriology, entomology, chemistry, physics, veterinary science, sanitary engineering, law, architecture, industry, business and many others. The untrained layman or political appointee is no longer able to execute these duties properly. The only obvious solution to this current problem is the provision of adequate training for sanitary inspectors. As Walter S. Mangold has observed:

> To expect any ordinary individual to pick up the necessary information in a haphazard manner and efficiently to execute his mandatory duties is beyond reason. The only equitable solution to such a problem is to institute a well planned course of training which embodies the fundamental principles of environmental sanitation and standardized methods of procedure.[2]

As early as 1877 England recognized the need of training for sanitary inspectors. In that year the Royal Sanitary Institute organized courses of training for sanitary inspectors. Since that time notable progress has been made and today it is virtually impossible to receive appointment to the position of sanitary

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[2]Walter S. Mangold, "Training Sanitary Inspectors", American Journal of Public Health, 25:449, April, 1935.

inspector without a certificate from this organization.

Several attempts have been made in the United States to organize training courses for sanitary inspectors. New Jersey in 1903 enacted legislation for the licensing of sanitary inspectors and subsequent legislation has been a supplemented by summer short courses at Rutgers University. The Department of Health of Tennessee works in conjunction with the University of Tennessee in training sanitary inspectors for positions with the county health departments. The University offers a three months' full-time training course and the State Department of Health has set up the following requirements for sanitary inspectors in county health departments: certificate of good health, necessary personal and moral qualifications to carry on their work adequately, graduation from high school, three months' special instruction in sanitarion or an equivalent, and a minimum age of twenty-five years and a maximum age of thirty-five years at the time of appointment. This standard is considered the highest for any health department in the United States. The Los Angeles County Health Department organized a school of sanitary instruction within the department in 1930, for which a full-time position of sanitary instructor was established. At the present time twelve courses of instruction have been completed,

ranging from the fundamentals of sanitation to teacher training. In addition, the School of Government of the University of Southern California has recently organized courses of training leading to a certificate in Public Health Sanitation.

It is to be hoped that these initial efforts to establish training courses for sanitary inspectors will be supplemented within the next few years by more adequate provision for such training. In this time of depression and budget curtailment schools of instruction are regarded as non-essential to the general functions of a health department and somewhat of an extravagance which should only be considered in more prosperous times. As a matter of fact, the costly mistakes and inefficiency of the untrained inspector result in needless waste and expenditure. From the long time point of view the establishment of training courses is, in reality, an economy measure, for it inevitably results in increased efficiency.

It is apparent, therefore, from an analysis of the position of sanitary inspector that adequate standards of measurement and training of personnel are equally essential to future progress in the field of regulatory health and sanitation inspection.

CHAPTER II

HOUSING AND INSTITUTIONS

UNIT OF HOUSING

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
1.	Situations Involving Inspection to Determine General Information 1.Establish contact with applicant for permit, or contact with owner, agent, manager or occupant. 2.Determine type of building, such as hotel, house court, apartment house or dwelling. 3.Determine location of building, compliance with building laws, zoning restrictions, etc. 4.Determine number of stories, apartments, rooms, public and private baths, and public and private water closets. 5.In case of complaint make inspection for cause of complaint, report findings, and secure correction or abatement of any existing health nuisance, acting under direction of supervisors. 6.In case of a new building, and upon owner's application for a permit of occupancy, make thorough inspection of building, premises, and equipment, for general sanitary condition, compliance with health laws, etc., as outlined in the following pages. Report results of inspection to superiors and recommend granting or denial of permit, on basis of inspection.	Science Knowledge of: Types of dwellings. Location factors. Permits and licenses. Laws and Regulations State Laws County and Municipal Ordinances Building Code Zoning restrictions Department regulations Forms and Records Application for permit History card Housing card General Sanitation card Reports Legal Notices. Finance Knowledge of: Fee charged for permit. Public Relations Knowledge of: Applied psychology Ability to: Secure cooperation of public	Ability to: Obtain general information concerning dwelling.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION — TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Construction of Building. 1.Determine use of substantial building material suitable for permanent house construction. 2.Determine construction of building according to requirements of building code, approval of building department, including issuance of proper permits, etc. 3.Determine proper construction to permit shedding of water. Determine waterproof construction of roof and entire building, floors and all parts of building inspected for waterproofing, ratproofing, etc. Inspector should prohibit use of earth floors and others not impervious to water, vermin, etc. 4.Ventilation and Air Space. a-Determine provision of 500 cubic feet of air space per person in each room of apartment house, hotel, house court, or dwelling. b-Determine window area of not less than 1/8 of the floor area. Windows in movable sash and opening directly into a street, yard, court, or vent shaft, not less than 25 sq. ft. in area, open to the sky, or 1 or more skylights with fixed louvers opening directly to the outside air. c-Determine ceiling height in any room of not less than 7 ft. measured from the finished floor to the ceiling at its lowest dimensions.	Science Knowledge of: Epidemiology Bacteriology Entomology Rodents Architecture Mathematics Construction types, standards, and methods Blue prints Building materials Types and installation of heating, ventilating, lighting, and plumbing facilities. Nuisances and health hazards resulting from improper construction and installation. Necessity and methods of preventing injuries and spread of disease. Ability to: Recognize and abate nuisances and health hazards resulting from improper construction and installation. Advise proper construction, repair, and installation according to particular circumstances. Read and interpret blue prints and draw diagrams and sketches.	Safety Measures Knowledge of: Proper installation, connection and ventilation of plumbing, heating, and lighting facilities to prevent injuries, accidents and spread of disease.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	d- Determine provision of fan exhaust system of ventilation, in lieu of windows, in hotels, apartment houses, etc., such exhaust system to be operated continuously.	Compute floor space, window area, amount of ventilation, etc. Cooperate with other governmental departments.	
	5. Screening a- Determine provision of metal mosquito screening of at least 16 mesh, set in tight fitting, removable sash for each door window, or other opening.	<u>Laws and Regulations</u> State laws. County and municipal ordinances Building, plumbing, heating, and electrical codes. Fire regulations Departmental regulations. <u>Finance</u> Knowledge of: Relative cost of building materials, construction and installation, repair, and heating, lighting, and plumbing facilities. <u>Public Relations</u> Knowledge of: Applied psychology Ability to: Secure cooperation of public Instruct public concerning construction standards approved by health department Maintain good will	

UNIT OF HOUSING

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	6. Plumbing Facilities a-General 1. Determine provision of running water for every plumbing fixture. Determine provision of sufficient number of faucets with running water to allow thorough washing of all yards, courts, and passageways. 2. Determine proper trapping and venting of every plumbing fixture. 3. Determine provision of adequate open space under waterclosets, sinks, slop sinks, wash trays, or lavatory. Prohibit enclosing plumbing facilities with woodwork. 4. Determine proper and adequate construction of water closet, bath or shower compartments, which includes walls which are well-plastered or of non-absorbent material and of light color, floors which are properly waterproofed; Toilet seats of non-absorbent material, and full doors, properly hung, and provided with a lock or bolt. Determine construction of water-closet, including durable, non-absorbent material, provision of flush-tanks, etc. 5. Determine proper connection of all plumbing facilities with street sewer, cesspool, or septic tank constructed according to legal requirements. 6. Determine adequate and proper construction of privies and cesspools where water closets and public sewers are not available.	Science Knowledge of: Epidemology Bacteriology Entomology Rodents Standards of sanitation. Nuisances and health hazards resulting from insanitary conditions. Methods of maintaining premises and building in a sanitary condition. Proper methods of disposal of waste products. Necessity and methods of preventing injuries, accidents, and spread of disease. Ability to: Recognize and abate nuisances and health hazards resulting from insanitary conditions. Advise proper methods of maintaining premises and building in a sanitary condition according to particular circumstances.	Knowledge of Responsibility of public and government in sanitary maintenance of premises and buildings. Habits, breeding places and harborages of flies, mosquitoes, and other insects, vermin, and rodents. Sources of contamination Ability to: Prevent and eliminate breeding places and harborages of rodents, vermin flies, mosquitoes, and other insects.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

a- Where privy, or toilet other than water closet is used, determine proper construction of same, which includes a pit at least 3 Ft. deep, with suitable shelter over the pit to afford privacy and protection from the elements; openings of the shelter enclosed by metal mosquito screening, and automatically closing door to the shelter.

b- Numerical Requirements.

1. Determine provision of one or more slop sinks, with running water at convenient places on each floor and accessible from the public hallway, in every hotel. In every kitchen in an apartment house, hotel, house court, or dwelling, determine provisions of one or more sinks.
2. Determine provision of one or more waterclosets in separate compartments and accessible from the public hallway for every three families, or part thereof, on each floor of any apartment house, hotel, house court, or dwelling. Determine provision of separate waterclosets for each sex in apartment houses or house courts.

   a-In case of an existing hotel, determine provision of one or more waterclosets on each floor for each sex in separate compartments and accessible from the public hallway for every fifteen guests or roomers, each watercloset to be marked "For Men" or "For Women", as the case may be. Determine provision of one or more

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

waterclosets in every hotel for every 20 employees.

b- In every existing dwelling determine provision of one or more waterclosets with not more than 2 dwellings being served by one watercloset, and then only when such watercloset is located so that it is accessible without making it necessary to pass through any kitchen, sleeping or dining room, and when such dwellings are located on the same lot.

3. In case of an apartment house, or house court, determine provision of a public bath tub or shower located in a separate compartment and accessible from the public hallway for every five families or part thereof.
4. In case of a hotel, determine provision of a public bath tub or shower located in a separate compartment and accessible from the public hallway for every 20 guests or roomers.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

7. Basements
   a- Determine proper construction of basements which includes waterproof walls and floors below the ground level, proper ventilation, and a ceiling height of not less than seven feet above the adjoining ground level in any basement room used for living or sleeping purposes.
8. Lot Covering and Drainage.
   a- Determine covering of surface of ground, paths, and open spaces of any apartment house, house court or hotel with sand, gravel, asphaltum, or concrete or other material to prevent accumulation of mud, dust, etc.
   b- Determine proper grading of lot to permit proper and complete drainage of the surface.
9. Requirements of Fire Department.
   a- Determine compliance in construction and maintenance with regulations of fire department, and approval of building by fire department, including issuance of proper permits, etc.
10. Special Requirements for Sleeping Rooms and Dormitories.
    a- Prohibit living and sleeping in any kitchen, cellar, hallway; bath, shower, or watercloset compartment, slop sink room, or any room or place which is adjudged dangerous to life or health because of its overcrowded condition, or the lack of light, ventilation, windows, drainage, or because of dampness, or offensive, obnoxious, or poisonous odors.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

b- Prohibit use of room for sleeping purposes by one person, which room has less than 500 cubic feet of air space. If room is occupied by more than two persons, determine provision of at least 500 cubic feet for each additional person.

c- Determine provision of sleeping accomodations for not more than 20 persons in any dormitory.

1. In any dormitory determine ceiling height of at least 9 ft. In such dormitory prohibit more than 1 tier of beds, but in a dormitory having a double tier of beds, determine ceiling height of at least 18 ft. Determine provision for 3 ft. of clear vertical space between any of the beds, and 1 ft. of clear space between the floor and the underside of the first tier of beds.
2. Determine window area of at least 1/8 of the superficial floor area, unless 2 tiers of beds are provided, in which case the window area must be doubled. Determine provision of windows opening onto a street, yard, or court.
3. Determine provision of bed frames of steel or iron, or other hard, smooth, incombustible, and non-absorbent material.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

11. Lighting Facilities.
    a-Determine provision of proper and adequate lighting facilities, natural, including windows and skylights, and artificial in every room to permit reading in any part thereof.
    b-Determine provision in any apartment house or hotel of sufficient artificial light, throughout the day to illuminate every public hallway, public stairway, fire escape egress, elevator, or public water closet compartment, whenever there is insufficient natural light to permit reading in any part thereof.
    c-Determine painting, papering, or calcimining of walls and ceilings in every sleeping room in hotels and apartment houses with a light colored material. Determine provision of light colored walls in courts or shafts.

12. Public Hallways.
    a-Determine construction of public hallways according to legal requirements, including width of at least 3'6" and ceiling height of at least 8 ft.
    b-Determine proper and adequate light and ventilation of public hallways by means of windows or skylights.

13. Kitchens.
    a-Determine floor area of at least 50 sq. ft. in every kitchen in apartment houses.

b-Determine provision for proper and adequate ventilation in kitchens by means of windows or an approved fan exhaust system of ventilation.

c-Determine provision for ratproofing floors of all kitchens and rooms in which food is stored or prepared in hotels, such ratproofing to consist of a layer of concrete not less than 1½ inches thick or a layer of sheet tin or iron or similar material.

3. Situations Involving Inspections of Sanitary Maintenance of Building and Premises.

1. Premises.

a-Determine proper sanitary maintenance of yards, areaways, vent shafts, courts, and passageways, such maintenance to include proper grading and drainage, graveling or paving, and freedom from accumulations of debris, filth, garbage, rubbish, or other deleterious material.

b-Determine proper drainage and conveyance of Storm waters to street sewer, storm drain, or street gutter.

2. Building.

a-In every building, and every part thereof, including every room, hallway, passageway, stairway, wall, partition, ceiling, floor, skylight, glass window, door, carpet, rug, matting, window curtain, watercloset compartment or room, toilet room, bathroom, slop sink or wash-room, plumbing fixture, drain, roof,

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

closet, cellar, basement, and any other part of the building, determine proper maintenance in good order and repair and free from accumulation of dust, dirt, refuse, filth, debris, rubbish, garbage, vermin, and other deleterious matter.

b- Prohibit any person from depositing any swill, garbage, bottles, ashes, cans, or other improper substances in any watercloset, sink, slop hopper, bathtub, shower, catch-basin, or in any plumbing fixture connection or drain, and from placing any filth, urine, or other foul matter in any place other than the one provided for same, and from keeping any urine, filth, or foul matter on the premises or in any building or part thereof, and thereby creating a nuisance.

c- Determine freedom of every building and part thereof from vermin and lice, bedbugs, cockroaches, and other insects. In case of rat infestation, advise ratproofing or use other methods of eradication described in Unit of Rodent Control. To eradicate insects, use appropriate method of fumigation suggested in Unit of Rodent Control. To guard against harboring of vermin, insects, etc., prohibit more than two thicknesses of wall paper on any house or hotel.

3. Bedding.

a- In the inspection of beds, including frames, mattresses, sheets, blankets, quilts, and all bedding, determine clean, dry and sanitary condition, freedom from filth, urine, or other foul matter, and

freedom from lice, bedbugs, or other insects.

b-Determine provision for changing bedding in hotels between consecutive uses by different persons.

c-Determine proper size of sheets used in hotels, including sheets 50 inches wide and 98 inches long for single beds, and 81 inches wide and 98 inches long for double beds.

4. Common Cup and Common Towel.

a-Prohibit use in any hotel or apartment house of any cup, glass or other receptacle used for drinking purposes by more than one person without its being washed and sterilized between consecutive uses.

b-Prohibit use in any hotel or apartment house of any towel by more than one person without its being properly laundered between consecutive uses.

5. Storage of Dangerous Articles.

a-Prohibit storage or keeping in any apartment house or hotel or part thereof of any article dangerous to life or health, and prohibit the storage or keeping of any feed, hay, straw, excelsior, cotton, paper stock, rags, junk or any other material that may create a fire hazard, except upon a written permit to do so issued by the proper authorities.

6. Garbage Requirements.

a-Determine proper provision for taking care of garbage, refuse, ashes, and rubbish in a clean and sanitary manner, including metal receptacles with tight fitting metal covers, or a properly

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

constructed and maintained garbage chute or shaft. Determine clean, sanitary condition of such receptacles, chutes, or shafts, and freedom from vermin, rodents and insects.

b-In case of a closet or compartment for the storage of a garbage receptacle, determine proper construction of same, including the lining of all its sides and doors with galvanized iron and the tightening of all its joints. Determine clean sanitary condition of such closet or compartment and freedom from vermin, rodents, and insects.

7. Animal and Poultry Regulations.
   a-Prohibit keeping of any animal or poultry in any dwelling, hotel, or apartment house or part thereof. Prohibit keeping of any stable or any animal or poultry within 20 ft. of any door or window of a dwelling, hotel, or apartment house.

8. Stores and Shops.
   a-Prohibit use of any space in an apartment house or hotel for an auto repair shop, or machine shop, auto salesroom, auto top and upholstering shop, accessary shop, or battery repair shop, unless such space is more than 4,000 sq. ft.
   b-Prohibit use of any space in an apartment house or hotel for a paint shop or store, gasoline or oil service station, or vulcanizing shop.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

c-Prohibit use of any space in an apartment house or hotel as a bakery or place of business in which fat is boiled unless the side walls and ceilings of such space are constructed of approved fire resistive materials, with no openings connecting into the hotel or apartment house, and so separated and arranged as to prevent odors from entering such building.

9. Janitor Service.

a-In every apartment house in which 8 or more families reside and in every hotel having 12 or more guest rooms, determine provision for a janitor, housekeeper, or other person who resides in such apartment house or hotel or on the premises thereof and has charge of same.

UNIT OF MATERNITY HOSPITALS

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
1.	Situations Involving Contact with Applicant for License. 1. Visit location of hospital. 2. Determine name, address, and type of institution. 3. Determine number of patients and bed capacity of hospital. 4. Determine number of physicians, nurses, and employees in attendance. 5. Determine name, address, and qualifications of applicant.	Laws and Regulations State laws. County and municipal ordinances. Departmental regulations. Forms and Records Institutions card Legal notices. Public Relations Ability to: Secure cooperation of superintendent or manager and staff.	Ability to: Record details and information for future reference and filing.
2.	Situations Involving Inspection of Location and Grounds. 1. Determine compliance with local zoning laws. 2. Determine suitability and adequacy of location for hospital purposes, including proper hygienic conditions, available public utilities, such as gas, water, electricity, and sewer, privacy and 3. seclusion. 3. Determine kind and nature of adjoining premises, freedom from contaminating surroundings, protection from noise, odors, etc. 4. Determine general appearance and sanitary condition of grounds, freedom from rubbish, garbage, waste matter, etc., and with well kept lawns and shrubs.	Laws and Regulations Zoning laws Science Knowledge of: Location factors. Necessity of seclusion Kind and nature of adjoining premises. Standards of sanitation, Surveying	Knowledge of: Responsibility of institution to community in maintaining grounds in proper, sanitary condition. Asthetic value of landscaping.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations Involving Inspection of Buildings. 1. Construction. a-Determine construction and maintenance of buildings according to local laws and regulations. b-Determine provision of adequate number of rooms and wards for proper care of patients, and adequate number of rooms or closets for proper storage of patients' clothing. c-Determine construction of rooms and wards of sufficient size to allow not less than 800 cubic feet of air space and 100 square feet of floor space for each adult patient, and 250 cubic feet of air space for each infant. Determine allowance of at least three feet clearance between each bed. d-Ventilation. 1-Determine construction of outside rooms for patients with a window space of not less than one-fifth of the floor space. e-Plumbing facilities. 1-Determine proper construction and maintenance of all plumbing facilities according to local laws and regulations. 2-Determine provision of adequate number of toilets, baths, showers, wash basins, etc., for patients and employees. Determine location of toilets and lavatories accessible to patients and employees. 3-Determine proper and adequate venting of toilets and hoppers to the outside air.	Science Knowledge of: Blue prints Building materials. Construction standards, types and methods. Mathematics. Proper and approved types of heating, lighting, and plumbing facilities. Sanitation Standards. Ability to: Read and interpret blue prints and draw diagrams and sketches. Compute floor space, window area, amount of ventilation. Finance Knowledge of: Relative costs of building materials and heating, lighting, and plumbing facilities. Laws and Regulations State laws. County and municipal ordinances. Building, plumbing, heating, and electrical codes. Departmental rules and regulations. Public Relations Ability to: Secure cooperation Instruct public concerning necessity of substantial	Safety Measures Knowledge of: Proper installation, connection, and ventilation of heating, lighting, and plumbing facilities to prevent injuries, accidents, and spread of disease. Public Relations Ability to: Exercise tact and discretion in dealing with

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations Involving Inspection of Buildings. (Contd.) 4.Determine proper and adequate connection of all plumbing facilities to a public sewer if possible. If septic tank, cesspools, or other means of sewage disposal are used determine construction and maintenance according to local laws and regulations. 5.Determine maintenance of plumbing facilities in good working order and repair and in a clean, sanitary condition at all times. f. Heating. 1.Determine provision of adequate heating facilities to provide proper warmth and comfort for patients and employees. 2.Determine proper construction and installation of heating facilities according to local laws and regulations. 3.Determine location of furnaces and boilers in a separate building or in a fireproof room. 4.Determine installation of water heaters of approved type to provide adequate supply of hot water at all times. 5.Determine proper construction of all flues and ducts, including foul-air ducts, of metal or other non-combustible material and extended through the roof. 6.Determine maintenance of kerosene heaters in a clean condition. Determine proper use of such heaters, including filling outside the building and using only when absolutely necessary. Determine use of highest grade kerosene oil.	Public Relations(contd.) construction according to legal requirements. Maintain good will.	public.Execute duties with minimum conflict and maximum efficiency.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

3. Situations Involving Inspection of Buildings. (Contd.)
   7. Prohibit use of electrical appliances for warming beds.
   8. Determine proper construction and installation of fire places with close fitting screens. Determine cleaning of chimneys and stove pipes at least once a year.
   9. When gas stoves are used, determine proper installation. Prohibit rubber tubing as a connection for gas stoves or gas heaters.
   10. Prohibit stove pipes from passing through wooden partitions or floors unless properly protected.
   11. Determine use of metal or asbestos on steam pipes and hot water pipes which are placed nearer than two inches to woodwork.
   12. Determine use of metal shields on stove pipes passing through closets or concealed places.
   13. Determine proper maintenance of heating facilities in good repair at all times.
   14. Determine use of proper precautions to prevent fires, injuries to patients, etc.

g. Lighting.
   1. Determine proper compliance of all electrical installations with local laws and regulations.
   2. Determine provision of adequate natural or artificial lighting facilities to

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3.Situations Involving Inspection of Buildings. (Contd.) protect the health of patients and employees. 3.Determine proper illumination of hallways by natural or artifidal light to enable all parts of the hallway to be seen at all times. 4.Determine protection of electric lamps by wire guards if near woodwork, paper, or other inflammable material. 5.Prohibit tying or twisting of electrical drop cords or extension cords or allowing them to come in contact with gas pipes, nails, or other metal. 6.Determine proper maintenance of all lighting facilities in good repair at all times. 2.Sanitary maintenance of buildings. a.Determine maintenance of all buildings and every part thereof in good repair and in a clean, sanitary condition, free from rubbish, garbage, dirt, filth, debris, or waste matter, and from flies, rats,or vermin.		
	4.Situations Involving Inspection of Hospital Equipment. 1.Isolation quarters. a-Determine provision of a separate room for the isolation and confinement of any patient afflicted with a venereal or other communicable disease.Determine use of proper precautions to prevent spread of such disease to other persons.	Science Knowledge of: Proper and approved types of hospital equipment. Precautions necessary to prevent spread of disease. Methods of hospitalization, care of mothers and infants, delivery, and operating.	Knowledge of: Responsibility of public in cars of mothers and infants. Methods of reducing maternal and infant

Checking Level	TYPE SITUATION	REQUIRED INFORMATION — TECHNICAL	AUXILIARY
	4.Situations Involving Inspection of Hospital Equipment.(Contd.) 2. Delivery room. a-Determine provision of a delivery room ready for use at all times and used for no other purpose, except in a hospital where delivery is done in operating room. b-Determine construction of floor, walls, and ceiling of material allowing easy washing and cleaning. c-Determine provisions for sterilization of water, instruments, and dressings near at hand. d-Determine proper equipment of delivery room with a delivery table or bed, instrument table, irrigating apparatus, basins, pitchers,etc. Determine provision of an ample supply of sterile linen and dressings. Determine keeping of drugs ordinarily needed for use in room at all times. Determine provision of two infant tubs for resuscitation in the delivery room. 3. Nursery. a-Determine provision of separate room for nursery. b-Determine proper heating and ventilation of nursery and use of wall thermometer to indicate temperature at all times. c-Determine equipment of nursery with stationary bathing facilities, a property protected dressing table, accurate scales,and a dressing tray	Finance Knowledge of: Relative costs of hospital equipment. Public Relations Ability to: Secure cooperation.	mortality. Responsibility of hospital for proper care of mothers and infants.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Inspection of Hospital Equipment.(Contd.) set up at all times.Recommend the following articles in caring for infants: sterile gauze,absorbent cotton, medium and small safety pins, powdered soap, a proper lubricant(olive oil or albolene), boric acid solution, pure powder, abdominal binders, etc. d- Determine provision of a separate bed, crib, or basket for each infant, equipped with a firm, clean mattress, rubber sheeting, washable pads, and clean blankets. e- Determine proper sterilization of bottles and nipples after each use. f- Determine provision of a minimum of one dozen diapers per child for each twenty-four hours. Determine use of freshly laundered diapers. g- Prohibit keeping of any soiled linen in nursery. 4.Determine provision of an adequate supply of clean bedding, body linen, and towels. 5.Recommend use of bedpan sterilizers and use of individual bedpan.		
	5.Situations Involving Inspection of Methods of Caring for Patients. 1.Staff. a-Determine employment of at least one graduate nurse. b-Determine employment of an adequate staff of physicians, nurses, and employees. 2.Determine temporary isolation of entrants whenever possible to ascertain presence of	Science Knowledge of: Proper methods of caring for patients. Modern medicine and surgery. Precautions necessary to prevent spread of disease.	Knowledge of: Responsibility of public and hospital for proper care of mothers and infants.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	5. Situations Involving Inspection of Methods of Caring for Patients.(Contd.) any communicable disease. 3. Determine notification of a legally qualified physician immediately upon beginning of labor and attendance of physician at time of birth. 4. Determine marking of every infant in two places for identification before it is taken from the delivery room. 5. Determine treatment of the eyes of all newborn infants immediately after birth with a one percent solution of silver nitrate, two drops in each eye. 6. Determine immediate reporting to local health officer of all cases of ophthalmia neonatorum occurring in infant within two weeks after birth. 7. If hot water bags are used in the care of infants, determine covering of same with a flannel bag before being placed in the crib. 8. Recommend that mother be urged and instructed to nurse her child. If a wet nurse is provided, determine approval by physician. If child is not breast fed, determine prescription of food by a registered physician. Recommend modified cow's milk as a basis for infant feeding.		
	6. Situations Involving Inspection of Methods of Disposal of Child. 1. Determine possession of proper license to place children into homes. 2. Advise persons holding such a license to work	Science Knowledge of: Specifications for placing children into homes. Types of homes approved by local health or	Knowledge of: Importance to community of placing children

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	6. Situations Involving Inspection of Methods of Disposal of Child.(Contd.) to prevent the abandonment of children. 3. Prohibit persons holding such a license from advertising or offering inducements to mothers to part with their children. 4. Determine reporting by maternity hospital to proper government department, within twenty-four hours, of the name and address of any person, other than a parent or relative, or the name and address of any institution or organization into whose custody a child is given on discharge from the hospital.	institutions department. Necessity of placing children into proper homes.	into proper homes.
	7. Situations Involving Inspection of Water Supply. 1. Determine source of water supply from a public or private water supply system. If water is supplied by wells, determine construction and maintenance according to local laws and regulations. 2. Determine use of water which is unpolluted; free from pathogenic bacteria, B.Coli, and other injurious substances, and which is regularly and frequently tested according to standards of water analysis approved by local health department. For inspectional duties relating to collection of water samples for laboratory analysis, consult Unit of Water Supply.	Science Knowledge of: Sources of water supply. Methods of Water analysis and examination.Methods of sampling water. Standards of purity for water supply. Diseases spread by water. Danger of contaminated water.	Knowledge of: Necessity of obtaining pure and adequate water supply. Responsibility of public in providing pure and adequate water supply.
	8. Situations Involving Inspection of Garbage and Rubbish Disposal. 1. Determine provision of separate metal receptacles with tight-fitting covers for garbage	Science Knowledge of: Proper methods of disposal of garbage and rubbish.	Knowledge of: Responsibility of government

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	8. Situations Involving Inspection of Garbage and Rubbish Disposal.(Contd.)	Necessity of proper disposal of garbage and rubbish in prevention of disease.	and hospital in proper disposal of garbage and rubbish.
	and rubbish.		
	2. Determine whether rubbish and garbage are collected by public agency or burned on premises in an approved type of incinerator. Determine proper storage of garbage before final disposal in an approved type of pit or fly-proof garbage house.	Necessity and methods of abating fly, mosquito, odor, and other nuisances resulting from improper disposal of garbage and rubbish.	
		Entomology.	
	3. Determine frequent and regular disposal of garbage and rubbish to eliminate breeding places and harborages for flies, mosquitoes, and other insects, and for rats and vermin.	Bacteriology. Epidemiology. Rodents.	
	9. Situations Involving Inspection of Method of Sewage Disposal.	Science	
		Knowledge of:	Knowledge of:
	1. Recommend connection with public sewer wherever possible.	Proper and approved methods of sewage disposal.	Responsibility of government and hospital in proper disposal of sewage.
	2. If septic tank is used, determine construction and maintenance according to local laws and regulations.	Necessity of proper disposal of sewage in prevention of disease.	
	a-Determine provision of adequate size and number to dispose of all sewage wastes.	Necessity and methods of abating health nuisances resulting from improper sewage disposal.	Protection to community necessary in proper disposal of sewage.
	b-Determine necessity of cleaning according to clearness of effluent.	Necessity and methods of preventing contamination of persons and water supply from improper sewage disposal.	
	c-Recommend installation of sub-surface leaching system to dispose of liquid effluent from septic tank.		
	3.If cesspools are used, determine construction and maintenance according to local laws and regulations.	Construction and installation standards approved by local health department.	
	a-Determine provision of adequate number to dispose of all sewage wastes.	Disinfection. Chemistry. Entomology.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	9. Situations Involving Inspection of Method of Sewage Disposal.(Contd.) b-Determine proper venting and covering of cesspools at all times. 4. Recommend use of septic tanks in conjunction with cesspools and sub-surface leaching system when connection to sewer is impossible. 5. Determine proper location of septic tanks, cesspools, and leaching system at a sufficient distance from wells, streams, rivers, reservoirs, etc.,to prevent any possible contamination of water supply.	Mathematics. Bacteriology. Ability to: Advise proper type of sewage disposal system. Read blueprints, draw diagrams and sketches. Advise proper repair of sewage disposal facilities. Finance Knowledge of: Relative costs of sewage disposal facilities.	
	10. Situations Involving Inspection of Facilities For Fire Protection. 1. Exits. a-Determine provision of at least two separate means of egress extending continuously from the building to the street. b-Determine construction of stairways at least thirty feet apart and provided with handrails. c-Determine construction of doors opening outwardly. d-On any three-story building, determine construction of exterior iron fire escape stairways with side railings. e-Determine provision of fire escape ladders which reach the ground and extend to the roof of the building.	Science Knowledge of: Methods of fire protection. Construction and installation standards approved by local fire department. Necessity of proper fire protection Laws and Regulations State laws County and municipal ordinances. Building code, fire regulations and requirements. Departmental rules and regulations.	Knowledge of: Responsibility of government and hospital in proper fire protection.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

10. Situations Involving Inspection of Facilities For Fire Protection.(Contd.)
    f-Determine construction of doors of fire escapes leading into the hall and opening outwardly but not obstructing the fire escape. Recommend panic bolts on fire escape doors.
    g-Prohibit obstruction of fire escapes and halls leading thereto.
    h-If the maternity hospital is built on the pavilion system, with two or more buildings connected by corridors, determine construction of fire doors at each end of every corridor.
    i-Determine marking of all exits with red lights in buildings occupied by patients.
2. Fire signs.
    a-Determine posting in conspicuous places of signs giving information as to the location and operation of fire alarm boxes, extinguishers, fire hose, and fire escapes, with lettering on such signs not less than three inches in height.
3. Alarms.
    a-Inform superintendent and others that all persons turning in alarm must await arrival of fire department to point out location of fire.
4. Extinguishers.
    a-Determine provision of portable soda-acid fire extinguishers of approved type.
    b-Determine provision of one extinguisher to every twenty-five hundred square feet of floor space in the building, or one extin-

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

10. Situations Involving Inspection of Facilities For Fire Protection.(Contd.)
    guisher for each floor if floor space is less than twenty-five hundred square feet.
    c-Determine placing of extinguishers in prominent and accessible places throughout the buildings.
    d-Determine proper hanging of extinguishers with the tops not more than five feet above the floor.
    e-Determine recharging of extinguishers annually, with the date of recharging noted on tag attached to each extinguisher.
    f-Determine regular inspection of extinguishers by local fire departments, and keeping of records of such inspections on the premises.
    g-Determine instruction of all employees in the handling of fire extinguishers and hose.

5. Hose protection.
    a-Determine installation of outside hydrants and hose protection, with adequate water supply and pressure for maternity hospitals and homes which are outside of public fire protection zones.
    b-Determine provision of adequate number of standpipes with fire hose on every floor inside the buildings.
6. Fire Drills.
    a-Determine provision for fire drills to meet all emergencies and planned according to needs of each maternity hospital, including the following details:
    1. Assignment of all employees to specific

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

10. Situations Involving Inspection of Facilities For Fire Protection. (Contd.)
    stations during drills and instruction of employees concerning duties in emergencies.
    2. Instruction of employees in the use of all fire-fighting apparatus.
    3. Schedule of drills at least once each month at various times of day or night and without notice.
    4. Record of all drills showing dates and time taken to empty building of occupants.

7. Miscellaneous.
   a-When maternity hospital or home is located outside the range of public fire protection, determine provision for having the fire department respond in case of fire.
   b-Prohibit use of combustible material.
   c-Determine careful handling of gasoline, oils, paints, varnishes, and all cloths or waste used for polishing floors, furniture, etc. Determine keeping of such supplies in tin receptacles, and storage of all working materials in an isolated building having proper ventilation.
   d-Determine freedom of all lockers and closets from accumulations of old cloths and other combustible materials. Prohibit construction of any closet under any wooden stairway.
   e-Determine keeping of doors unlocked whenever possible.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	10. Situations Involving Inspection of Facilities For Fire Protection.(Contd.) f-Determine construction of windows of sufficient size to permit of their use as exits. g-Determine freedom of corridors from obstruction at all times with special attention given to the removal of stretchers and wheel chairs. h-Determine enclosing of every elevator and stairway leading to a basement with a door and tight partitions. Determine posting of guide signs on all stairways.		
	11. Situations Involving Inspection Concerning Licenses Required. 1. Inspect hospital before license is issued. Report findings to superiors with recommendations for granting or denial of license. 2. Determine possession of proper permits or licenses from authorized government departments. 3. Determine posting of permits and licenses in conspicuous place. 4. Determine proper adherence to all provisions of permits and licenses.	Science Knowledge of: Permits and licenses required from governmental departments. Necessity of licensing. Penalties for violations, misuse, non-renewal, and failure to obtain licenses and permits.	Knowledge of: Importance of licensing to community.
	12. Situations Involving Inspection of Records. 1. Determine keeping of record of each woman admitted to the hospital, showing name, address, age, date of admission, name and address of husband or nearest relative, period of confinement, date of birth of child, date of discharge from hospital, etc. 2.Determine keeping of detailed medical record of mothers' and infants' physical condition.	Science Knowledge of: Records required by governmental departments. Proper methods of keeping records. Necessity of keeping records. Penalties for failure to keep records, falsification of	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	12. Situations Involving Inspection of Records. (Contd.) 3. Determine provision of charts or order books on which all orders from physicians concerning mothers and infants are written in ink. 4. Determine examination of mother and infant by attending physician on day of discharge and findings of such examination stated on record signed by attending physician. 5. Determine prompt reporting of all births and deaths to the local authorities by attending physician. 6. Inspector is empowered to examine the records, inspect the premises and equipment, see the patients, and inquire into all matters concerning the hospital.	records, or refusal to allow inspection of records. Ability to: Read and interpret records, histories, and charts. Forms and Records Institutions Card	

CHAPTER III

COMMUNICABLE DISEASE CONTROL

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving General Duties in Communicable Disease Control.	Science	KNOWLEDGE OF:
	1.Handle case of communicable disease as emergency demanding immediate attention.	Knowledge of: Epidemiology.Types,nature causes, methods of transmission,source of infection,symptoms, treatments, and methods of control of diseases.	Responsibility of public and government in control of communicable diseases.
	2.Assist health officer in emergency. Carry out instructions of health officer in communicable disease control.		
	3.Upon order of health officer, visit location, determine name and address of person afflicted, medical aid obtained, etc.	Medicine	
	4.Carry out orders of health officer concerning quarantine restrictions and violations, vaccination and protection of exposed persons,etc. Upon order, and in absence of health officer, quarantine the premises and the persons thereon until further action is taken by health officer.	Bacteriology Entomology Chemistry Zoology Veterinary Medicine Rodents Method of Quarantine	Necessity and methods of preventing and controlling epidemics.
	5.Upon order, determine probable sources of infection and report findings to health officer.	Methods of protection against infection.	Methods of obtaining epidemiological data.
	6.Upon order conduct sanitary survey of premises to determine probable source of infection and report findings to health officer.	Diseases carried by food, insects,rodents and vermin.	Sources of infection of particular diseases.
	7.Assist health officer in obtaining epidemiological data concerning the disease, upon order, collect samples and specimens of feces, urine, vomitus, etc., and take to laboratory for analysis.	Methods of disinfection and sterilization. Methods of collecting specimens and samples. Standards of sanitation. Methods of laboratory analysis.	
	8.Upon order, disinfect, or arrange for disinfection of materials, clothing, equipment, premi premises, etc.	Ability to:	Ability to:
	9.Report all activities, findings, etc., to health officer.	Assist health officer Act under direction Recognize types of diseases Recognize and trace sourcesof infection. Conduct sanitary survey. Enforce quarantine restrictions. Prevent and eliminate sources	Administer to sick persons under direction of health officer Obtain epidemiological data.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving General Duties in Communicable Disease Control.(Contd.)	Ability to: of infection. Prevent contact with diseased persons and sources of infection. Disinfect and sterilize. Collect specimens and samples. Write reports. Interpret laboratory reports. Laws and Regulations State Laws. County and municipal ordinances. Quarantine laws and regulations. Departmental regulations Forms and Records Communicable Disease Card. Reports. Quarantine Card. Legal notices. Public Relations Knowledge of: Applied psychology. Ability to: Secure cooperation of public. Instruct public concerning quarantine restrictions and necessity therefor. Instruct public concerning work of health department in control of communicable disease and necessity therefor.	Safety Measures Knowledge of: Protection afforded by vaccination against all preventable diseases. Necessary precautions against infection. Ability to: Protect oneself against infection. Public Relations Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving General Duties in Communicable Disease Control.(Contd.)	Ability to: Instruct public concerning precautions against infection, danger of contact with source of infection, methods of transmission, methods of preventing spread of disease, etc. Maintain good will.	
	2. Situations Involving Inspectional Duties in case of Typhoid Fever or Dysentery. 1. Upon order, conduct detailed sanitary survey of premises, etc., to determine source of disease. a-Determine proper protection and purity of water supply. 1)Collect samples of water and take to laboratory for analysis. Consult Unit of Water Supply, CL-5. Report laboratory findings to health officer. If water is found to contain typhoid or dysentery bacillus, prohibit use of such water until it is properly disinfected and source of infection is removed. 2)Determine proper protection of water supply from contamination. Consult Unit of Water Supply. b-Determine purity of milk supply. 1)Determine source of milk supply. 2)Collect samples and take to laboratory for analysis. Consult Unit of	Consult CL-1, Technical and Auxiliary. Science Knowledge of: Typhoid Fever Dysentery(Amoebic or Bacillary) Sources of infection, methods of transmission, methods of control, methods of preventing spread of disease, etc. Consult the following units: Water Supply Sewage Disposal Dairy Farm Garbage Rubbish Manure Ability to: Recognize and trace source of infection. Conduct sanitary survey of premises and surrounding area. Investigate water supply, methods of sewage disposal,	Knowledge of: Specific opportunities for infection. Purity of water and milk supply. Proper methods of sewage disposal. Health of food handlers. Nuisances, health hazards, and diseases resulting from and spread by flies, mosquitos and vermin.

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	2. Situations Involving Inspectional Duties in Case of Typhoid Fever or Dysentery.(Contd.) 2)Dairy Farm, CL-14. Report laboratory finding to health officer. If milk is found to contain typhoid or dysentery bacillus, prohibit use or sale of such milk until source of infection is removed. Upon order, inspect dairy farm, pasteurizing plant or other source of milk supply for unsanitary conditions, practices, etc. If source of infection is found in dairy farm or pasteurizing plant, prohibit use or sale of milk therefrom by order of superiors. c-Determine proper construction, installation and sanitary maintenance of facilities for sewage disposal. 1)If privy is used, determine proper protection, fly-proofing, etc. If privy is open and unprotected, prohibit further use of privy until it is in proper sanitary condition. Prohibit harborage of flies, mosquitoes and other insects. Report findings to health officer. 2)Prohibit overflowing cesspools to form breeding places for flies, etc. Determine proper covering and venting of all cesspools, and installation of proper and adequate number to dispose of all sewage wastes in a sanitary manner.	Ability to: milk supply; fly, mosquito and vermin horborages, and human carriers for source of infection. Eliminate sources of infection	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

2. Situations Involving Inspectional Duties in Case of Typhoid Fever or Dysentery.(Contd.)
   d-Determine freedom of premises from breeding places for flies, mosquitoes, vermin, etc.
      1) Determine proper and adequate sanitary disposal of all garbage and rubbish and all sewage wastes to prevent formation of breeding places for flies, etc.
   e-Investigate to determine carriers of disease. Prohibit carriers from handling food or otherwise infecting other persons.
   f-Determine immediate correction or abatement of all such nuisances and unsanitary conditions to prevent spread of disease.
   2. Upon order, assist health officer in obtaining epidemiological data, compliance with quarantine restrictions, etc.
      a. See Quarantine CL-10.
      b. If typhoid fever or dysentery occurs on premises where food or milk is produced or distributed, inspector remains on constant guard, upon order from health officer or other superiors, to prevent any contact between producers or handlers of food or milk and diseased persons.

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	3. Situations Involving Inspectional Duties in Case of Undulant Fever. 1. Assist superiors in quarantining dairy, obtaining history of disease on that particular dairy, etc. a-Prohibit use or sale of milk or milk products from quarantined dairy. b-Report findings of investigation concerning history of disease on quarantined dairy and all other date to superiors.	Consult CL-1,Technical and Auxiliary Science Knowledge of: Veterinary medicine Undulant fever History of undulant fever on affected dairy farm. Necessity and methods of preventing spread of disease. Methods of quarantine. Ability to: Assist superiors in quarantining dairy. Prevent sale or use of milk from quarantined dairy. Obtain history of undulant fever on dairy. Enforce quarantine restrictions. Write reports.	
	4. Situations Involving Inspectional Duties in Case of Food Poisoning. 1.Assist health officer in obtaining epidemiological data. 2.Upon order, collect specimens of food, feces, urine, vomitus, garbage, etc., using sterile containers. Take specimens to laboratory for analysis. Report laboratory findings to health officer. 3.Upon order, secure complete list of persons affected by: a-Inquiry at homes of persons known to be infected to determine probable other cases.	Consult CL-1,Technical and Auxiliary. Science Knowledge of: Bacteriology Diseases carried or caused by food. Methods of collecting specimens and samples. Proper methods of producing,treating, handling, storing,preparing, cooking, and serving food products. Types of food products and constituents. Adulteration of food products.	Knowledge of: Common vehicles of infection. Methods of obtaining epidemiological data. Methods of obtaining data concerning dietary, history of

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Inspectional Duties in Case of Food Poisoning.(Contd.) b-Inquiry among fellow inspectors to determine similar cases of illness. c-Inquiries from house to house in the implicated area. d-Inquiries among inspectors of adjacent areas if outbreaks are extensive. 4. Upon order, determine facts, symptoms,etc., of individual case of illness. a-Determine clinical features. b-Determine date and time suspected food was eaten. c-Determine quantity of suspected food eaten. d-Determine time interval between consumption of food and onset of symptoms. 5.Upon order, determine the vehicle of infection or poison. a-Determine article of food suspected by affected person. b-Establish a complete list of the dietary of affected person for at least four days preceding illness. 6.Upon order, make detailed study of history of implicated food. Institute inquiries in homes of affected persons and place of preparation or sale of implicated food. a-Determine nature of food. b-If a compound, determine different ingredients. c-Determine source of food. If food is of animal origin, trace source to animal	Knowledge of: Sources and vehicles of infection and methods of tracing sources of infection. Standards of sanitation. Ability to: Recognize and trace source or vehicle of infection. Recognize types of food poisoning. Establish list of persons affected Assist health officer Collect specimens and samples Interpret laboratory reports Write reports.	Knowledge of: suspected vehicle of infection,etc. Ability to: Obtain epidemiological data. Obtain data concerning dietary,history of suspected vehicle of infection, etc.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

4. Situations Involving Inspectional Duties in Case of Food Poisoning.(Contd.)
   - d-Determine data as to treatment or preparation of the food before consumption.
   - e-Determine methods of preservation, if any, and by whom carried out.
   - f-Determine whether particular food was fully or inadequately cooked.
   - g-Determine dates of purchase of food and of any domestic treatment.
   - h-Record details as to extent to which food presented abnormalities of taste, smell, or appearance during the different stages of preparation, consumption, etc.

7. Upon order, determine source or infection of food.
   - a-Investigate conditions under which food was made, prepared, cooled, or stored. Investigate to determine opportunities for specific contamination. Determine possible contamination by gut scrapings, excreta, animals, rats,or mice.
   - b-In cases of meat or milk, determine healthiness or illness of animal supplying the food. Determine price at which good was sold to indicate possible quality.
   - c-Investigate possibilities of a human carrier. If necessary, obtain bacteriological examination of suspected persons.

8. Determine coincident illness or deaths among domestic animals and fowls, such as dogs, cats, chickens, etc.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Inspectional Duties in Case of Food Poisoning.(Contd.) a-Determine which domestic animals or fowls had acess to the suspected food and which did not have such access. b-Determine symptoms, number of deaths,etc. 9.Upon determining the particular vehicle of infection or poison, prohibit use, sale, offering for sale, or consumption of such vehicle. 10.Record details of investigation and report findings with conclusions to health officer.		
	5. Situations Involving Inspectional Duties in Case of Rabies. 1. Consult Unit of Rabies Control.	Consult Unit of Rabies Control.	
	6. Situations Involving Inspectional Duties in case of Psittacosis. 1.Assist health officer in quarantining aviary. 2.Upon order from health officer, quarantine aviary. Prohibit removal of birds from premises without permission of local health department. 3.Determine and certify destruction of infected birds by owner. Determine placing of birds in small cage and destruction with chloroform or ether, or other approved method of destruction. 4.Determine burning or thorough cleaning and disinfection of aviary. a-Determine thorough scraping of aviary,	Consult CL-1,Technical and Auxiliary. Science Knowledge of: Ornithology Psittacosis Proper methods of preventing spread of disease. Method of quarantine Methods of destroying birds Methods of disinfection of aviaries. Ability to: Assist superiors in control of Psittacosis.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	6. Situations Involving Inspectional Duties in Case of Psittacosis.(Contd.) cleaning with soap and water, and spraying with strong cresol solution or commercial equivalent. 5.Report activities to health officer.	Ability to: Quarantine aviaries. Advise proper disinfection of aviaries. Write reports.	
	7. Situations Involving Rodent Control. 1. Consult Unit of Rodent Control. 2. For other inspectional duties in case of plague, see General Duties, CL-L.	Consult Unit of Rodent Control.	
	8. Situations Involving Mosquito Control. 1. Consult Unit of Insect Control. 2. For other inspectional duties in case of malaria or yellow fever, see General Duties, CL-1.	Consult Unit of Insect Control.	
	9. Situations Involving Terminal Disinfection for Insect-Borne Diseases. 1. Typhus fever. a-Determine thorough disinfection of premises with hydrocyanic acid gas to eradicate lice. Determine fumigation by commercial firm or trained fumigators because of danger of gas. Upon order inspector may act as representative of health department to supervise this fumigation and to guard premises during fumigation. Upon order, inspector may air premises after fumigation. b-Report completion of disinfection to health department.	Consult CL-1, Technical and Auxiliary. Science Knowledge of: Methods of terminal disinfection for various types of diseases. Proper equipment. Chemistry. Types of disinfectants for various kinds of diseases. Ability to: Supervise disinfection Guard premises during fumigation.	Safety Measures Ability to: Use precautions in fumigation. Protect persons from chemicals, gas, etc.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	9. Situations Involving Terminal Disinfection for Insect-Borne Diseases.(Contd.) 2. Virulent smallpox. a-Determine thorough fumigation of premises with formaldehyde candles and spraying with formaldehyde spray. Determine use of masks, protective clothing, and proper equipment for such disinfection. Determine fumigation and spraying by commercial firm or trained fumigators because of danger of chemical. Upon order, inspector may act as representative of health department to supervise fumigation and to guard premises during fumigation. Upon order, inspector may air premises after fumigation. b-Report completion of disinfection to health department.	Ability to: Air premises following fumigation. Write reports.	
	10. Situations Involving Quarantine Duties. 1. Upon order, and in absence of health officer, inspector may quarantine the premises and the persons thereon until further action is taken by health officer. 2. Carry out orders of health officer concerning quarantine restrictions, violations, etc. 3. Upon order, guard premises to prevent violation of quarantine. 4. Upon order, obtain legal evidence of quarantine violation and report to health officer. 5. Determine possession of proper pass by all persons entering or leaving quarantined premises.	Consult CL-1,Technical and Auxiliary. Science Knowledge of: Quarantine laws and regulations. Methods of quarantine. Ability to: Quarantine premises and persons. Enforce quarantine restrictions. Obtain legal evidence of quarantine violation. Write reports.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	10. Situations Involving Quarantine Duties.(Contd.) 6. Report all violations of quarantine to health officer		
	11. Situations Involving Supervision of Communicable Disease Funerals. 1. Prevent members of family of deceased who are contacts or who may be incipient carriers of the disease from mingling with other persons attending the funeral. 2. Determine proper protection and vaccination of undertakers and assistants against infection. Upon order, inspector may have to prepare corpse for burial, taking proper precautions against infection, etc. 3. Determine proper disinfection of premises, equipment, clothing, etc. 4. Prevent contact of persons with sources of infection and contamination.	Consult CL-1,Technical and Auxiliary. Science Knowledge of: Necessity and methods of supervising funerals. Necessity and methods of preventing contacts between persons exposed to the disease and other persons. Necessity and methods of vaccination. Methods of disinfection. Methods of preparing corpse for burial. Methods of protecting persons from infection. Methods of protecting spread of disease. Ability to: Disinfect premises. Prepare corpse for burial. Protect persons from infection.	Safety Measur Knowledge of: Protection afforded by vaccination against preventable diseases. Necessary precautions agains infection. Ability to: Protect oneself and other person against infection.
	12. Situations Involving Inspectional Duties Relating to other Communicable Diseases. 1. In cases of other communicable diseases, such as scarlet fever, diptheria, measles, chicken pox, poliomyelitis, etc.,inspector may assist health	Consult CL-1,Technical and Auxiliary.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	12. Situations Involving Inspectional Duties Relating to Other Communicable Diseases.(Contd.) officer in quarantining, in obtaining epidemiological data, in determining and preventing quarantine violations, in collecting samples and specimens, in protecting other persons from infection, etc. In such cases inspector may also supervise disinfection of equipment, clothing, and premises, and supervise funerals upon order of health officer.		

UNIT OF RABIES CONTROL

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Proper Handling of Case of Rabies or Suspected Rabies. 1. Cases of dog bites, rabies, or suspected rabies treated as emergency cases demanding immediate attention. 2. Dog must be located and chained or fastened to prevent it from running at large.	Science Knowledge of: Nature and seriousness of disease. Methods of infection and danger of contact with rabies. Need for emergency treatment. Veterinary science - animal types, habits, and diseases. Forms and Records Suspected rabies card.	Ability to: Trace location of animal.
	2. Situations Involving Investigation of Case of Suspected Rabies Including Human or Animal Contacts. 1. Determine human contacts with suspected rabies. a. Any person bitten or lacerated. b. Any person in direct contact with suspected animal when there are scratches or lesions on hands of such person. Contact includes administering medicine, removing obstructions from throat of animal, etc. c. Any person in intimate contact with the animal and the saliva, when there are no known or apparent lesions on hands. 2. Determine animal contacts with suspected rabies. a. Any other animal, bird, fowl, cattle, etc. in contact with suspected rabies.	Science Knowledge of: Necessity of locating all human and animal contacts. Laws and Regulations State laws pertaining to control of rabies and communicable diseases. County and municipal ordinances. Departmental regulations. Forms and Records Suspected rabies card. Animal contacts card.	Ability to: Trace all human and animal contacts.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	3. Situations as to Procedure for Handling Cases of Human Contacts with Suspected Rabies. 1.Determine facts, such as: a.Name, address, and age of person bitten or lacerated. If a minor,name and address of parent or guardian necessary. b.Date and address where bitten. c.Nature, location, and extent of injury. d.Cauterization of wound.Date, hour, and by whom cauterized. e.Use of fuming, nitric acid for cauterization. f.Circumstances of injury--attack provoked or dog vicious. g.Description of dog. h.Symptoms of dog. i.Name and address of owner or custodian of dog if any. j.Present location of dog. 2.Treatment to be recommended for dog bites or other human contacts with suspected rabies. a.Cauterization of all wounds with fuming nitric acid as soon as possible. At least within 48 hours after bite. 1.If patient has consulted a private physician, investigation must be made to determine extent of injury and use of fuming nitric acid. b.In case of facial or neck bites, Pasteur treatment should be begun immediately.Continued during period of quarantine of animal. 1.If treatment is refused, patient's release	Science Knowledge of: Effect and purpose of Pasteur treatment. Proper method of cauterization of wounds. Necessity and method of quarantining animal. Methods of prevention and control of rabies. Animal habits,types, and diseases. Laws and Regulations State Laws County and Municipal ordinances Departmental regulations Forms and Records Suspected rabies card Quarantine notice Quarantine card for posting on premises. Pasteur release card. Legal notices Public Relations Ability to: Maintain good will Provide public with accurate information concerning rabies and the treatment recommended by health department	Safety Measures Precaution against contact with animal.Advice to persons to avoid contact with animal. Public Relations Ability to: Exercise tact and discretion in dealing with public. Execute duties with minimum conflict and maximum efficiency.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations as to Procedure for Handling Cases of Human Contacts with Suspected Rabies. (Contd.) signature must be obtained. c. If dog is rabid, or appears rabid, person bitten or in contact must be advised to begin immediate Pasteur treatment. 1. If treatment is refused, release from liability must be obtained from patient. d. If dog cannot be located, patient should begin Pasteur treatment immediately. e. If dog is moved without supervision of health department or is destroyed during quarantine, patient should begin Pasteur treatment immediately. f. If dog dies during quarantine period, patient should be advised to begin Pasteur treatment immediately. 3. Quarantine for Suspected Rabies. a. Quarantine period for dog that has bitten a person is a minimum of 10 days from time of bite. Quarantine notice made out in duplicate--original copy served on owner and posted in conspicious place on premises. b. Owner or custodian of animal should be instructed not to destroy it during quarantine period. 1. Animal may be moved to an approved veterinary hospital, humane shelter, or other place where quarantine regulations will be followed. Transfers of quarantined animals must be made under supervision of the health department.	Ability to: Instruct public concerning quarantine regulations and the need for them. Caution public against contacts with rabies.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

3. Situations as to Procedure for Handling Cases of Human Contacts with Suspected Rabies. (Contd.)
   c. Owner or custodian of animal should be instructed to notify the Health Department immediately of any change in appearance of actions of animal, any suspicious development, or of death of animal.
   d. If quarantine is broken, the Chief Quarantine Officer should be notified immediately. Owner should be instructed that prosecution will follow any violation of quarantine orders.
4. Visitation during quarantine period.
   a. Every other day for 10 day period for suspected rabies case.
   b. Modifications.
      1. If bit occurred because dog was vicious, guarding property, or had been teased, and appears normal, one visit when quarantining the dog and one visit when releasing the dog at the end of the ten day period are sufficient.
      2. In case of facial or neck bites or extensive lacerations when the patient has started Pasteur treatment, one visit for quarantining and one for releasing the dog are sufficient.
      3. In case of facial or neck bites or extensive lacerations, when the patient has not started Pasteur treatment, a daily inspection or report on condition of the animal is necessary.
   c. Modified procedures may be followed if assurance is given that quarantine regulations will be followed and health department notified of any change in animal or symptoms of rabies.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations as to Procedure for Handling Cases of Animal Contacts with Suspected Rabies. 1.Any animal, fowl, bird, cattle, etc., which has been bitten by, or in contact with, any animal suspected of rabies must be apprehended, chained, or securely fastened to prevent it from running at large, and placed under 10 day quarantine period. a.If original animal suspected of rabies dies or develops rabies, all other animals bitten by or in contact with such animal must be placed under 90 day quarantine period. For procedure, refer to CL-7. 2.Determine name and address of owner or custodian of animals in contact with, or bitten by, suspected rabies. 3.Owner or custodian of such animals should be instructed to follow quarantine regulations and to notify health department of any change in appearance or actions of such animals or any suspicious development. 5. Situations Involving Investigation of Case of Rabies, Including Human or Animal Contacts. 1.Investigation same as for case of suspected rabies. See CL-2.	Science Knowledge of: Animal types, habits, diseases, etc. Necessity and method of quarantine. Methods of prevention and control of disease. Method of disposal of animal exposed to rabies. Laws and Regulations State laws County and municipal ordinances Departmental regulations Forms and Records Quarantine notice Quarantine card Animal contacts card Legal notices Public Relations Ability to: Instruct public concerning necessity of quarantine or disposal of animal exposed to rabies to control disease.	Safety Measures Precaution against contact with animal exposed to rabies or suspected rabies. Strict confinement or disposal of anim to prevent further contact.

UNIT OF RABIES CONTROL

Checking Level	REQUIRED INFORMATION	
	TECHNICAL	AUXILIARY
6. Situations as to procedure for handling cases of human contacts with rabies. 1.Determine facts, such as: a.Name, address, and age of person bitten, lacerated, or in contact with rabid animal. If a minor, name and address of parent or guardian necessary. b.Date and address where bitten. c. Nature, location and extent of injury. d.Cauterization of wound. Date, hour, and by whom cauterized. e.Use of fuming nitric acid for cauterization. f.Immediate start of Pasteur treatment. g.Description of rabid animal. h.Symptoms of animal. i.Name and address of owner or custodian of animal. j.Present location of animal. 2.Treatment to be recommended for cases of human contacts with rabies. a.Determine immediate cauterization of all wounds with fuming nitric acid. 1. If patient has consulted a private physician, make investigation to determine extent of injury, use of fuming nitric acid, and other treatment.	Science Knowledge of: Proper methods of prevention and control of rabies. Necessity and type of cauterization of wound. Effect and purpose of Pasteur treatment and need for emergency treatment. Proper methods of confining or disposing of rabid animal. Laws and Regulations State laws. County and municipal ordinances. Departmental regulations. Forms and Records Suspected Rabies card. Pasteur release card. Communicable disease card for report to State. Legal notices. Public Relations Ability to: Provide public with accurate information concerning seriousness of disease and treatment recommended by health department. Inform public how to obtain treatment.	Ability to: Trace all human contacts with rabies and advise proper treatment.

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6.Situations as to Procedure for Handling Cases of Human Contacts with Rabies.(Contd.) b.Determine immediate start of Pasteur treatment. 1.If patient obtains treatment from privgte physician, make investigation to determine when treatment was started, etc. 2.If patient refuses treatment, obtain release from liability. c.Recommend immediate cauterization with fuming nitric acid and immediate start of Pasteur treatment. 3.Quarantine for Rabies. a.Animal with rabies must be apprehended and isolated from all other animals, persons, etc.,if not destroyed immediately. 1.Must be securely chained or restrained by leash or closed cage or paddock. 2.Confinement of animal may be on owner's premises or in any approved veterinary hospital or humane shelter, if not immediately destroyed. b.Rabid animals must be thus properly confined until time of death. Rabid animals should be destroyed immediately.	of disease and treatment recommended by health department. Inform public how to obtain treatment. Finance Knowledge of: Cost of Pasteur treatment. Free treatment available if necessary. Cost of hospitalization, veterinary service for animals, etc.	
7.Situations as to Procedure for Handling Cases of Animal Contact with Rabies. 1.Any animal, bird, fowl, cattle, etc., which has been bitten by or in direct contact with rabid animal must be apprehended, securely chained or restrained by leash, closed cage,	Science Knowledge of: Proper methods of prevention and control of disease. Purpose and necessity of the quarantine order.	Ability to: Determine seri-ousness of con-tact with rabies and need for quar-antine or

hecking evel	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	7.Situations As To Procedure for Handling Cases of Animal Contact with Rabies.(Contd.)	Proper methods of confining or disposing of animal contact with rabies.	disposal of animal.
	or paddock, and placed under quarantine for a period of 90 days.		
	a.Owners or custodians of such animals should be urged to destroy them.	Laws and Regulations	
	b.Such animals must be quarantined so as to prevent any human or other animal contact.	State laws and regulations pertaining to rabies control.	
	2.Quarantine all dogs within the radius of one square block from place where rabid dog is harbored or apprehended for 90 days.	County and municipal ordinances.	
		Departmental regulations.	
		Quarantine order.	
	a.Quarantine here includes strict confinement upon private premises of Owner or custodian and restraint by leash, closed cage, or paddock for entire period of quarantine.	Forms and Records	
		Communicable disease card for report to State.	
		Quarantine notice.	
	3.Owners or custodians of animals thus exposed to rabies should be instructed to follow quarantine regulations carefully and to notify health department of any change in appearance or actions of animals or any suspicious developments. Owners should be instructed that prosecution will follow any violation of the quarantine order.	Quarantine card.	
		Animal contacts card.	
		Legal notices.	
		Public Relations	
		Ability to:	
		Instruct public concerning necessity of disposing of animal contacts with rabies.	
	a.If quarantine is broken, the Chief Quarantine Officer should be notified immediately.	Educate public concerning methods and necessity of control of rabies.	
	4.Determine name and address of owner or custodian of animals in contact with or bitten by rabid animal.		
	5.Visitations during quarantine.		
	a.Animals quarantined for exposure to rabies should be examined every 7 days. More frequently if necessary for first 14 days.		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	7. Situations As to Procedure For Handling Cases of Animal Contact with Rabies.(Contd.) Frequency of examination may depend upon owner's compliance with quarantine regulations and extent of injury if animal is bitten.		
	8. Situations Involving General Quarantine of Area In Which Rabies Exists. 1.General quarantine may be declared against designated animals living within area in which rabies exists. a.Quarantine period and area determined by regulating body. 2.Quarantine for this purpose includes the strict confinement of the animals upon the private premises of the owners or custodians under restraint by leash, closed cage, or paddock. 3.All animals within the quarantine area found on public highways, lands, and streets, or not held in restraint in accordance with the quarantine order may be killed, captured or apprehended by the enforcement officer at his discretion. 4.Enforcement officers may enter and examine all private premises to determine compliance with quarantine regulations, etc. 5.Owners should be instructed to report death of animal or any change in appearance or actions to health department. 6.All dogs are exempt from quarantine which have been immunized or vaccinated with anti-rabic virus approved by the health department within one year. a.A certificate of vaccination should be	Science Knowledge of: Proper methods of control of rabies. Proper methods of preventing spread of disease. Proper and adequate methods of confining quarantined animals. Effect and purpose of vaccination in rabies control. Necessity and purpose of general quarantine of affected area. Laws and Regulations State laws and regulations pertaining to rabies control. County and municipal ordinances. Departmental regulations. General quarantine order. Forms and Records Quarantine notice. Quarantine card. Legal notices. Public Relations Ability to: Instruct public conerning necessity for general quarantine of affected area. Instruct public as to proper	Ability to: Exercise discretion and intelligence in apprehending

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8.	Situations Involving General Quarantine of Area In Which Rabies Exists.(Contd.)		
	filed with the health officer. b.A tag showing date of vaccination,etc. should then be attached to dog collar and worn at all times.	compliance with quarantine regulations. Educate public concerning methods and necessity of control of rabies and effect of vaccination on rabies control. Maintain good will. Develop public support of control program and cooperation with Finance Knowledge of: Cost of vaccination.	ing animals not properly confined. Exercise tact and understanding in dealing with public and promoting contrd program.
9.	Situations Involving the Restriction of Dogs Running at Large. 1.Every dog over the age of 3 months must wear a collar on which is designated the name and address of its owner, or it must h have a metal license tag issued by the proper government authority and stating the name and address of owner. 2.Every dog found running at large without such tag or collar may be seized and impounded by any peace officer.	Science Knowledge of: Necessity of restricting dogs running at large to control rabies. Necessity and effect of licensing dogs as a preventive and control measure. Methods of impounding dogs running at large. Methods of disposal of dogs running a t large. Laws and Regulations State laws and regulations pertaining to licensing of dogs, restrictions and impounding of dogs running	Knowledge of: Necessity of determining possible human or animal contacts with stray animd suspected of rabies.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	9. Situations Involving the Restriction of Dogs Running At Large. (Contd.)	at large, rabies control, etc. County and municipal ordinances. Departmental regulations. Finance Knowledge of: Cost of license. Purpose and use of fund from licenses for rabies control. Public Relations Ability to: Educate public to cooperate with health department. Instruct public as to necessity and purpose of licensing dogs. Maintain good will.	Ability to: Exercise discretion in impounding dogs running at large.
	10. Situations Involving The Capture and Disposal Of Animals Having Rabies or Suspected Rabies. 1.Capture of rabid animals or suspected rabies. a.Necessary equipment. 1. Rubber gloves 2. Pole with slip noose. 3. Sack or bag. 4. Rope, wire, etc. 5. Ammonia gun. b.Procedure 1. In apprehending and capturing animal, precaution must be taken not to handle animal with bare hands. Rubber gloves must be worn. 2. If animal is running at large it must be	Science Knowledge of: Proper methods of self-protection Proper methods of disinfection, and sterilization. Nature of disease, method of infection, etc. Proper method of removing head from animal. Method of laboratory analysis of head. Proper method of disposal of animal. Ability to: Interpret laboratory report.	Knowledge of: Proper methods of packing head for shipment to laboratory if necessary.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

10. Situations Involving The Capture and Disposal of Animals Having Rabies or Suspected Rabies.(Contd.)

captured. Noose slipped around its neck and animal held off with pole. All precautions must be taken to avoid contact with animal or saliva. Animal put in sack and ends fastened securely. Arrange for disposal of animal and laboratory analysis of head if necessary.

2. Destruction of rabid animal or suspected rabies
   a. If animal is shot, it should be shot through the heart, not the brain, to preserve the latter for laboratory analysis. Animal may be disposed of according to policy of health authority.
   b. Chloride of lime should be spread around dead animal and the surrounding area to prevent human or animal contact with dead animal. Latter may be otherwise covered or guarded until picked up for final disposal at rendering plant, etc.
3. Removal of head from dead animal.
   a. The head of any animal dying of suspected rabies must be submitted to the laboratory of the health department for analysis.
      1. If there have been no human or animal contacts with an animal diagnosed as rabid, the animal may be destroyed with permission of the health department, and the case designated as "Clinical Rabies." The head may be examined in the laboratory at the discretion of the department.

Laws and Regulations

State laws and regulations governing submission of animals' heads to laboratory for analysis.

Forms and Records

Suspected rabies card.
Laboratory examination card.
Communicable disease card, for report to State.

Public Relations

Ability to:
Instruct public concerning methods and necessity of disinfection and sterilization.
Instruct public concerning necessity of removing animal's head for laboratory analysis.
Maintain public cooperation and support of rabies control program.

Safety Measures

Ability to:
Avoid all contact with blood or saliva of animal. Prevent contact of other persons with animal.

10. Situations Involving The Capture and Disposal of Animals Having Rabies or Suspected Rabies.(Contd.)
    b. Necessary equipment
        1. Saw
        2. 8 inch black knife
        3. Pole with slip noose
        4. Rubber gloves
        5. Lysol or other disinfectant
        6. Water
        7. Paper
    c. Procedure
        1. Remove animal's head at neck joint. Avoid injuring brain
        2. Wrap head well in paper and take to laboratory.
        3. Wrap contaminated equipment in paper. Avoid all contact with animal or contaminated equipment.
        4. Spread chloride of lime around body of animal.
        5. Arrange for final disposal of body at rendering plant.
    d. Sterilization of equipment.
        1. All equipment, utensils, etc., used in removing animal's head must be thoroughly washed and sterilized after each use. First wash in a solution of one ounce of lysol to one gallon of water. Then boil in water for at least 15 minutes. Dry and place in protected cupboard.
        2. After each operation the equipment must be thus properly washed and sterilized for future use.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

10. Situations Involving The Capture and Disposal Of Animals Having Rabies or Suspected Rabies.(Contd.)
    e. Laboratory analysis.
       1.Laboratory slip with description of animal must accompany specimen to laboratory.
       2.Laboratory makes test and reports results to inspector. A "positive" report from the laboratory, if "intracellular" or "extracellular" or both, is the only confirmation of a clininal suspicion of rabies. A"negative" or "none-found" report has no weight in deciding the need for Pasteur treatment and is not final.
       3.Inspector interprets laboratory analysis, reports it as "positive" or "none-found" and follows up, giving necessary orders and advice.

11. Situations Involving The Identification of Rabies.
    1.Two main types of rabies.
      a.Furious rabies characterized by extreme viciousness, ferocity, restlessness, etc.
      b.Dumb rabies identified by extreme depression, listlessness, paralysis, etc.
    2.General symptoms of rabies.
      Difficulty in swallowing, drooling, extreme depression or restlessness, excitability, excessive snapping or biting, clawing or biting unseen objects, attempting to eat sticks, stones, etc., beginning paralysis of lower jaw, incoordination of joints and partial or complete paralysis, particularly of hind quarters, bark resembling a wolfish howl, dilation of pupil and inflammation of membranes of

Science

Knowledge of:
Nature of disease and symptoms.
Veterinary science.

Ability to:
Identify disease and make clinical diagnosis.

Ability to:
Distinguish rabies from other animal diseases.

Laws and Regulations

State laws.
County and Municipal Ordinances.
Departmental regulations.

Forms and Records

Suspected rabies card.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	11. Situations Involving The Identification of Rabies. (Contd.)		
	eye, bewilderment, tendency to roam great distances, etc.		Communicable disease card for report to State.
	3. Inspector should interview owner or custodian of dog or other animal to determine normal habits of animal and whether it had exhibited any of the above symptoms.		Public Relations Ability to: Determine normal actions and habits of animal from conversation with owner, etc.
	4. Above symptoms not conclusive. Preliminary diagnosis of clinical rabies determined by actions of animal, behavior, appearance, etc. Final diagnosis determined by laboratory report.		Develop public cooperation. Maintain good will.

CHAPTER 1V

DAIRY PRODUCTS

UNIT OF DAIRY FARM

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Contact with Owner, Operator, Manager, or Applicant for License. 1. Upon application for license to operate dairy, make thorough inspection and report findings to superiors with recommendations for granting or denial of license. 2. In case of established dairy, visit location, determine name and address of owner, operator, or manager, and determine possession of proper permits and licenses from local health department. 3. Upon complaint of existing nuisance or health menace, visit location, make inspection to determine cause of complaint, and order correction or abatement of any existing nuisance. If abatement or correction is not secured, inspector acts under direction of superiors.	Science Knowledge of: Permits and licenses	Ability to: Obtain general information concerning dairy.
	2. Situations Involving Survey or Surroundings. 1. Determine suitability of location for dairy farm and compliance with zoning laws. 2. Determine kind and nature of adjoining premises, free from odor or smoke nuisances, industrial wastes, breeding places for rodents, vermin, flies and other insects, etc.		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Survey of Surroundings. (Continued) 3.Determine nature of soil, topography of land, prevailing winds, etc. 4.Determine availability of public utilities, including water, gas, sewer, and electricity. 5.Determine size, character, and arrangement of buildings to insure efficient operation of dairy. 6.Determine general appearance and condition of surroundings, neat, clean, proper landscaping, free from rubbish, garbage, manure, odors, flies, etc.	Science Knowledge of: Epidemiology Bacteriology Entomology Rodents Location factors Standards of sanitation Topography of land and nature of soil Surveying Laws and Regulations State laws County and Municipal Ordinances Departmental regulations Forms and Records Inspection card Survey Form Dairy Farm Score Card Communicable Disease Card Legal notices.	Knowledge of: Responsibility of owner in maintaining dairy farm in proper sanitary condition. Aesthetic value of landscaping.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations Involving Inspection of Buildings 1. Arrangement a. Determine arrangement of buildings according to prevailing winds, slope of ground for drainage, location of corral, etc. 2. Construction a. Determine proper construction of all buildings according to local laws and regulations. b. Determine proper construction to insure adequate light, ventilation, drainage, etc., and to prevent overcrowding and other health hazards. Determine proper construction to facilitate sanitary maintenance of buildings. 3. Maintenance a. Determine maintenance of buildings and all parts thereof in good order and repair and in a clean, sanitary condition, free from dust, dirt, manure, and other waste matter, garbage, rubbish, vermin, rodents, flies and other insects, and other deleterious material	Science Knowledge of: Epidemiology Bacteriology Entomology Rodents Architecture Mathematics construction types, standards, and methods suitable for dairy farm. Building materials Blue prints Nuisances and health hazards resulting from improper construction and installation and insanitary conditions, Necessity and methods of preventing injuries, accidents, and spread of disease. Standards of sanitation Methods of maintaining dairy farm in a sanitary condition Proper methods of disposal of waste products. Ability to: Recognize and abate nuisances and health hazards resulting from improper construction and installation according to particular circumstances	Knowledge of: Proper location of buildings and corrals according to sun, prevailing winds, public utilities, etc. Proper arrangement of buildings for efficient operation of dairy farm Ability to: Prevent and eliminate breeding places and harborages of rodents, vermin, and flies.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
3.	Situations Involving Inspection of Buildings (Continued)	Ability to: (Continued) Advise proper construction and installation according to particular circumstances. Advise proper methods of maintaining dairy farm in sanitary condition. Read and interpret blue prints and draw diagrams and sketches. Conduct survey of dairy farm Score dairy farm Write reports Finance Knowledge of: Relative costs of building materials, construction and installation, repairs, etc. Public Relations Knowledge of: Applied psychology Ability to: Secure cooperation of public Instruct public concerning construction and maintenance standards approved by health department. Maintain good will	Public Relations Ability to: Execute duties with minimum conflict and maximum efficiency Exercise tact and discretion in dealing with public.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Inspection of Animals 1.Determine breed and type of animals 2.Determine general appearance and condition of animals, including clipped hair, clean body and udder; normal, healthy appearance. 3.Inspect animals to determine presence of ulcers, abrasions, abscesses, discharges, postules, swellings, enlarged glands,unusual cough, lameness, unusual slobbering, etc. Determine temperature of animals and symptoms of contagious abortion, tuberculosis, mud fever, etc. Determine T brand on tubercular cows. Investigate cause of unusual appearance of milk, blood in milk, etc. a.Determine immediate isolation and quarantine of animals thus affected and prohibit use or sale of milk from such animals.	Science Knowledge of: Veterinary Medicine - breeds,types, and diseases of animals. Epidemiology Bacteriology Necessity and methods of preventing spread of disease Ability to: Recognize unusual appearance or disease of animal Advise proper treatment for disease	
	5. Situations Involving Inspection of Hygiene of Employees. 1.Body cleanliness a.Determine body cleanliness, neat appearance, and freedom of all employees from odors, dirt, etc.	Science Knowledge of: Epidemiology Bacteriology Necessity and methods of preventing spread of disease. Hygiene Standards of health and cleanliness Ability to: Recognize communicable diseases and symptoms.	Knowledge of: Proper types of clothing Methods of storage and laundering Diseases spread by persons

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

5. Situations Involving Inspection of Hygiene of Employees (Continued)
   2. Clothing
      a. Determine provision of proper clothing for employees, including cap, shoes, apron or outer garment of washable material.
      b. Prohibit use of such clothing for other purposes. Determine maintenance of all clothing in clean, sanitary condition at all times. Determine provision of an individual towel or wiping rag for each employee.
   3. Care of hands.
      a. Determine keeping of finger nails short and clean.
      b. Determine thorough washing and drying of hands before milking or handling milk and milk products and immediately after using toilet or lavatory.
   4. Communicable Disease Control
      a. Prohibit employment of any person afflicted with any communicable or contagious disease.
      b. Determine immediate isolation and quarantine of all persons afflicted with any communicable or contagious disease
         Consult Unit of Communicable Disease Control
      c. Prohibit use of any common drinking cup or towel.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	6. Situations Involving Inspection of Milking Practices. 1.Determine provision of proper and adequate equipment, including small top milking pails, milking stools, hose of proper size and length, brushes and cloths for washing and cleaning cows; clippers, washing facilities, such as running water, soap, towels, milking machine of approved type, leg chains, shovels, push brooms, wheelbarrows, etc. a.Determine maintenance of equipment in good order and repair, and in a clean, sanitary condition, free from broken seams, rust, dirt, milk stone, vermin, insects, etc. 2.Determine proper milking procedure, including a.Washing and cleaning of cows and udders before milking and frequent clipping of hind quarters. Washing and cleaning of barn floors and gutters before milking. b.Discarding of pore milk and milk of unusual appearance. Discarding of milk produced fifteen days before and five days after parturition. c.Removal of cow giving abnormal milk from the other cows in milking string d.Immediate removal of milk from each cow in original pail to receiving tank. 3.Determine clean, dry hands of milkers. 4.Determine keeping of other animals and fowls out of barn during milking periods.	Science Knowledge of: Epidemiology Bacteriology Veterinary science Entomology Milking practices and procedure Proper equipment Standards of sanitation Methods of fly control Methods of preventing and eliminating contamination of milk and equipment Necessity and methods of preventing spread of disease Nuisances and health hazards resulting from insanitary conditions and practices Ability to: Recognize and abate nuisances and health hazards resulting from insanitary conditions and practices. Recognize and trace sources of contamination of milk and equipment.	Knowledge of: Improvements in milking practices and procedure. Protection to Community necessary in proper handling of milk supply.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
6.	Situations Involving Inspection of Milking Practices (Continued) 5.Prohibit feeding or unloading hay, hauling manure, burning rubbish, or other activities which create odors or dust or fly nuisances during milking.	Finance Knowledge of: Relative costs of milking and other equipment	
7.	Situations Involving Inspection of Methods of Fly Control. 1.Prohibit feeding or unloading hay, hauling manure, etc., during milking. 2.Prohibit placing of milking buckets or pails on floor when not in use. 3.Determine proper and adequate disposal of manure according to local laws and regulations to prevent breeding places for flies. 4.Determine freedom of location from contaminating surroundings creating fly nuisances. 5.Recommend use of electric fly killing machine.	Science Knowledge of: Epidemiology Entomology Bacteriology Methods of fly control Standards of Sanitation Necessity and methods of preventing spread of disease Methods of preventing and eliminating contamination of milk and equipment Nuisances and health hazards resulting from insanitary conditions and practices	Knowledge of: Breeding places and habits of flies Diseases spread by flies. Equipment necessary in control and abatement of fly nuisances.
8.	Situations Involving Inspection of Feeding Practices 1.Determine regular hours of feeding. Determine feeding of green feed and silage immediately after milking or four to six hours before milking. 2.Determine feeding of roughage in outside racks and feeding grain and concentrates in barn.	Science Knowledge of: Epidemiology Entomology Bacteriology Veterinary science Rodents	Knowledge of; Effects of feeds on quantity and quality of milk Methods of rat-proofing and fly-proofing.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	8. Situations Involving Inspection of Feeding Practices. (Continued) 3.Quantity and quality of feed a.Determine feeding of proper kinds of grains, concentrates, roughage, etc. b.Prohibit use of feeds giving strong odor or taste to milk, such as onions, turnips, garbage, weeds, brewers grains. c.Determine cleanliness of feeds, freedom from mould, rodents, wire, nails, and other foreign matter, etc. d.Determine provision of clean, fresh water in corrals at all times. 4.Care and storage of feed. a.Determine construction of rodent-proof and fly-proof storage room for grains. b.Determine protection of materials in hay shed and all feeds from rain, animals, animal discharges, rodents, vermin, insects, etc. c.Determine mixing and preparation of grains in grain room and placing in mangers just prior to milking. 5.Prohibit cows from wading in sewage or contaminated water.	Science Knowledge of:(Continued) Construction Standards, types, and methods. Types of feeds Methods of protecting feeds from contamination from water, animals, rodents, flies, etc. Methods of feeding. Feeding practices and procedure Ability to: Recognize and abate nuisances and health hazards resulting from improper feeding practices and procedure.	
	9. Situations Involving Inspection of Filtering and Cooling Processes 1.Determine provision of proper and adequate equipment, including receiving tank, cooler, pouring tank, tube, strainer, header, Proderson filter.	Science Knowledge of: Epidemiology Entomology Bacteriology Filtering and cooling processes.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	9. Situations Involving Inspection of Filtering and Cooling Processes. (Continued) a. Determine maintenance of all equipment in good order and repair and in a clean, sterile condition. Inspect filter and filter cloth for sediment or garget. b. Determine type of cooling system, i.e., mechanical refrigeration, gas, or brine, with ice water, circulating pump, ice pans, cooling tanks, piping system, etc. 2. Determine proper method of filtering and cooling. a. Determine pouring of milk from each can into receiving tank from original pail immediately after milking. b. Determine immediate cooling below 50° F. after milking c. Determine maintenance of temperature below 50° F. until milk reaches distributor or customer.	Science Knowledge of: (Continued) Proper equipment Standard of purity for milk Methods of preventing and eliminating contamination of milk and equipment. Standards of sanitation and sterilization. Types of cooling systems Methods of temperature control Nuisances and health hazards resulting from improper filtering and cooling of milk Ability to: Recognize and abate nuisances and health hazards resulting from improper filtering and cooling of milk	Knowledge of: Necessity and methods of proper filtering and cooling of milk. Necessity of temperature control. Sources of contamination Ability to: Recommend proper equipment and processes according to particular circumstances
	10. Situations Involving Inspection of Bottling and Canning Processes. 1. Determine provision of proper and adequate equipment, including bottling machine, capping machine, bottles, caps, cans, and cases. Determine maintenance of equipment in good order and repair and in a clean, sterile condition, free from rust, broken seams, milk stone, dust, dirt, insects, etc.	Science Knowledge of: Epidemiology Entomology Bacteriology Bottling and capping processes Proper equipment Methods of preventing and eliminating contamination of milk and equipment. Standards of sanitation and sterilization	Knowledge of: Necessity and methods of proper bottling and capping of milk. Sources of contamination Necessity of temperature control.

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10.	Situations Involving Inspection of Bottling and Capping Processes.(Continued) 2.Determine proper method of bottling and capping. a.Determine thorough agitation of milk during bottling b.Determine immediate capping with machine capper after bottling. c.Permit standardization with cream or skim milk of same quality. d.Prohibit keeping of pasteurized milk with raw milk e.During bottling process, inspect for and discard all dirty or chipped bottles or bottles containing any foreign or injurious substance. 3.In wholesale dairies where milk is placed directly from cooler into cans, determine clean, sterile condition of cans, free from rust, open seams, milk stone, dirt, dust, etc. 4.During bottling and capping processes, determine proper and adequate protection of milk from dust, dirt, flies, and from coughing, sneezing, etc. 5.Determine proper labeling of milk as raw or pasteurized with grade of milk and name and address of producer or original bottler on cap or container in letters 1/8 of an inch in height and 1/16 of an inch in width. Determine double capping of guaranteed milk and labeling with date of sale. Determine truth and legality of statements on labels.	Methods of temperature control Nuisances and health hazards resulting from improper bottling and capping of milk. Proper labeling of milk Ability to: Recognize and abate nuisances and health hazards resulting from improper bottling and capping of milk	Ability to: Recommend proper equipment and processes according to particular circumstances

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11.	Situations Involving Inspection of Storage Facilities and Methods 1. Bottled milk a.Determine storage of bottled milk in cold room, ice box, or refrigerator. b.Determine maintenance of temperature below 50° in storage room. c.Determine storage of cases for bottled milk in refrigerator or cold room. d.Prohibit storage of milk near foods having a strong odor. 2. Empty bottles a.Determine storage of empty bottles in a shed or room protected from dust, dirt, insects, vermin, etc. 3. Milk caps a.Determine keeping of caps in unopened, dust-proof tubes and storage of tubes in a protected room or cabinet. 4. Prohibit use of milk house as storage room.	Science Knowledge of: Methods of storing milk and equipment Proper storage equipment Methods of preventing and eliminating contamination of milk and equipment. Types of cooling systems Methods of temperature control Nuisances and health hazards resulting from improper storage of milk Ability to: Recognize and abate nuisances and health hazards resulting from improper storage of milk	Knowledge of: Sources of contamination Necessity of temperature control
12.	Situations Involving Inspection of Transportation Facilities and Methods 1. Facilities a.Determine use of trucks of substantial construction, lined on the interior and properly labeled on the outside with name and address of dairy or distributor and name of product in letters at least three inches in height and one and one-half inches in width.	Science Knowledge of: Transportation facilities and equipment Construction standards for transportation equipment Methods of transportation Methods of preventing and eliminating contamination of milk Standards of sanitation Proper labeling of transportation facilities Methods of temperature control	Knowledge of: Sources of contamination Necessity of temperature control

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	AUXILIARY
12.	Situations Involving Inspection of Transportation Facilities and Methods.(Continued). b.Determine maintenance of transportation facilities in good order and repair and in clean, sanitary condition, washed and scrubbed at least once a week. Prohibit use of such facilities for other purposes. 2.Method a.Determine Maintenance of temperature of milk below 50° F., by means of cracked or sacked ice placed on top tier of cases on truck. b.Determine protection of bottles and cases from flies, dust, dirt, direct rays of sun, etc., by means of tarpaulin, canvas, sacks, or case covers spread over cases on truck. c.Determine keeping of returned containers in separate part of truck.	Ability to: Recognize nuisances and health hazards resulting from improper transportation of milk.	
13.	Situations Involving Inspection of Methods of Handling Cream and Skim Milk. 1.Determine provision of proper and adequate equipment, including separator, cooler, bottling machine, capping machine, cans, caps, containers, cases, bottles. a.Determine maintenance of all equipment in good order and repair and in a clean, sanitary condition, free from rust, open seams, milk stone, dust, dirt, vermin, insects, etc.	Consult C.L. 1 to 12	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	13. Situations Involving Inspection of Methods of Handling Cream and Skim Milk. (Continued) 2.Determine proper methods of handling cream and skim milk. a.Determine separation of milk immediately after it comes from milking barn. b.Determine immediate cooling, bottling by machine, and capping by machine. c.Determine storage in cold room or refrigerator to maintain temperature below 50° F. 3.Determine proper labeling a.Cream 1)Same as milk labels, with grade and class of cream stated on labels. b.Skim milk 1)Same as milk labels, except for words "Skim Milk" on labels.		
	14. Situations Involving the Collection of Samples. 1. Bottled Milk a.Points of collection; dairy, delivery truck, milk plant, milk depot, and store b.Collect routine samples once every two weeks; bacteriological retakes, three within two weeks; and special samples as frequently as deemed necessary c.Necessary equipment; water-tight, iced sample case or container.	Science Knowledge of: Methods of collecting milk and cream samples Points of collection Equipment necessary in collection of samples Precautions necessary to prevent contamination of samples and equipment Proper labeling of samples Methods of laboratory analysis Standards of purity for milk	

Checking Level Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
14.	Situations Involving the Collection of Samples (Continued) 2. Other Milk a. Point of collection; dairy b. Times of collection same as for bottled milk. c. Necessary equipment; water-tight, iced sample case or container, sterile tube or bottle and cap, sterile, wrapped pipettes. d. Method of sampling. 1) Collect samples at different points of handling between milking and bottling. Draw milk through pipette into tube or bottle and cap immediately. If sample is taken directly from cow, put milk directly into bottle and cap immediately. 2) Number sample for identification. 3) If desired, mark duplicate sample and give receipt for same. 4) Protect pipettes, bottles or tubes, and caps or covers from all contamination. Place tube or bottle containing sample in iced container and take to laboratory of local health department for specific analysis. 3. Bottles a. Select bottles and cap immediately. Take to laboratory for sterility test.	Ability to: Recognize health hazards Collect samples Recognize necessity of collection of samples Prevent contamination of samples and equipment. Interpret laboratory reports Write reports	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	15. Situations Involving Inspection of Washing and Sterilization of Equipment. 1.Determine provision of proper and adequate washing facilities, including wash tubs, hot and cold running water, cleaners, brushes, bottle brushes, water softener, if needed, etc. 2.Determine proper method of washing equipment, including rinsing in cold water immediately after use, washing in warm water containing a proper cleansing agent or detergent, and rinsing in clean, warm water. 3.Determine provision of proper and adequate sterilization equipment, including boiler or steam generator with cabinet, California type sterilizer, chlorine rinse, steam hose, etc. 4.Determine proper method of sterilization, including washing of all machinery, piping, equipment, utensils, etc., with steam maintained at a temperature of 175° F. for a minimum of fifteen minutes. Permit use of chlorine rinse in conjunction with steam hose or hot water.	Science Knowledge of: Epidemiology Bacteriology Chemistry Methods of washing and sterilization. Proper equipment Methods of preventing spread of disease Standards of sanitation and sterilization Nuisances and health hazards resulting from improper washing and sterilization of equipment.	
	16. Situations Involving Inspection of Corrals. 1.Location a.Determine proper location of corrals depending upon prevailing winds, to prevent dust, odors, and other contamination from reaching milk house, barn, etc. Determine proper location according to slope of ground to permit proper and adequate	Science Knowledge of: Epidemiology Bacteriology Entomology Construction types, standards, and methods Standards of sanitation	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
16.	Situations Involving Inspection of Corrals. (Continued) drainage 2.Construction a.Determine substantial construction and ease of cleaning and disinfecting corrals. b.Determine adequate size to prevent overcrowding, allowing 500 square feet per cow. c.Determine substantial construction of fences and gates. d.Determine construction of separate bull and calf pens. e.Determine construction of water troughs and standing platforms of rough cement to prevent slipping. f.Determine proper rat-proofing of feed racks and platforms. g.Determine construction of adequate shelter sheds. h.Determine installation of automatic valves and overflor pipe drain plug. 3.Sanitary Maintenance of corrals a.Determine cleanliness of water troughs, freedom from algae, feed, and foreign matter. b.Determine clean, smooth condition of ground, free from holes and ditches, mud, etc. Determine regular and frequent scraping and cleaning of corrals. Prohibit accumulation of manure. Determine removal of manure from premises	Science Knowledge of: (Continued) Necessity and methods of preventing spread of disease. Nuisances and health hazards resulting from improper construction and location of corrals and insanitary condition of corrals	Knowledge of: Sources of contamination. Proper methods of maintaining corrals in sanitary condition.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	16. Situations Involving Inspection of Corrals (Continued) weekly and proper disposal according to local laws and regulations.	Consult Unit of Housing	
	17. Situations Involving Inspection of Housing. 1.Determine proper construction and maintenance of housing facilities according to local laws and regulations. 2.Construction a.Determine proper and adequate protection from the elements. b.Determine provision of sufficient light and ventilation, allowing for window area of one-eighth of floor area. c.Determine provision of proper and adequate toilets and showers. d.Determine provision of 500 cubic feet of air space per person in sleeping quarters. 3.Sanitary Maintenance a.Determine cleanliness of building and premises, freedom from dust, dirt, garbage, rubbish, waste matter, rodents, vermin, and insects. b.Determine cleanliness of bedding, free from bedbugs and other vermin. c.Determine proper and adequate disposal of garbage and rubbish.		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	18. Situations Involving Inspection of Water Supply.		
	1. Determine provision of water supply which is easily accessible, adequate to meet all needs, and free from pathogenic bacteria.	Consult Unit of Water Supply	
	2. Determine source of supply from public or municipal water supply system, private water supply system, or well on dairy.		
	3. If water is supplied by well on dairy, determine proper construction and maintenance of well according to local laws and regulations.		
	a. Determine protection of drilled well from surface contamination by means of cement curbing around well.		
	1) Determine construction of curbing of a concrete mixture of cement, fine sand and gravel, and extension of curbing to depth of three feet from surface of casing.		
	2) Determine construction of tight-fitting wooden block closing off top of well to exclude all surface water, with bolts fastening on this block set invertedly into the concrete. If wooden block is not used, determine setting of bolts into the cement.		
	b. Determine protection of dug well from surface contamination.		
	1) Determine adequate protection of pit and waterproofing of sides of pit. Determine construction of a concrete foundation extending down along edge		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY

18. Situations Involving Inspection of Water Supply. (Continued)

of platform to a depth of one and one-half feet. Determine installation of a reinforced concrete manhole cover around pump shaft to close all openings to pit, with four bolts set invertedly into the concrete to allow a wooden block to be bolted down upon cover as an attachment for the pump. Determine construction of manhole cover at least three inches thick and reinforced with chicken wire or barb wire.

c. Determine proper construction and protection of raised water tank

1) Determine proper covering of tank. Determine conical shape of roof, proper sloping for drainage, and proper construction of wood, preferably redwood, covered with at least four-ply roofing paper.

2) Determine installation of an inlet pipe discharging into tank at top near manhole cover, to permit sampling from incoming supply. Determine installation of an outlet pipe extending about one-half foot above bottom of tank to prevent sand and other sediment from contaminating the supply line. Determine installation of a clean-out pipe flush

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY

18. Situations Involving Inspection of Water Supply. (Continued)

with the bottom of the tank to allow drainage and the removal of any sediment.

3) Determine provision of screen ventilation between cover of tank and sidewalls, with this opening not wider than one foot and with the roof projecting over the opening to prevent sunlight from entering tank. Determine provision of one-sixteenth inch mesh copper fly screening for opening, and covering of this screening with one-fourth inch mesh galvanized iron wire.

4) Determine construction of manhole cover in top of tank to fit over the outside of a curbing at least two inches high to prevent surface water from seeping into the opening. Determine extension of roofing paper over this curbing.

5) Determine construction of bottom of tank between forty feet and fifty feet above floor of barn to insure adequate pressure.

d. Determine proper and adequate construction, installation, and maintenance of piping.

1) Determine installation of pipe line of at least two inches in diameter leading from well to milkhouse and barn.

2) Determine installation of pipe line of at least one and one-half inches in diameter leading from cooler in milkhouse,

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

18. Situations Involving Inspection of Water Supply. (Continued)

and determine connection of such pipe line to drinking troughs to prevent waste of cooler water.

3) Determine provision of a "shut-off" float on supply line at drinking troughs to prevent overflow of water. Determine proper protection of float from breakage or damage by cows. Determine installation of a stand-pipe so that flow of water from cooler will not be shut off when troughs are full, and determine proper drainage of stand-pipe to pasture or cesspool.

4) Determine installation of at least two faucets at each end of barn or one in middle on each side to facilitate washing the floor.

e. Prohibit installation of any privy, cesspool, or other facilities for sewage disposal within 100 feet of any well. Prohibit location of well in any corral.

4. Sample and test water regularly and frequently according to standards of water sampling and analysis approved by local health department Consult Unit of Water Supply, C.L. 5.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	19. Situations Involving Inspection of Sewage Disposal. 1. Determine construction and installation of adequate and proper plumbing facilities to carry off all sewage wastes. Consult Unit of Sewage Disposal. 2. Determine installation of water-flush toilets. 3. If privy is used determine proper fly-proof construction and maintenance according to local laws and regulations. Consult Unit of Sewage Disposal, C.L. 1. Prohibit installation of privy in any corral and within 100 feet of any well or other source of drinking water.	Consult Unit of Sewage Disposal	
	20. Situations Involving Inspection of Drainage Facilities. 1. Inside drainage facilities a. Determine provision of proper and adequate floor drains and other drains to carry off all waste material. Determine maintenance of all drains in a clean, unobstructed condition. b. Determine provision of proper and adequate drains in sinks, refrigerators, etc. 2. Outside drainage facilities a. Determine proper diversion of storm waters from roof and ground. b. Determine proper construction and maintenance of septic tank and leaching system or cesspool, if used, according to local laws and regulations.		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

20. Situations Involving Inspection of Drainage Facilities. (Continued)
    c. Recommend connection of all plumbing and drainage facilities to public sewer if possible.
    d. Determine proper construction and maintenance of all drainage facilities to prevent odors and harborage of flies, mosquitoes, and other insects, vermin, rodents, etc.
    e. Determine proper location, construction, and maintenance of all drainage facilities to prevent pollution of any source of water supply.
    f. Prohibit use of drainage for irrigation purposes except under certain conditions. Consult Unit of Sewage Disposal, C.L. 5.
3. Drainage facilities for milking barns and milkhouses.
    a. Recommend use of combination settling and screening system.
    b. Determine proper construction of settling and screening system, depending upon number of cows, quantity of water used, etc. Determine construction features, including:
        1) Use of approximately eleven gallons of water per cow per milking if cows, barn floors, and gutters are washed at each milking.
        2) Use of approximately eighteen to twenty square inches of area per gallon per minute of maximum use of water for cross-section of settling chamber. Length of settling chamber not less than five-tenths

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

20. Situations Involving Inspection of Drainage Facilities. (Continued)

foot per cow served per milking. Construction of settling chamber of cement. Limiting depths below flow line of gutter between nine inches and twelve inches, with shallow depths preferred.

3) Equipment of settling chamber with screens, kind, size, and placing of screens dependent upon local conditions. Three screens usually placed as follows: one-half inch mesh screen, thirty inches from inlet; one-fourth inch mesh screen, sixty inches from inlet; one-eighth inch mesh screen, six inches from outlet.
4) Equipment of settling chamber with removable, solid floor baffles three inches in height about midway between screens.
5) Sewer outlet opposite inlet about four inches in diameter.
6) Sewer line.
7) Receiving tank holding three to six days flow of water, using either leaching type or water-tight tank, depending upon local conditions.
8) Pumps
9) Receiving basins or sumps for soil filtration.
10) Low head sewage sump pumps.
11) Provisions for cooling water and milking wastes to by-pass settling tank if carried to sump.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

20. Situations Involving Inspection of Drainage Facilities. (Continued)

c. Determine proper drainage procedure with use of settling and screening system.
   1) Disposition of solids from settling chamber.
      a) Drainage by gravity in settling chamber through screens.
      b) Shovelling of sludge from shallow chamber into wheelbarrows and dispose of sludge in same manner as wet dung.
      c) Removal of solid baffles and screens for final drainage.
      d) Chemical precipitation with ferric sulphate to reduce time for settling out materials in storage tank and to reduce area needed for soil filtration.
   2) Disposition of affluent.
      a) Carried from settling chamber through sewer line to receiving tank.
      b) Pumped from tank to receiving basins or sumps for soil filtration.
      c) Pumped from sumps to soil for irrigation purposes, with provision of one acre of area for each sixty to eighty cows milked. Recommend rotation of areas to obtain broad irrigation.
      d) Properly disposed of to prevent pollution of any source of water supply.

d. Determine maintenance of settling and screening system, and all parts thereof, in good working order and repair and in a clean, unobstructed condition.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

20. Situations Involving Inspection of Drainage Facilities. (Continued)

1) Prohibit disposal of sanitary sewage through settling and screening system.
2) Determine cleaning of settling chamber, baffles, and screens after each use.
3) Determine freedom of system from manure, wastes, etc. Prohibit excessive odors and harborage of rodents, vermin, flies, mosquitoes, other insects, etc. Determine proper protection to prevent access of cows to settling chamber, sump, etc.
4) Determine proper construction of receiving tank for effluent to prevent back wash into settling chamber, sewer pipe, etc.

CHAPTER V

WATER SUPPLY

UNIT OF WATER SUPPLY

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	1. Situations Involving Inspection of Sources of Supply. 1.Springs a.Inspection of Surroundings. 1.Determine suitability of surroundings for adequate protection of spring water, enclosed, private and proper distance from privies, cesspools, septic tanks, etc. 2.Determine nature of soil and topography of land for information concerning source, quantity, flow, and quality of water. b.Inspection of means of protecting spring water. 1.Protection against surface contamination. a)Determine adequate protection against surface water, flooding in times of high water, animal, and human contamination, such protection consisting of a tight concrete curbing and top to the spring reservoir with overflow above back-water level. Determine proper sealing of entrance and all openings to prevent access of animals or persons. 2.Protection against sub-surface contamination. a)Determine adequate protection against seepage of rain water or other water of recent surface origin, direct connection through solution channels with	Science Knowledge of: Sanitary Engineering Epidemiology Entomology Bacteriology Physics Chemistry Sources of water supply Necessity and methods of protecting source of water supply from contamination. Necessity and methods of preventing spread of disease. Topography of land and nature of soil. Construction standards for sources of water supply and means of protecting sources of water supply. Standards of sanitation. Diseases spread by water. Standards of purity for water supply. Ability to: Recognize health hazards. Recognize and trace sources of contamination of water supply. Prevent and eliminate contamination of water supply. Recommend suitable and adequate protection of water supply	Knowledge of: Responsibility of public in protection of source of water supply. Responsibility of government in protection of source of water supply. Possible source of contamination of water supply. Proper methods of protecting water supply according to particular circumstances.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	1. Situations Involving Inspection of Sources of Supply. (Continued). sink-holes, streams, sewage, etc. Such protection consists of proper purification or treatment to fit the particular circumstances. 2. Wells. a. Inspection of surroundings. 1. Determine suitability of surroundings for adequate protection of well water, including privacy of area and adequate distance from privies, septic tanks, cesspools, streams, etc. 2. Determine nature of soil and topography of land for information concerning quantity and quality of water, and possible sources of contamination. b. Inspection of means of protecting well water. 1. Protection against surface contamination. Such protection includes: a. Pumps installed on pump room floor located above surrounding ground level. b. Water-tight floor and walls of well pit or sub-ground-level pump room (if used). Pit or room drained to open outlet or sump(never a sewer), with an automatic ejector to remove waste water. c. Outside casing or curbing of wells extended above level of ground or floor of pit or pump room. Water-	Laws and Regulations State Laws County and Municipal Ordinances Departmental regulations Forms and Records Reports Legal Notices Finance Knowledge of: Relative costs of construction. Materials, equipment, apparatus, etc Costs of installation, removal, repair, etc. Public Relations Ability to: Secure cooperation of public in protection of water supply. Instruct public concerning necessity and methods of protecting water supply and controlling spread of disease. Maintain good will. Educate public concerning work of health department in protection of water supply and control of disease.	Public Relations Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	AUXILIARY

1. Situations Involving Inspection of Sources of Supply. (Continued).
   tight connection to close annular opening between well casing and pump column or drop pipe. Dug wells provided with water-tight cover, and pump pipe, manhole, and other openings protected against entrance of waste water or other contaminating material. Installation of pumping equipment in well in manner not requiring entrance of an attendant.
   d. Properly located and protected air inlet on air-lift pumping system to prevent entrance of dust and other contamination.
   2. Protection against underground contamination of well water includes:
      a. A water-tight outside casing or curbing extending deep enough to prevent contaminated surface or shallow ground water or other pollution from entering the water, and the effective sealing of bottom of casing or curbing into a solid formation.
3. Streams.
   a. Inspection of surroundings.
      1. Determine nature of soil and topography of land for information concerning source, quantity, rate of flow, and quality of water.
      2. Determine privacy of surroundings,

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

1. Situations Involving Inspection of Sources of Supply. (Continued)

proper distance from all means of sewage disposal, including cesspools, privy vaults, sewer pipes, conduits, etc. and freedom from deposits of sewage, industrial wastes, offal, garbage, filth, refuse, and any matter or substance offensive, injurious or dangerous to health. Determine distance from sewage disposal devices, industrial plants, picnic grounds, roadways, swimming pools, etc.

b. Inspection of means of protecting water.
   1. Determine possible pollution of water shed from sewage and all human or animal contamination and remove cause of pollution if possible.
   2. Determine adequate and proper purification of stream water before it is used for domestic purposes. Purification for surface water includes coagulation and settling, filtration and chlorination.
   3. Algae destroyed by chlorination or by treatment with copper sulphate.

4. Tunnels.
   a. Inspection of surroundings.
      1. Determine suitability of surroundings for location of tunnels, including freedom from sources of contamination, etc.
   b. Inspection of means of protecting tunnels.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	1. Situations Involving Inspection of Sources of Supply. (Continued) 1.Determine proper bulkheading of tunnels to prevent surface contamination.		
	2. Situations Involving Inspection of Storage Facilities. 1.Reservoirs and tanks. a.Determine proper construction of reservoirs and tanks if galvanized iron, wood, concrete, or other material impervious to water. b.Determine adequate and proper covering and sealing of tops of reservoirs and tanks, and proper and adequate screening of all openings to prevent contamination from algae, ground water, animals, rodents, mosquitoes, birds, human beings, etc. 2.Dams. a.Determine means of protecting water in impounding reservoirs. 1.Determine methods of preventing accumulation of debris, vegetation, algae, etc. Copper sulphate treatment or chlorination should be used for water containing algae. 2.Determine protection from human contamination by prohibiting boating, fishing, swimming, etc.	Science Knowledge of: Sanitary engineering. Epidemiology Entomology Bacteriology Physics Chemistry Types of water storage facilities Necessity and methods of protecting storage facilities from contamination. Necessity and methods of preventing spread of disease. Types, sources, and methods of preventing and eliminating contamination of water supply. Chlorination and other methods of disinfection. Construction standards, types, and methods for storage facilities and means of protecting storage facilities from contamination. Building materials. Standards of purity for water supply. Standards of sanitation.	Knowledge of: Proper method of protecting water supply and storage facilities according to particular circumstanc Responsibility of public and government in protection of water supply.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Storage Facilities. (Continued)	Ability to: Recognize health hazards Recognize and trace sources of contamination. Prevent and eliminate contamination of water supply. Recommend suitable and adequate protection of storage facilities. Finance Knowledge of: Costs of building materials, installation, repair, etc. Costs of disinfection and treatment of water. Forms and Records General Sanitation Card. Reports. Legal notices. Signs and posters.	
	3. Situations Involving Inspection of Collection and Distribution System. 1.Pipe Lines or Conduits. a.Inspector should trace out pipe lines, determine location of lines. b.Determine proper construction and maintenance of pipe lines to prevent infiltration of surface water. c.Prevent all cross connections between domestic water lines and other lines. d.Determine and order repair of leaky pipes	Science Knowledge of: Types and methods of piping. Location of pipe lines. Danger of cross connections and methods of preventing and eliminating cross connections in piping system. Constructing standards, types, and methods for piping system. Piping materials. Types, cources, and methods of	Consult CL-1, and CL-2, Auxiliary.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations Involving Inspection of Collection and Distribution System. (Continued) located near sewer disposal systems or in times of disaster. Inspector works under supervision in such cases. e. Determine method of sterilizing new pipe lines and mains with chloride of lime placed in ditches and pipes while latter are being made. Piping system should be flushed out before using. Treatment also used for algae growth in lines. f. On complaints of bad tasting or discolored water, investigate dead ends of circulating system. Dead ends may need blowing out by means of hydrants or blow-out valves.	ing and eliminating contamination of water supply. Necessity and methods of preventing spread of disease. Standards of purity for water supply. Standards of sanitation. Methods of disinfection.	
	4. Situations Involving Inspection of Methods of Chlorination. 1. Temporary chlorination in cases of impure water are handled by inspector, not permanent, continuous chlorination of water supply. 2. Methods of chlorination which inspector may advise, according to particular circumstances, are chlorine, chlorine gas, chloride of lime, or hypochlorite solution. In chlorination of water supply inspector acts under direction of superiors.	Science Knowledge of: Chemistry Methods of Chlorination Chlorinating equipment Standards of purity for water supply. Necessity and methods of preventing spread of disease. Diseases spread by water. Types, sources, and methods of preventing contamination of water supply. Ability to: Recognize health hazards. Recognize and trace sources of contamination. Prevent and eliminate contamination of	Consult CL-1 and CL-2, Auxiliary

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	5. Situations Involving the Collection of Samples. 1.Equipment. a.Clean, sterile containers. b.Box or case to carry bottles or containers. c.Matches. d.Labels. 2.Method a.Take samples at various points of distribution of water, such as well pumps, faucets, springs, reservoirs, streams, etc. b.If taking water from a tap or faucet, burn edges of same to prevent contamination of sample. c.Fill container and cap immediately to prevent contamination of sample. d.Label container with address where sample is obtained, point at which sample is taken, date of collection, and number of sample. e.Upon request, collect two samples at each point, one for owner, agent, or operator of water supply establishment and one for health department. f.Take samples to health department laboratory for bacterial analysis. Make written report to superiors of laboratory findings.	Science Knowledge of: Methods of collecting water samples. Parts of water supply systems. Points of collection. Equipment necessary in collection of samples. Precautions necessary to prevent contamination of samples and equipment. Methods of preventing spread of disease. Proper labeling of samples. Methods of laboratory analysis. Standards of purity for water supply. Ability to: Recognize health hazards. Recognize necessity of collection of samples. Prevent contamination of samples and equipment. Interpret laboratory reports. Write reports.	

CHAPTER VI

SEWAGE DISPOSAL

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	1. Situations Involving Inspection of Privies 1.Location a.Determine location of privy at safe distance from water supply, not within 100 to 500 feet of any public water supply, depending upon nature of soil, topography of land, etc. 2.Construction a.Determine use of essential construction features, including self-closing door, screened openings, proper provision for ventilation, self-closing seat, proper fly-proofing from top to bottom, etc. 3.Sanitary Maintenance a.When pit becomes filled, inspector should determine method of treating contents, preferably with caustic soda or lime. Determine removal of privy to another suitable location.	Science Knowledge of: Epidemiology Bacteriology Entomology Sanitary engineering Chemistry Methods of sewage disposal Topography of land and nature of soil. Necessity and methods of preventing and eliminating spread of disease. Necessity and methods of preventing and eliminating contamination of persons and water supply. Methods of disinfection. Standards of sanitation Diseases spread by improper disposal of sewage. Building materials. Construction standards, types and methods for privies Ability to: Recognize health hazards Recognize and abate health hazards resulting from improper disposal of sewage Advise proper methods of sewage disposal according to particular circumstances.	Knowledge of: Responsibility of public in proper disposal of sewage.Responsibility of government in proper disposal of sewage. Nuisances,disease, and contamination resulting from improper disposal of sewage. Proper methods of sewage disposal according to particular circumstances. Ability to: Advise proper disinfection of sewage disposal facilities.

UNIT OF SEWAGE

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
1.	Situations Involving Inspection of Privies (Continued)	Laws and Regulations State Laws County and municipal ordinances Departmental regulations Finance Knowledge of: Costs of building materials, construction, repair, and disinfection Forms and Records General Sanitation Card Reports Legal notices Public Relations Ability to: Secure cooperation of public in proper disposal of sewage Instruct public concerning necessity and methods of proper disposal of sewage. Educate public concerning work of health department in proper disposal of sewage and control of disease. Maintain good will.	Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2.Situations Involving Inspection of Cesspools 1.Location a.Determine location of cesspool at safe distance from water supply, not within 100 - 500 feet, depending upon nature of soil, topography of land, etc. Guard against infiltration of effluent through soil to source of water supply. 2.Construction a.Determine use of proper and adequate covering over cesspool to prevent entrance of flies, mosquitoes, animals, rodents, etc. b.Determine provision for proper and adequate ventilation for cesspool. c.Covered drains leading to cesspools. d.Determine proper and adequate number of c cesspools to be installed. 3.Sanitary Maintenance a.Determine type of permanent cover used on cesspool to prevent entrance of flies, mosquitoes, rodents, animals, etc. b.Determine whether cover of cesspool and covered drains leading to cesspool are kept in good repair. c.Determine maintenance of adequate number of cesspools. d.Determine whether proper treatment with caustic soda or lime is applied to pit when cesspool is no longer in use. e.Determine whether cesspool is properly covered and sealed with cement or concrete or wood when no longer in use.	Science Knowledge of: Epidemiology Entomology Bacteriology Sanitary engineering Chemistry Topography of land and nature of soil Necessity and methods of preventing spread of disease. Necessity and methods of preventing spread of disease. Necessity and methods of preventing contamination of persons and water supply Methods of disinfection Standards of sanitation Diseases spread by improper disposal of sewage. Construction standards, types, and methods for cesspools Building materials Ability to: Recognize health hazards Recognize and abate health hazards resulting from improper disposal of sewage. Advise proper methods of sewage disposal according to particular circumstances.	Consult C.L.1, Auxiliary

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations Involving Inspection of Septic Tanks 1.Location a.Determine location at safe distance from water supply, which is not within 100 feet of any source of water supply, depending upon nature of soil, topography of land, etc. 1)Inspector should advise location of septic tank or other means of sewage disposal below, or on lower slope of ground under, any source of water supply. 2.Construction a.Inspector should advise use of septic tank in conjunction with leaching system. b.Advise construction of septic tank and leaching system to prevent infiltration of effluent through soil to source of water supply. c.Determine use of covered drains leading to septic tank. 3.Sanitary Maintenance a.Determine frequency of cleaning septic tank Advise pumping out tank every two or three years, depending upon amount of use. b.Determine whether tank, drains leading to tank, and leaching system are kept in good order and repair.	Science Knowledge of: Epidemology Entomology Bacteriology Chemistry Sanitary engineering Topography of land and nature of soil Necessity and methods of preventing contamination of persons and water supply. Standards of sanitation Construction standards, types, and methods for septic tank and leaching system. Building materials Ability to: Recognize health hazards Recognize and abate health hazards resulting from improper disposal of sewage. Advise proper methods of sewage disposal according to particular circumstances	Consult C.L. 1 Auxiliary

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Inspection of Chemical Toilets. 1. Location a.Determine location at safe distance from water supply, which is not within 50 feet of any source of water supply. 2. Construction a.Determine whether chemical toilet is used in conjunction with adjoining pit, cesspools or sump. b.Advise locating toilet on side of hill in order that the treated effluent may run by gravity into sump or cesspool. Otherwise toilet must be raised. c.Advise treating effluent in toilet with caustic sode or its commercial equivalent. d.Advise against constructing chemical toilet in ground containing a great deal of water. e.Determine provision for proper ventilation. f.Determine proper size and capacity, depending upon amount of use. 3. Sanitary Maintenance a.Determine whether chemical toilet is kept in good order and repair. b.Determine frequency of draining contents;- advisable to drain contents to cesspool, sump, or pit every six months or year.	Science Knowledge of: Epidemiology Entomology Bacteriology Sanitary engineering Chemistry Topography of land and nature of soil Necessity and methods of preventing contamination of persons and water supply. Methods of disinfection Standards of sanitation Methods of drainage Construction standards, types, and methods for chemical toilets. Ability to: Recognize health hazards Recognize and abate health hazards resulting from improper disposal of sewage. Advise proper methods of sewage disposal according to particular circumstances	Consult C.L. 1, Auxiliary

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
5.	Situations Involving Inspection of Use of Sewage for Irrigation Purposes. 1.Prohibit use of untreated sewage for irrigating crops. 2.Prohibit use of sludge or screenings for fertilizing any vegetables, garden truck, or low-growing fruits or berries unless such sludge or screenings has been treated in a manner approved by the health department. 3.Prohibit use of settled or disinfected sewage effluents for irrigating any growing vegetables, garden truck, berries, or low-growing fruit. 4.Permit the use of settled or undisinfected sewage effluents for irrigating nursery stock, cotton, hay, grain, rice, alfalfa, fodder corn, cowbeets, and fodder carrots provided that no cows are pastured on the land which is moist with such effluents. 5.Permit the use of oxidized effluent which has been treated for bacterial removal in a manner approved by the health department for irrigating purposes. 6.Determine possession by the users of such sewage, effluent, or sludge for irrigating or fertilizing purposes of the proper permits therefor. 7.Prohibit any cross connections between any pipe line or works containing sewage, effluent, or sludge and any pipe line or works containing water used for domestic or drinking purposes.	Science Knowledge of: Epidemiology Entomology Bacteriology Chemistry Agriculture Methods of Irrigation Types of sewage Types of agricultural products Necessity and methods of preventing spread of disease Necessity and methods of preventing contamination of persons, animals, and water supply. Methods of disinfecting and treatment of sewage Standards of sanitation Ability to: Recognize health hazards Recognize and abate health hazards resulting from use of sewage for irrigation purposes. Advise proper methods of sewage disposal according to particular circumstances.	

CHAPTER V11

GENERAL SANITATION

UNIT OF RODENT CONTROL (RATS)

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Inspection and Recognition. 1.Visit and inspect premises allegedly infested with rats upon complaint of such infestation. Establish contact with owner, agent, manager, or occupant before making inspection. 2.Determine infestation by rats and identify type of rat according to indications on premises or actual sight of rat.	Science Knowledge of: Rodents Epidemiology Entomology Bacteriology Zoology Laws and Regulations State laws County and municipal ordinances Departmental regulations Forms and Records Rodent control card Identification tags Legal notices	
	2. Situations Involving Inspection of Breeding Place or Harborage. 1.Determine probable harborages of rats according to type of premises, circumstances and habits of rat. 2.Investigate all probable harborages, including open food supplies, certain kinds of fertilizer, lumber and wood piles; holes in walls, floors, ceilings; hollow walls, accumulations of garbage, rubbish, tin cans, etc.	Science Knowledge of: Habits and breeding places of rats Types of breeding places and harborages. Construction standards, types, and methods. Ability to: Recognize rat harborages and breeding places. Recognize types of rats.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	3. Situations Involving Inspection of Methods of Controlling Rats. 1.Determine proper rat-proofing of all buildings in which food is stored, prepared cooked or served, or any other buildings infested with rats, such rat-proofing to be constructed according to local regulations. 2.Order all harboring places to be opened to the air and sunlight or adequately sealed with galvanized iron to prevent entrance and exit of rats. Determine provision of metal collars around points where pipes enter walls to prevent openings and harborages. Determine proper sealing of conduits at point of entrance into building. 3.Prohibit any grain or foodstuffs from being kept or stored in open containers. Determine provision of rat-proofed bins or receptacles for storage or keeping of food stuffs. Prohibit keeping of foodstuffs and lumber and wood piles less than 18 inches from ground. Determine screening of windows, skylights, ventilators and other openings with heavy mesh. 4.Determine provision of galvanized iron around walls, hallway from floor to ceiling where walls are hollow and plaster is loose.	Science Knowledge of: Necessity and methods of controlling rats. Necessity and methods of preventing contamination of persons and food products from rats. Proper methods of rat-proofing, destroying rat harborages, and protecting food products. Necessity and methods of preventing spread of disease by rats. Construction types, standards, and methods. Building materials. Ability to: Recognize types of rats. Recognize harborages, and breeding places. Prevent and destroy harborages and breeding places. Finance Knowledge of: Costs of building materials, rat-proofing, etc.	Knowledge of: Responsibility of public in control of rats. Responsibility of government in control of rats.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
		CL No. 3. Cont.	
		Public Relations Ability to: Instruct public concerning methods of controlling and destroying rats. Secure cooperation of public in control program.	Public Relations Ability to: Execute duties with minimum conflict and maximum efficiency.
	4. Situations Involving Inspection of Methods of Destroying Rats. 1. Poisoning with phosphorus, red squill, strychnine, arsenic, etc. Place poison in harborages or other places frequented by rats. 2. Trapping, using bacon as bait. Place trap in harborages or other places frequented by rats. 3. Shooting. 4. Fumigation with sulphur or cyanide, usually done by commercial fumigators. 5. Drowning.	Science Knowledge of: Proper methods of destroying rats. Chemistry. Types of poisons and methods of using poisons. Methods of fumigation. Methods of trapping. Ability to: Destroy rats. Instruct public concerning methods of destroying rats.	Knowledge of: Proper methods of destroying rats according to particular circumstances.
		Public Relations Ability to: Secure cooperation of public in Control programs. Instruct public concerning methods of destroying rats.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	5. Situations Involving Inspection of Methods of Preventing Infestation from Ships or other Vessels. 1. Determine provision of proper and adequate rat shields or guards on every chain, hawser, rope, or line leading from ship to shore to prevent ship rats from reaching shore. 2. In case of vessels which have touched a port where plague exists, determine proper fumigation of such vessels according to local regulations before unloading of cargo.	Science Knowledge of: Types of rat guards for ships. Necessity and methods of preventing ship rats from reaching shore. Proper methods of fumigation.	
	6. Situations Involving Inspection of Methods of Handling Rats After Killing. 1. Place tag on every rat killed, showing address where trapped or killed, to facilitate tracing source of plague in case of outbreak. 2. Take rats killed and tagged to health department, laboratory, or other proper department.	Science Knowledge of: Proper methods of marking rats for identification. Necessity of marking rats.	
	7. Situations Involving Inspection and Duties During Outbreak of Plague. 1. Inspector acts under supervision and orders of superiors in killing rats, quarantining infested areas, etc.		

UNIT OF INSECT CONTROL

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Control of Fleas. 1. Inspection and recognition a- Upon complaint, visit and inspect place infested with fleas. b- Determine presence of fleas and identity. 2. Location of breeding place of harborage. a- Determine breeding places or harborages of fleas within the house on floors, walls, furniture and rugs, and outside in grass, in ground under house, etc. 3. Destruction or control. a- Destroy or advise destruction of house fleas by spreading naphthalene flakes or other insecticide on floors, furniture, etc. b- Destroy or advise destruction of, fleas under house by spraying ground with crude oil or a concentrated salt solution. c- Destroy, or advise destruction of, grass fleas by keeping grass short to allow sunlight to kill fleas. 4. Preventive measures. a- Insure cleanliness and sanitation of premises and abundant sunlight to prevent infestation of fleas.	Science Knowledge of: Entomology. Types appearance, habits and breeding places of insects. Epidemiology. Diseases carried by insects. Bacteriology Rodents Chemistry Necessity and methods of control. Methods of destroying breeding places and harborages. Necessity and methods of destroying fleas. Destructive agents. Standards of sanitation. Ability to: Recognize type of insect and breeding places or harborages. Locate breeding places or harborages. Laws and Regulations State laws. County and Municipal ordinances Departmental regulations	Knowledge of: Conditions furnishing breeding places or harborages. Ability to: Instruct persons concerning proper method of destroying fleas.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
		Cl No. 1 - Cont.	
		Forms and Records Communicable Disease card General sanitation card. Reports Legal notices	Ability to: Execute duties with minimum conflict and maximum efficiency.
		Finance Knowledge of: Relative costs of destructive agents.	Exercise tact and discretion in dealing with public.
		Public Relations Knowledge of: Applied psychology. Ability to: Secure cooperation of public. Instruct public concerning necessity and methods of insect control and destruction. Instruct public concerning work of health department in insect control and destruction. Maintain good will.	
	2. Situations Involving Control of Cockroaches. 1. Inspection and recognition. a- Upon complaint, visit and inspect place infested with cockroaches. b- Determine presence of cockroaches and identity.	Science Knowledge of: Entomology Epidemiology Bacteriology Chemistry	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
C.L. No. 2 Cont.			
	2. Location of Breeding place or harborage. a- Determine breeding places or harborages of cockroaches in dark, damp places, and in cracks and crevices of floors, walls, and ceilings. 3. Destruction or control. a- Destroy, or advise destruction of, cockroaches by placing pieces of bread on which phosphorus paste has been spread at several points in building. b- Destroy cockroaches also by placing a mixture of equal parts of plaster paris and sugar on a platter connected by a board or stick with a dish of water. c- Destroy cockroaches by spreading borax around the premises. 4. Preventive measures. a- Determine proper sealing of cracks and crevices. b- Determine freedom of premises from dampness. c- Insure general cleanliness and sanitation of premises. d- Determine removal or adequate protection of food products.	Science - Cont. Necessity and methods of control of cockroaches. Necessity and methods of destroying cockroaches. Breeding places or harborages. Methods of destroying breeding places or harborages. Destructive agants. Standards of sanitation. Ability to: Recognize type of insect and breeding places or harborages. Recommend destructive agents.	Knowledge of: Conditions furnishing breeding places or harborages. Ability to: Prepare poisonous mixtures to destroy cockroaches.

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	3. Situations Involving Control of Bedbugs. 1. Inspection and recognition a- Visit and inspect place infested with bedbugs. b- Determine presence of bedbugs and identify. 2. Location of breeding place or harborage. a- Determine breeding places or harborages of bedbugs in bedding, mattresses, etc., and on beds and walls. 3. Destruction or control. a- Destroy, or advise destruction of bedbugs, by fumigation or with commercial insecticides. 1) Prepare four pounds of sulphur to each 1,000 cubic feet of air space. Burn sulphur and alcohol. Before fumigating, provide for removal of radio, victrola, etc., and all brass or silver articles unless such articles are protected by a heavy coat of grease. 4. Preventive measures. a- Determine general sanitation of premises and frequent cleaning of bedding, mattresses, and rooms.	<u>Science</u> Knowledge of: Epidemiology Entomology Bacteriology Chemistry Methods of fumigation Necessity and methods of control of bedbugs. Necessity and methods of destroying bedbugs. Breeding places or harborages. Methods of destroying breeding places or harborages. Destructive agents. Standards of sanitation. Ability to: Recognize type of insect and breeding places or harborages. Recommend destructive agents. Fumigate.	Knowledge of: Conditions furnishing breeding places or harborages.
	4. Situations Involving Control of Silver Fish. 1. Inspection and recognition. a- Upon complaint, visit and inspect place infested with silver fish. b- Determine presence of silver fish and identify.	<u>Science</u> Knowledge of: Entomology Epidemiology Bacteriology Chemistry	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	C.L. No. 4 - Cont.	C.L. No. 4 - Cont.	
	2. Location of breeding place or harborage. a- Determine breeding places or harborages, of silver fish in dark, damp places and in old books, paper, etc. 3. Destruction or control. a- Destroy, or advise destruction of silver fish by using powdered borax, powdered fluoride, or commercial insecticides or by spreading a paste of equal parts of flour and arsenic on pieces of paper. 4. Preventive measures. a- Determine general cleanliness and sanitation of premises and freedom from dampness. b- Advise against storage of old papers, books, etc.	Necessity and methods of control of silver fish. Necessity and methods of destroying silver fish. Breeding places or harborages. Methods of destroying breeding places or harborages. Destructive agents. Standards of sanitation. Ability to: Recognize type of insect and breeding places or harborages. Recommend destructive agents.	Ability to: Prepare poisonous mixtures to destroy silver fish.
	5. Situations Involving Control of Lice. 1. Body lice. a- Inspection and recognition. 1) Identify body lice. b- Location of breeding place or harborage 1) Determine breeding places or harborages of body lice on the body and in seams of clothing, etc. c- Destruction or control. 1) Destroy, or advise destruction of, body lice by sulphur fumigation of clothing, followed by airing and thorough brushing of seams.	<u>Science</u> Knowledge of: Entomology Epidemiology. Diseases carried by insects. Bacteriology Chemistry Methods of fumigation Types of lice Breeding places or harborages. Methods of destroying breeding places or harborages.	Knowledge of: Conditions furnishing breeding places or harborages.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	C.L. No. 5 - Cont.	C.L. No. 5 - Cont.	
	d- Preventive measures 1) Determine body cleanliness and frequent bathing 2. Head lice a- Destroy, or advise destruction of, head lice by shampooing head with emulsion of kerosene and water followed by a hot vinegar rinse.	Necessity and methods of controlling lice. Nedessity and methods of destroying lice. Destructive agents. Standards of sanitation and cleanliness. Ability to: Recognize types of insects and breeding places or harborages. Recommend destructive agents. Fumigate.	
	6. Situations Involving Control of Termites. 1. Inspection and recognition a- Upon complaint, visit and inspect place infested with termites. b- Determine presence of termites and identify 2. Location of breeding place or harborage. a- Determine breeding place or harborage in wood. 3. Destruction or control. a- Destroy, or advise destruction of, termites by replacing infected wood with new wood. 4. Preventive measures. a- Determine soaking of new studding, etc., in creosote dip. b- Determine periodic spraying of new studding, etc., with creosote dip.	<u>Science</u> Knowledge of: Entomology Epidemiology Bacteriology Chemistry Breeding places or harborages. Methods of destroying breeding places or harborages. Necessity and methods of controlling termites. Necessity and methods of destroying termites. Destructive agents. Building construction. Building materials. Types of wood.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
		C.L. No. 6 - Cont. Ability to: Recognize type of insect and breeding places or harborages. Recommend destructive agents. Recommend proper chemical treatment of new building materials.	
	7. Situations Involving Control of Flies. 1. Inspection and recognition. a-Visit and inspect place infested with flies. b-Determine presence of flies and identify according to appearance, habits, breeding places, etc. 2. Location of breeding place or harborage. a-Determine breeding places or harborages of flies, larvoe, pupae, in manure, decayed vegetable or animal matter, straw fecal matter, or in any filthy or decomposed matter. 3. Destruction or control. a-Recommend use of commercial larvacides to destroy fly larvae. b-Recommend use of baited or electric fly traps to destroy flies. c-Determine proper screening of buildings and all food establishments against flies. d-Recommend use of electric fans.	Science Knowledge of: Entomology. Types, appearance, habits and breeding places of insects. Epidemiology. Diseases carried by insects. Bacteriology Chemistry Breeding places or harborages. Necessity and methods of controlling flies. Necessity and methods of destroying flies. Destructive agents and equipment. Standards of sanitation. Ability to: Recognize types of insects and	Knowledge of: Conditions furnishing breeding places or harborages. Effect of sanitation and cleanliness in fly control. Necessity and methods of protecting food and food establishments against flies.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Preventive measures. a-Determine general sanitation of premises, clean, in good order and repair, and free from decayed or decomposed animal or vegetable matter, manure, straw, fecal matter, or other filthy or decomposed matter. b-Determine proper and adequate screening of buildings and all food establishments against flies. c-Recommend use of electric fans to circulate air and prevent harborage of flies.	C.L. No. 7 - Cont. stages of growth. Recognize, trace, and prevent and eliminate breeding places and harborages. Recommend adequate control measures. Recommend adequate destructive agents.	
	8. Situations Involving Control of Mosquitoes. 1. Anopheles Mosquitoes. (Malaria-carrying). a-Inspection and recognition. 1) Visit and inspect premises or area infested with mosquitoes. 2) Identify type of mosquito by appearance, habits, breeding places, etc. b-Location of breeding place or harborage. 1) Make thorough investigation of premises and area to determine breeding place or harborage. Investigate swamps, streams, pools, stagnant water, tin cans or other containers with water, etc. c-Destfuction and control. 1) Fish control. a) Place, or recommend placing of, gumbusia in streams, ponds, and	Science Knowledge of: Entomology. Types, appearance, habits, and breeding places of insects. Epidemiology. Diseases carried by insects. Bacteriology. Chemistry Sanitary engineering Breeding places or harborages. Methods of locating and destroying breeding places or harborages. Necessity and methods of controlling mosquitoes. Necessity and methods of destroying mosquitoes. Destructive agents and equipment.	Knowledge of: Conditions furnishing breeding places or harborages. Surrounding area. Location of swamps, marshes, streams, etc.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
		C.L. No. 8 - Cont.	
	other harborages where mosquitoes are breeding to destroy the mosquito larvae. 2) Oiling. a) Spread, or recommend spreading of oil over surface of water to cut off air supply to mosquito larvae. b) If algae prevents oil from coating entire surface of water, spread, or recommend spreading of Paris Green over the algae, or recommend use of a commercial larvacide with a light stove oil at a ratio of five gallons of oil to one-half pint of larvacide. Recommend use of copper sulphate also to destroy algae before oiling. 3) Technical methods. a) Under direction, assist in more technical and large-scale-control of mosquitoes, such as ditching, draining, general oiling, tile draining, etc. b) Preventive measures. 1) Determine general sanitation of premises and area, clean and free from pools of standing water, swamps, tin cans, and other rubbish, etc. 2) Determine proper and adequate screening of buildings against mosquitoes.	Methods of fumigation. Standards of sanitation. Methods of ditching, draining, oiling, tile draining, etc. Ability to: Recognize types of insects and stages of growth. Assist superiors in mosquito control. Recognize locate, and prevent and eliminate breeding places and harborages. Recommend adequate control measures. Conduct surveys of surrounding area to determine breeding places and harborages. Recommend adequate destructive agents. Act under direction. Write reports.	Ability to: Recommend proper control measures and destructive agents according to particular circumstances.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

2. Aedes Aegypti Mosquitoes (Yellow fever-carrying).
   a- Inspection and recognition.
    1) Visit and inspect premises or area infested with mosquitoes.
    2) Identify type of mosquito by appearance, habits, breeding places, etc.
   b- Location of breeding place or harborage
    1) Make thorough investigation of premises and area to determine breeding place or harborage. Investigate tin cans and other receptacles or containers with water for breeding place of aedes aegypti.
   c-Destruction or control.
    1) Fish control.
       a) Place or recommend placing of gambusia in water to destroy mosquito larvae.
    2) Salt solution.
       a) Place, or recommend placing of, highly concentrated salt solution in water or container to destroy mosquito larvae.
    3) Recommend sulphur fumigation in houses to destroy mosquitoes. Consult C.L. 3.
   d-Preventive measures.
    1) Determine general sanitation of premises and area.
    2) Eliminate all artificial containers, such as cisterns, rainbarrels, water troughs, rain gutters, ollas, etc.
    3) Determine proper and adequate screening of buildings against mosquitoes.
    4) Recommend use of pure water, obtained from adequate public water supply system if possible.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Inspection of Garbage Collection by Organized Agency. (Contd.) of disposing of public garbage. a. Determine adequate number of trucks, receptacles, and other collection equipment. Determine use of a water-tight metal tank or truck with a close-fitting cover. Determine proper maintenance of trucks and all collection equipment in a clean, sanitary condition, free from accumulations of garbage and from odors, flies, etc. Determine proper washing, cleaning, and disinfecting of equipment at least once daily. b. Determine sanitary maintenance of place of disposal. 1. Hauling out to sea. Determine proper location for disposal; clean, sanitary method of hauling, etc. 2. Incinerators. Determine proper construction of incinerators according to local regulations, proper maintenance of incinerators and surrounding area in a clean, sanitary condition, free from waste materials, flies, odors, and other nuisances, and determine proper disposal of waste matter resulting from incineration in a sanitary manner to prevent creation of a health nuisance. 3. Hog Farms. Determine proper construction, drainage, etc., of hog farms according to local regulations. Determine proper maintenance of hog farms in a clean, sanitary condition, free from accumulations of garbage, refuse, manure, etc. Determine	Forms and Records General Sanitation Card Legal notices. Public Relations Ability to: Secure cooperation of public. Instruct public concerning proper methods of disposal of garbage. Instruct public concerning aims of health department in prevention of disease. Maintain good will.	Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public.

UNIT OF GARBAGE

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Inspection of Garbage Collection by Organized Agency. 1. Inspector's specific task is answering complaints relating to: a. Failure to collect garbage. Investigate to determine cause of complaint and notify contractor or collection agency. b. Spilled or scattered garbage. Investigate to determine cause of complaint and notify contractor. Determine method of collecting and handling garbage in a clean, sanitary manner, without spilling, etc. c. Damaged garbage cans. Investigate to determine damage and inform contractor of complaint. d. Improper garbage cans. Investigate to determine type of can used. Prohibit use of any container, can, of other receptacle which is not constructed of metal with a tight-fitting metal cover. e. Mixing of other refuse with garbage. Investigate to determine cause of complaint. Prohibit mixing of glass or other refuse or rubbish with garbage. f. Collection by unauthorized persons. Investigate to determine cause of complaint. Inform proper agency of such unauthorized collection. g. Odors, flies, andother nuisances, Investigate to determine cause of complaint. Abate odor, fly, and other nuisances by ordering proper collection or disposal of accumulated garbage. 2. Inspection of collection equipment and method	Science Knowledge of: Entomology Epidemiology Bacteriology Rodents Proper methods of disposal of garbage. Necessity of proper disposal of garbage in prevention of disease. Necessity and methods of preventing and abating fly, mosquito, odor, rodent, and other nuisances resulting from improper disposal of garbage. Proper and approved types of garbage disposal equipment. Standards of sanitation. Necessity and methods of preventing contamination of persons and water supply. Construction standards, types, and methods for hog farms, and incinerators. Cooperating governmental departments. Ability to: Recognize and abate health hazards. Laws and Regulations State laws. County and municipal ordinances. Departmental regulations.	Knowledge of: Responsibility of public in proper disposal of garbage. Responsibility

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	1. Situations Involving Inspection of Garbage Collection by Organized Agency. (Contd.) frequency of cleaning hog pens and proper method of disposing of manure. Prohibit formation of fly, odor, or other nuisances, and of all rat harbors. Prohibit feeding of dead animals or animal refuse to hogs. Determine proper method of disposing of dead animals or animal refuse so as not to create a nuisance.		
	2. Situations Involving Inspection of Methods of Handling Private Garbage. 1. Determine provision of proper type and adequate number of cans, containers, or other receptacles for private garbage in compliance with local regulations. 2. Determine proper methods of disposal of private garbage. a. Burning. 1. Determine proper methods of burning garbage to prevent odors, fly breeding, and rat harbors. Determine complete burning of garbage. b. Burying. 1. Determine provision of sufficient depth to prevent digging up of garbage by animals or fowls. 2. Prohibit burying of garbage near any source of water supply. 3. Determine proper method of burying garbage to prevent odors, fly breeding, or rat harbors.	Science Knowledge of: Entomology Epidemiology Bacteriology Rodents Proper methods of disposal of garbage. Proper and approved types of garbage disposal equipment. Necessity of proper disposal of garbage in prevention of disease. Necessity and methods of abating fly, mosquito, odor, and other nuisances resulting from improper disposal of garbage. Necessity and methods of preventing contamination of persons and water supply. Standards of sanitation. Ability to: Recognize and abate health hazards.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Methods of Handling Private Garbage. (Contd.) 4. Where garbage is buried in a pit, determine provision of a fly-tight cover and a fly-trap in pit. Determine proper construction of pit, proper depth, etc. c. Feeding to fowls or animals. 1. Determine method of handling such disposal to prevent creation of fly and odor nuisances, rat harbors, etc. 2. Determine removal of accumulated garbage daily before fresh supply is fed to fowls or animals. Determine proper method of disposing of waste garbage by burning or burying. d. Storage house for private garbage from hotels, cafes, etc. 1. Determine proper construction of storage house according to local regulations, including cement floor, proper screening of all openings, separate hopper in house for water disposal, etc. 2. Determine method of keeping large quantities of garbage in metal container in such storage house. 3. Prohibit dumping of garbage on public or private property. a. Attempt to locate offenders, if garbage is found on public or private property, and have garbage removed and disposed of in a proper manner.	Public Relations Ability to: Instruct public concerning proper methods of disposal of garbage. Secure co-operation of public.	

UNIT OF GARBAGE

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Methods of Handling Private Garbage (Contd.) b. If unable to locate offenders, order proper disposal by person owning private property on which garbage is deposited. c. If garbage is deposited on any public property, inform street, road, highway, or proper public department.		
	3. Situations Involving Inspection to Prevent Creation of Nuisances. 1. Where any garbage is causing unpleasant odors, or furnishing fly breeding places or rat harbors, order the immediate removal and proper disposal of such garbage. 2. Prevent the deposit, accumulation, storage, handling, or disposal of garbage in any manner which creates a nuisance or a hazard to life and health.	<u>Science</u> Knowledge of: Types of public nuisances and health hazards. Methods of preventing and abating public nuisances and health hazards. Necessity and methods of preventing spread of disease. Entomilogy. Epidemiology. Bacteriology. Rodents. Ability to: Recognize public huisances and health hazards. <u>Public Relations</u> Ability to: Instruct public concerning necessity and methods of preventing and abating public nuisances and health hazards.	

UNIT OF RUBBISH

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situation Involving Methods of Handling Public Combustible Rubbish. 1. Inspector's specific task is answering complaints relating to: a. Odors, flies, rat harbors, etc. Prevent accumulation of combustible rubbish which creates fly and odor nuisances, rat harbors, etc. b. Spilled or scattered rubbish. Investigate to determine cause of complaint and notify contractor authorized to collect rubbish, or other proper agency. c. Improper containers. Determine use of proper containers or receptacles to prevent spilling of rubbish on public or private property. d. Rubbish mixed with garbage. Prohibit mixing of garbage with rubbish. Locate offender, if possible, and order removal and proper disposal of garbage and rubbish. e. Collection by unauthorized persons. Investigate to determine cause of complaint. Inform proper agency of such unauthorized collection. f. Failure to collect rubbish. Investigate to determine cause of complaint and inform contractor or collection agency. g. Fire hazards. Refer complaint to fire department. 2. Inspection of collection equipment and place of disposal of combustible rubbish. a. Determine substantial construction of trucks, tanks, etc., and proper labeling with words.	<u>Science</u> Knowledge of: Entomology Epidemiology Bacteriology Rodents Fire, health, and safety hazards. Public nuisances. Proper methods of disposal of combustible rubbish. Proper and approved types of disposal equipment. Necessity and methods of preventing and abating fly, mosquito, rodent, odor, smoke, and other nuisances from public dumps. Necessity and methods of preventing spread of disease. Standards of sanitation. Cooperating departments. Ability to: Recognize public nuisances and fire, health, and safety hazards. <u>Laws and Regulations</u> State laws. County and municipal ordinances. Fire regulations. Departmental regulations.	Knowledge of: Responsibility of public in proper disposal of rubbish. Responsibility of government in proper disposal of rubbish.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
1.	Situation Involving Methods of Handling Public Combustible Rubbish. (Contd.) "Combustible Rubbish" painted on each side of vehicle. Determine maintenance of such equipment in a clean, sanitary condition. b. Determine sanitary maintenance of place of disposal. 1. Incinerators or public dumps. Investigate complaints of excessive odors or smoke and report such complaints to proper authorities. Prevent rat harbors in public dumps or incinerators. Determine approval of sites for public dumps by health department.	Public Relations Ability to: Secure cooperation of public. Instruct public concerning necessity and methods of proper disposal of rubbish. Maintain good will. FORMS AND RECORDS General Sanitation Card Legal notices	Public Relations Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public.
2.	Situation Involving Methods of Handling Private Combustible Rubbish. 1. Inspector's specific task is answering complaints relating to: a. Excessive odors or smoke. Investigate to determine cause of complaint. Locate offender and order removal of cause. b. Flies, rodents. Investigate to determine cause of complaint. Locate offender and order proper disposal of all rubbish to prevent breeding of flies and rat harbors. c. Fire hazards. Refer complaint to fire department. d. Scattering of rubbish and unsightliness. Investigate to determine cause of complaint and order offender to clean up premises and dispose of rubbish in a proper manner. 2. Inspection of methods of disposal of private	Science Knowledge of: Entomology. Epidemiology. Bacteriology. Rodents. Types of public nuisances and fire, health, and safety hazards. Necessity and methods of preventing and abating fly, mosquito, rodent, odor, and smoke nuisances resulting from improper disposal of rubbish. Proper methods of disposal of combustible rubbish. Proper and approved types of disposal equipment. Necessity and methods of preventing spread of disease.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situation Involving Methods of Handling Private Combustible Rubbish. (Contd.) combustible rubbish. a. Determine proper method of disposing of rubbish by burning in an approved type of incinerator. Determine hours of burning in proper compliance with fire department regulations.	Ability to: Recognize public nuisances and fire, health, and safety hazards. Prevent and abate public nuisances and fire, health, and safety hazards.	
	3. Situations Involving Inspection of Methods of Handling Public Non-Combustible Rubbish. 1. See C.L. 1 for duties, except those which apply only to combustible rubbish, such as those relating to fire hazards, etc. 2. Determine whether written permission of owner has been obtained before filling in private property with non-combustible rubbish.	Consult CL-1 Science Knowledge of: Entomology. Bacteriology. Epidemiology. Rodents. Proper methods of disposal of rubbish. Necessity and methods of preventing and abating fly, mosquito, rodent, odor, and smoke nuisances resulting from improper disposal of rubbish. Necessity and methods of preventing spread of disease.	
	4. Situations Involving Inspection to Prevent Dumping of Any Rubbish on Public or Private Property. 1. Locate offenders, if rubbish is found on public or private property, and order proper disposal of rubbish. 2. If unable to locate offenders, order proper disposal of rubbish by owner of private property on which rubbish is found. 3. If rubbish is deposited on any public property, inform street, road, highway, or proper public department.	Consult CL-1. Science Knowledge of: Proper methods of disposal of rubbish. Cooperating departments. Public Relations Ability to: Secure cooperation of government and public in proper disposal of rubbish. Maintain good will.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Inspection of Methods of Removal from Property and Disposal of Manure. 1. In removal of manure from property to ranches, farms, or orchards, prevent spilling on any public street or highway, and prohibit the creation of odor or fly nuisances. 2. When manure is removed by contractor and taken to storage house, determine proper construction of storage house according to local regulations, and prohibit breeding of flies and excessive odors or smoke from burning of manure. Determine approval of site for storage house by health department. 2. Situations Involving Inspection of Methods of Handling Manure on Property. 1. Determine daily cleaning up of manure on premises. 2. If manure is removed from premises determine removal within time limit designated by local regulations. 3. If manure is stored in temporary place, prohibit breeding of flies and creation of odors. 4. If manure is placed in bins or manure houses, determine provision of fly-traps as part of structure and maintenance of houses in a clean, sanitary condition. 5. Determine proper handling of manure to prevent odors and fly breeding.	Science Knowledge of: Entomology Zoology Veterinary medicine Bacteriology Epidemiology Proper methods of handling, storage, and disposal of manure. Necessity and methods of preventing and abating fly, odor, smoke, and other nuisances resulting from improper handling of manure. Necessity and methods of preventing spread of disease. Types of public nuisances. Construction types, standards, and methods for manure storage house Standards of sanitation. Methods of fly control. Ability to: Recognize public nuisances and health hazards Prevent and abate public nuisances and health hazards. Laws and Regulations State laws County and municipal ordinances Departmental regulations.	Knowledge of: Responsibility of public in proper handling of manure.

UNIT OF MANURE

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Methods of Handling Manure on Property. (Continued)	Forms and Records General Sanitation Card Legal notices	
		Public Relations Ability to: Secure cooperation of public Instruct public concerning necessity and methods of proper handling of manure.	Public relations Ability to: Execute duties with minimum conflict and maximum efficiency Exercise tact and discretion in dealing with public.

UNIT OF ANIMALS AND FOWLS

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situation Involving Proximity of Animals or Fowls to Inhabited Dwelling. 1. Determine compliance with local laws and regulations concerning proper distance of animals and fowls from door or window of inhabited dwelling. 2. Situations Involving Inspection to Abate Odors, Noise, Overcrowding, and other Nuisances. 1. Determine existence of health nuisance. 2. Enforce general sanitary regulations concerning keeping and feeding of animals and fowls, handling of offal, etc. 3. If no health nuisance exists, refer matter to police or other proper department for abatement. 3. Situations Involving Inspection to Prohibit Vicious Animals from Running at Large. 1. Prohibit any vicious or dangerous animal from running at large.	Science Knowledge of: Epidemiology Veterinary medicine Bacteriology Types of public nuisances and health hazards Necessity and methods of preventing and abating public nuisances and health hazards. Necessity and methods of preventing spread of disease. Standards of sanitation Necessity and methods of preventing vicious animals or animals afflicted with communicable disease from running at large Cooperating departments Ability to: Recognize public nuisances and health hazards. Prevent and abate public nuisances and health hazards	Knowledge of: Responsibility of owners in proper care of animals and fowls. Methods of protecting self and public from vicious animals or animals afflicted with any communicable disease.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Restriction of Animals Affected with Communicable Disease. 1. Determine proper compliance with law requiring any person owning, controlling, treating, or having knowledge of any animal affected with rabies, glanders, farcy, tuberculosis, anthrax, or any other communicable disease to report such disease to the health department, giving location of animal, name of disease, and name and address of owner of animal. 2. Prohibit any animal affected with rabies, glanders, farcy, tuberculosis, anthrax, or any other contagious disease from running at large.	Laws and Regulations State laws County and municipal ordinances Departmental regulations Forms and Records General Sanitation Card Legal notices Public Relations Ability to: Secure cooperation of public and owners of animals and fowls Instruct public concerning necessity and methods of preventing and abating public nuisances and health hazards. Maintain good will	Public Relations Ability to: Execute duties with minimum conflict and maximum efficiency Exercise tact and discretion in dealing with public.
	5. Situations Involving Disposal of Dead Animals. 1. See Unit of Dead Animals		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
1.	Situations Involving Location and Examination of Animal. 1. Determine and visit exact location of animal. 2. Examine animal to obtain description and type of animal and approximate weight of animal. 3. Locate owner if possible. 4. Determine cause and circumstances of death if possible.	Science Knowledge of: Veterinary science kinds and types of animals Laws and Regulations State laws County and municipal ordinances relating to disposal of dead animals. Departmental rules and regulations. Forms and Records General Sanitation Card showing location, description, and approximate weight of animal, owner's name and address, date, final method of disposal, charges made, etc. Public Relations Ability to: Instruct owner concerning responsibility for disposal of animal Instruct owner of private property on which animal is found, concerning responsibility for disposal of animal. Maintain good will.	Knowledge of: Responsibility of government in disposal of dead animals. Public Relations Ability to: Exercise tact and discretion in dealing with public. Execute duties with maximum conflict and maximum efficiency

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Disposal of Animal. 1. Instruct owner, if located, in proper methods of disposal of animal. a. Determine use of one of following methods of disposal. 1) Determine collection and disposal of animal by public disposal company for small charge. 2) Determine disposal of animal by owner at rendering plant. 3) Determine proper burial of animal according to local laws and regulations. Determine burial of small animal under three feet of earth, and larger animal in greater depth, with addition of chloride of lime or other suitable disinfectant in hole for burial of larger animal 4) If animal is inaccessible or if removal or burial is impossible, determine proper and complete burning of carcass according to local laws and regulations. 2. If animal dies on private property and owner of animal cannot be located, determine proper disposal of animal by owner of property according to one of above methods. a. If owner of private property cannot be located, inspector must dispose of animal in approved manner with health department funds. 3. If animal dies on street, highway, or other public property, and owner of animal cannot	<u>Science</u> Knowledge of: Proper methods of disposal of dead animals. Proper methods of disinfection. Necessity of proper disposal of dead animals. Cooperating government departments. <u>Forms and Records</u> General sanitation card showing location, description, and approximate weight of animal, owner's name and address if any, final method of disposal and by whom, charges made if any, name and address of public disposal company, if any, location of burial place, date, etc. Duplicate card for public disposal company. <u>Finance</u> Knowledge of: Charges made by public disposal company according to weight of animal. <u>Public Relations</u> Ability to: Instruct owner of animal or owner of private property	<u>Safety Measures.</u> Knowledge of: Protection to community necessary in, and resulting from, proper disposal of dead animals.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
C.L. No. 2 - Cont.	be located, notify proper government department to dispose of animal according to approved methods. E.g., if animal is found on highway, notify road commission.	C.L. No. 2 - Cont.	on which animal is found concerning responsibility for disposal of animal. Develop cooperation of public with health department. Maintain good will.

UNIT OF ZONING

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Approval of Plans for New Sites and Structures. 1. Use local zoning laws and regulations in approving plans for new sites, structures, additions to buildings, etc. Determine proper compliance with zoning restrictions.	<u>Science</u> Knowledge of: Types of Industries and methods of production. Types of public nuisances and health hazards created by industries, institutions, etc. Types of institutions, dwellings, etc. Construction standards, types, and methods. <u>Laws and Regulations</u> State laws. County and municipal ordinances. Zoning laws. Departmental regulations. <u>Forms and Records</u> General Sanitation Card. Legal notices.	
	2. Situations Involving Inspection to abate Nuisances. 1. Where a health nuisance is created by a business or industry, determine whether such business or industry is properly located according to zoning restrictions.		

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	1. Situations Involving Assisting Superiors. 1. In case of emergencies or disasters, such as fires, earthquakes, tornadoes, floods, etc., inspector works under direction of superiors in providing a pure, adequate water supply for persons in the affected area, protecting food supplies, preventing contamination from damaged or improper sewage disposal facilities, sheltering sufferers, assisting doctors in caring for the sick and wounded, preventing spread of communicable diseases, etc.		
	2. Situations Involving Protection of Water Supply. 1. Under direction, collect samples for laboratory analysis. 2. Under direction, assist in disinfection of water supply by chlorination or other approved method. Advise boiling of water before drinking. 3. Under direction, conduct sanitary survey of area to determine unprotected or contaminated water supply. Prohibit use of such water until properly protected and disinfected. Consult Unit of Water Supply.	Science Knowledge of: Methods of collecting water samples. Standards of purity for water supply. Sources of water supply. Types, sources, and methods of preventing and eliminating contamination of water supply. Diseases spread by water. Necessity and methods of preventing spread of disease.	Knowledge of: Responsibility of public and government in protecting and disinfecting water supply in times of emergency or disaster.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY

C.L. No. 2 - Cont.

Methods of protecting water supply from contamination.
Methods of preventing contamination of persons.
Methods of chlorination of water supply.

Ability to:
Recognize health hazards.
Recognize and trace sources of contamination.
Prevent and eliminate contamination of water supply.
Collect samples.
Advise proper methods of chlorination and chlorinate water supply.
Act under direction.
Write reports.
Interpret laboratory reports.
Conduct sanitary survey of area

Laws and Regulations
State laws
County and Municipal ordinances
Departmental regulations.

Forms and Records
General Sanitation card
Reports
Legal Notices
Signs and posters.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
		C.L. No. 2- Cont. Public Relations Ability to: Aid sufferers Secure cooperation of public in work of health department. Cooperate in all health and rescue work. Instruct public concerning necessity of complying with orders and regulations.	
	3. Situations Involving Inspection of Facilities for Sewage Disposal. 1. Prevent contamination from any improper, damaged, uncovered, or overflowing sewage disposal facilities. 2. Under direction, conduct sanitary survey of area to determine damaged, uncovered, or overflowing facilities. Arrange for immediate repair or disinfection of such facilities to prevent contamination of persons and water supply. Consult Unit of Sewage Disposal.	Consult Unit of Sewage Disposal Science Knowledge of: Methods of sewage disposal Topography of land and nature of soil Necessity and methods of preventing and eliminating contamination of persons and water supply Necessity and methods of preventing spread of disease. Methods of disinfection Construction standards, types, and methods for sewage disposal facilities. Ability to: Recognize and abate health hazards resulting from improper disposal of sewage Advise proper methods of sewage disposal according to particular circumstances. Act under direction Write reports Conduct sanitary survey	Consult Unit of Sewage Disposal Knowledge of: Responsibility of public and government in proper disposal of sewage in times of emergency and disaster.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Protection of Food Products. 1. Under direction, remain on guard to prevent use or sale of food products contaminated by fire, dirt, flood waters, sewage, vermin, rodents, insects, etc. Determine proper destruction or disposal of such contaminated food.	Science Knowledge of: Types of contamination Methods of protecting food products from contamination by water, sewage, fire, dirt, rodents, vermin and insects. Methods of condemnation of contaminated food. Necessity and methods of preventing spread of disease. Types of food products. Epidemiology Bacteriology Entomology Chemistry Ability to: Prevent use or sale of contaminated food. Recognize types and sources of contamination. Advise proper disposal of contaminated food. Write reports Act under direction.	Ability to: Prevent pilfering of contaminated food. Guard premises to prevent use or sale of contaminated food.
	5. Situations Involving Control of Communicable Diseases. 1. In addition to the foregoing, determine immediate abatement of all insanitary conditions forming breeding places or harborages for flies, mosquitoes, vermin, and rodents. Determine proper removal or disposal of garbage,	Consult Unit of Insects, Unit of Garbage, Unit of Rubbish, Unit of Manure Unit of Communicable Disease Control, etc.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	5. Situations Involving Control of Communicable Diseases. (Continued) rubbish, manure, standing water, etc. 2. Prevent contact between persons and sources of infection. 3. Determine and assist in proper quarantine of persons afflicted with any communicable disease. Assist doctors in obtaining epidemiological data, aiding sufferers, dressing wounds, transporting the sick and injured, etc. 4. Consult Unit of Communicable Disease Control	Science Knowledge of: Epidemiology Bacteriology Entomology Medicine and Surgery Chemistry Sources and methods of infection and contamination Standards of sanitation. Necessity and methods of preventing spread of disease Types of communicable diseases Methods of quarantine. Ability to: Recognize and abate health hazards. Assist doctors in caring for the sick and injured. Cooperate in all health and rescue work. Conduct sanitary survey Act under direction Write reports	Knowledge of: Types of insanitary conditions and methods of prevention and abatement Diseases spread by garbage, rubbish, waste matter and other filthy or deleterious material. Ability to: Collect specimens and samples. Quarantine persons afflicted with communicable disease.

CHAPTER VIII.

-- FOOD SANITATION --

UNIT OF BAKERY

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
1.	Situations Involving Contact with Owner, Operator, or Applicant for License. 1. Upon application for license to operate bakery, make thorough inspection and report findings to superiors with recommendations for granting or denial of license. 2. In case of established bakery, visit location, determine name and address of owner, operator, or manager, and determine possession of proper permits, licenses, etc., from local health department. 3. Upon complaint of existing nuisance or health menace, visit location, make inspection to determine cause of complaint and order correction or abatement of any existing nuisance. If abatement or correction is not secured, inspector acts under direction of superiors.		
2.	Situations Involving Inspection of Construction of Building and Equipment. 1. Determine proper construction of building according to local laws and regulations. a. Floors, walls, and ceilings. 1. Determine construction of floors of smooth cement or hardwood or impermeable surface. 2. Determine construction of walls and ceilings of smooth finish and impermeable surface covered with oil paint of light color. b. Light. 1. Determine provision of sufficient natural or artificial light to permit all parts of bakery to be readily seen.	Science Knowledge of: Epidemiology. Bacteriology. Entomology. Rodents. Architecture. Mathematics. Construction types, standards, and methods. Building materials Blue prints. Types and installation of heating, lighting, ventilating and plumbing facilities. Proper equipment.	Knowledge of: Proper Installation, connection and ventilation of plumbing, heating, and lighting facilities to prevent injuries, accidents and spread of disease.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Construction of Building and Equipment. (Contd.) c. Ventilation. 1. Determine provision of proper and adequate ventilation to protect the health of patrons and employees. 2. Determine maintenance of proper temperature whenever possible. 3. Determine freedom of bakery from dampness, odors, carbon monoxide gas, etc. d. Screens. 1. Determine proper screening of doors, windows, and other openings with stationary or self-closing, tight-fitting metal screens, not coarser than fourteen mesh, in removable sash. e. Size of rooms. 1. Determine minimum ceiling height of eight feet, measured from floor surface to underside of ceiling. f. Plumbing facilities and dressing rooms. 1. Determine construction of adequate number of toilets, conveniently located separate and apart from bakery, and not in direct communication with bakery or storeroom. 2. Determine construction of adequate number of lavatories adjacent to toilets or in dressing rooms. 3. Determine proper connection of all plumbing facilities to public sewer or to septic tank or cesspool constructed and maintained according to local laws and regulations. Determine proper venting and	Nuisances and health hazards, resulting from improper construction and installation. Cooperating departments. Necessity and methods of preventing injuries, accidents, and spread of disease. Ability to: Recognize and abate nuisances and health hazards resulting from improper construction and installation. Advise proper construction, installation, and repair according to particular circumstances. Read and interpret blue prints and draw diagrams and sketches. Cooperate with other governmental departments. <u>Laws and Regulations</u> State laws. County and municipal ordinances. Departmental regulations. <u>Forms and Records</u> Food Sanitation Card. Legal notices.	

Level	TYPE SITUATION	TECHNICAL	AUXILIARY
	2. Situations Involving Inspection of Construction of Building and Equipment. (Contd.) drainage of all plumbing facilities. 4. Determine provision of pure and adequate water supply and facilities for hot and cold running water. 5. Determine construction of one or more sinks for washing and cleaning utensils and apparatus. 6. Determine construction of adequate number of dressing rooms for changing and hanging of wearing apparel, located separate and apart from bakery and storeroom. g. Drainage. 1. Determine provision of floor drains and other proper drainage facilities to carry off all liquid and sewage wastes. 2. Determine proper diverting of storm waters from roof and ground. 2. Determine provision of proper and adequate equipment, including refrigerator, bun-dividing machine, mixing machines and all other machines, oven, proof box, trough; combination table, bins, and tool drawers; scraper, scraping or cutting machines, knives, brushes, cutters, choppers, rolling pins; scales, trays, pans, pan racks, bread racks, other racks, platforms, etc; cupboards, shelves, counters, cases, other display equipment; doughnut kettle and screen, doughnut stove, cookie and doughnut cutters; barrels, boxes, bottles; cans, containers, cases; molds, scoops, seives, dippers, ladles; wrapping machine or wrapping and slicing machine; fans; brushes, brooms, mops, cloths, pails, and	Finance Knowledge of: Relative costs of building materials, construction, and installation, repair, heating, lighting, and plumbing facilities, and equipment. Public Relations Knowledge of: Applied psychology. Ability to: Secure cooperation of public Instruct public concerning construction standards approved by health departments Maintain good will	Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	2. Situations Involving Inspection of Construction of Building and Equipment. (Contd.) and other cleaning equipment, and receptacles for garbage and rubbish disposal, etc.		
	3. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment. 1. Determine maintenance of entire building, and all parts thereof, in good order and repair and in a clean, sanitary condition at all times, free from dirt, dust, rubbish, garbage, and other deleterious material, flies and other insects, and from rodents and vermin. a. Determine daily washing and scouring of toilet floors and cleaning of plumbing facilities. b. Determine scrubbing of other floors at least once a week and sweeping daily following the baking period. c. Determine daily removal, and proper storage prior to removal, of all garbage and rubbish. d. Prohibit harborage of rodents, vermin, or insects. 2. Determine maintenance of all equipment, machinery, furniture, utensils, apparatus, tools, etc., in good order and repair and in a clean sanitary condition, free from dust, dirt, waste products, rodents, vermin, insects, and all other contaminating substances. a. Determine thorough washing and cleaning of all food handling equipment and machinery after each use.	<u>Science</u> Knowledge of: Epidemiology. Bacteridogy. Entomology. Rodents. Standards of sanitation. Nuisances and health hazards resulting from unsanitary conditions. Methods of maintaining building and equipment in a sanitary condition. Proper methods of disposal of waste products. Necessity and methods of preventing injuries, accidents, and spread of disease. Ability to: Recognize and abate nuisances and health hazards resulting from insanitary conditions. Advise proper methods of maintaining building and equipment in a sanitary condition according to particular circumstances.	Knowledge of: Responsibility of public and government in sanitary maintenance of building and equipment. Habits, breeding places and harborages of flies, mosquitoes, and other insects, vermin, and rodents. Sources of contamination.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXLIARY
	3. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment. (Contd.) b. Determine proper cleaning of interior of ice-box or refrigerator with hot water and a cleansing agent at least once a week. Determine proper drainage of ice-box or refrigerator into a water supplied basin or hopper, and maintenance in good order and repair and in a clean, sanitary condition at all times. Determine frequent defrosting of refrigerator. 3. Determine provision of running water and soap in lavatory. 4. Prohibit use of any common drinking cup or towel.		
	4. Situations Involving Inspection of Protection of Food Products. 1. Determine protection of food products from contamination by persons. a. Prohibit employment of any person afflicted with any communicable or infectious disease. b. Prohibit coughing, sneezing, or spitting. c. Prohibit use of tobacco in any form. d. Prohibit sleeping in bakery storeroom or workroom or in room connecting directly with bakery. e. Prohibit sitting or lying on any table, trough, shelf, machinery, etc. 2. Determine protection of food products from contamination by animals, rodents, vermin, and insects. a. Prohibit animals or fowls in bakery or	Science Knowledge of: Epidemiology. Bacteriology. Entomology. Rodents. Chemistry. Methods of protecting food products from contamination Standards of sanitation Types of food products Proper methods of handling, preparing, storing, cooking, and serving food products to prevent contamination. Methods of refrigeration. Necessity and methods of preventing	Knowledge of: Responsibility of public and government in protection of food products. Habits, breeding places, and harborages of flies, mosquitoes, and other insects, vermin, and rodents. Sources of contamination.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	4. Situations Involving Inspection of Protection of Food Products. (Contd.) within thirty-five feet of any door, window, ventilator, or other opening. b. Determine proper rat-proofing of building according to local laws and regulations. Prohibit harborage of any rodents or vermin. c. Determine freedom from flies, weevils, cock-roaches, fleas, ants, spiders, etc.	spread of disease	Diseases spread by common containers and receptacles. Diseases spread by persons, animals, rodents, vermin, and insects.
	3. Determine protection of food products from contamination from unclean equipment. a. Determine adequate protection of refrigerator or suspended pipes to prevent condensation or dropping of any liquid on foodstuffs or equipment. b. Determine proper storage of flour, meal, sugar, or other foodstuffs used in preparation of bakery products in self-closing bins, cans, or other containers with tight-fitting covers, adequately protected from dust, dirt, insects, rodents, etc. c. Determine proper covering, enclosing, or other protection of all foodstuffs from dust, dirt, insects, vermin, rodents, products of decomposition, moulds, and all foreign and injurious contamination. d. Determine proper covering or sealing of all tin vessels containing fruit, vegetable, or syrup, to prevent entrance of air. e. Determine proper enclosing with glass or other protection of show casds, shelves, and other display equipment.	Ability to: Recognize and abate nuisances and health hazards resulting from insanitary conditions and improper protection of food products. Advise proper methods of protecting food products from contamination according to particular circumstances.	Ability to: Prevent and eliminate breeding places and harborages of rodents, vermin, flies, mosquitoes, and other insects.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	4. Situations Involving Inspection of Protection of Food Products. (Contd.) f. Determine proper covering or other protection of foodstuffs during cleaning and sweeping. 4. Determine proper protection of foodstuffs from dedomposition due to improper refrigeration. a. Determine proper refrigeration of milk and milk products, eggs, yeast,etc. 5. Determine protection of foodstuffs from contamination from unclean packing material. a. Determine clean, sanitary condition of wrapping paper, cartons, boxes, containers, and other packing material to prevent contamination of foodstuffs. 6. Determine proper protection of foodstuffs from flooded floors, sewage, fire, rain, dust, dirt, etc.		
	5. Situations Involving Inspection of Hygiene of Employees. 1. Body cleanliness. a. Determine cleanliness of all employees, clean shaven and free from obnoxious odors, dirt, etc. 2. Clothing. a. Determine provision of proper clothing for employees, including cap, shoes, apron, or outer garment of washable material. Prohibit use of such clothing for other purposes. b. Determine maintenance of all clothing in a clean, sanitary condition at all times.	Science Knowledge of: Epidemiology. Bacteriology. Necessity and methods of preventing spread of disease. Hygiene. Standards of health and cleanliness. Ability to: Recognize communicable diseases and symptoms.	Knowledge of: Proper types of clothing and methods of storage and laundering. Diseases spread by persons.

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	5. Situations Involving Inspection of Hygiene of Employees. (Contd.) Determine provision of an individual towel or wiping rag for each employee. 3. Care of hands. a. Determine keeping of finger nails short and clean at all times. b. Determine thorough washing of hands and arms before handling or preparing food and immediately after visiting toilet or lavatory. 4. Communicable disease control. a. Prohibit employment as foodhandler of any person afflicted with any communicable or infectious disease.		
	6. Situations Involving Inspection of Labeling. 1. Prohibit sale or offering for sale of any food product which is mislabeled or misbranded according to local laws and regulations. An article is adjudged mislabeled when it is a. An imitation of another article of food. b. Mislabeled or colored to deceive, i.e., falsely labeled as foreign product, or original contents removed in whole or part and container refilled. c. Mislabeled with weight or measure not correctly stated on outside of package; with statement, design or device, if present, false, misleading, or deceiving; or with name and address of manufacturer, jobber, distributor, or seller omitted unless product is well known. Determine truth and	Science Knowledge of: Proper methods of labeling and branding. Proper types of labels and brands. Information contained on labels and brands. Factors constituting mislabeling and misbranding. Types of food products. Collection and identification of samples. Ability to: Recognize mislabeling and misbranding. Prevent sale of mislabeled or misbranded food products. Collect samples and mark for identification.	Knowledge of: Trade names and trade marks of well known commercial firms.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	6. Situations Involving Inspection of Labeling. (Contd.) accuracy of all statements on labels. d. Misrepresented falsely or misleadingly. If not labeled, determine sale of product only for the exact nature of its contents. Determine labeling of day-old bakery products as such. e. Mislabeled according to regulations for unwrapped or unpacked products. For certain unwrapped or unpacked products, determine proper labeling with label not larger than 1x1½ inches nor smaller than 1x¾ inches and not affixed with any injurious gum or paste nor in any harmful or insanitary manner. 2. Purchase sample of any product which is mislabeled, or suspected of being mislabeled, and take to health department for inspection by superiors. If product is adjudged mislabeled, inspector acts under direction of superiors.	Act under direction. Write reports.	
	7. Situations Involving Inspection Relating to Adulteration of Food Products. 1. Prohibit sale or offering for sale of any product which is adulterated according to local laws and regulations. 2. In ascertaining adulteration of any food product, determine presence of one or more of the following factors: a. A substance mixed or packed with the food so as to reduce, lower of injuriously affect its quality, purity, strength or food value. Determine use of only certified preservatives,	Science Knowledge of: Bacteriology Chemistry Factors constituting adulteration of food products. Certified constituents of food products. Poisonous substances or other ingredients and substances unfit for food. Methods of producing, manufacturing,	Knowledge of: Common types and methods of adulteration of food products. Necessity and methods of prohibiting sale of adulterated food products.

Checking Level	TYPE SITUATION	REQUIRED INFORMATION: TECHNICAL	REQUIRED INFORMATION: AUXILIARY
	7. Situations Involving Inspection Relating to Adulteration of Food Products. (Contd.) colorings, etc. Permit use of dried, frozen, cracked, and below standard eggs in bakery. b. Substitution in whole or part for an article of food. c. Abstraction of whole or part of essential constituent of food. d. Mixing, coloring, powdering, staining, or coating to conceal damage or inferiority. e. Addition of poisonous or other deleterious material. f. Consisting in whole or part of an animal or vegetable substance unfit for food, or consisting of the product of a diseased animal. g. Confectionery containing terra alba, barytes, talc, chrome yellow, or other mineral substance or poisonous color, flavor, or material. h. Vinegar artificially colored. 3. Obtain samples of products which are adulterated or suspected of being adulterated and take to health department for laboratory analysis. If product is found to be adulterated, inspector acts under direction of superiors.	preparing, cooking, or mixing food products. Types of food products Food products particularly affected by decomposition, spoilage, etc. Various tests to determine adulteration of food products. Collection and identification of samples. Necessity and methods of controlling disease. Ability to: Recognize adulteration of food products. Prevent sale of adulterated food products. Conduct specific tests to determine adulteration of food products. Act under direction. Write reports.	
	8. Situations Involving Inspection of Disposal of Waste Products. 1. Determine proper construction, installation, and maintenance of all drainage and plumbing	Consult Unit of Sewage Disposal, Unit of Garbage, and Unit of Rubbish.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
	8. Situations Involving Inspection of Disposal of Waste Products. (Contd.) facilities to carry off all liquid and sewage wastes. Determine proper trapping and venting of drains on sinks, refrigerators, cabinets, etc. 2. Determine proper disposal of all garbage and rubbish daily to prevent creation of nuisances, rat harbors, etc. Determine provision of separate metal receptacles with tight-fitting covers for garbage and rubbish. 3. Determine removal of decomposed or adulterated food.	Science Knowledge of: Epidemiology. Bacteriology. Entomology. Rodents. Methods of protecting food products from contamination, spoilage, etc. Construction types, standards, and methods. Proper storage facilities and equipment. Nuisances and health hazards resulting from improper storage of food products.	Knowledge of: Habits, breeding places, and harborages of rodents, vermin, and insects.
	9. Situations Involving Inspection of Storage Facilities. 1. Determine provision of proper storage room or other place for storing meal, flour, or other foodstuffs. 2. Permit construction of storage room in basement with concrete, impermeable floor, smooth brick, concrete, or plaster walls, proper rat-proofing, and adequate ventilation. Prohibit use of storeroom for other purposes. 3. Determine provision and proper maintenance of platforms, racks, trays, troughs, shelves, etc., for storage of foodstuffs. 4. Prohibit storage of meal, flour, and other foodstuffs within six inches of the floor, and determine freedom of clear space between racks and floor from obstructions, dirt, etc.	Ability to: Recognize and abate nuisances and health hazards resulting from improper storage of food products. Advise proper methods of storage and types of storage facilities.	

Checking Level	TYPE SITUATION	REQUIRED INFORMATION TECHNICAL	AUXILIARY
10.	Situations Involving Inspection of Transportation Facilities. 1. Construction. a. Determine provision of properly constructed, painted, enclosed, and covered trucks and other transportation facilities. Determine provision of a separate, closed compartment for unwrapped products. 2. Sanitary maintenance. a. Determine proper maintenance of transportation facilities in a clean, sanitary condition, washed and cleaned at least once a week, and food products within protected from dust, dirt, rays of sun, flies, etc. 3. Labeling. a. Determine proper labeling of outside of truck with name and address of bakery distributor and the words "Bakery Distributor" printed in letters at least three inches in height.	Science Knowledge of: Transportation facilities and equipment. Construction standards for transportation equipment. Methods of transportation. Methods of preventing and eliminating contamination of food products. Proper labeling of transportation facilities. Standards of sanitation. Nuisances and health hazards resulting from improper transportation of food products. Ability to: Recognize and abate nuisances and health hazards resulting from improper transportation of food products.	Knowledge of: Sources of contamination.

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