The Sanitarian And His Duties

Grace L. Loye
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By

Grace L. Loye

Master of Science in Public Administration
FOREWORD

The sanitation of environment is one of the oldest of Public Health activities and, despite newer developments along other lines, it continues to remain a very important governmental function. In the western states in particular, the execution of programs to prevent certain diseases, to promote higher standards of living and community well-being is largely dependent on the services of broadly trained and experienced sanitarians. In the course of his activities, the sanitarian comes in intimate contact with the general public which judges the efficiency of the health department by the quality of his work. The complexity of the daily tasks and the multiplicity of problems confronting or assigned to the sanitary personnel demand, aside from the selection of the proper individual, a thorough and detailed training. Modest attempts are being made to develop and to organize special courses of instruction. To help the students in their tours of orientation and to create a foundation for further constructive educational programs, the painstaking analysis of the activities of a sanitarian by Miss Grace Loye should prove exceedingly valuable. As a guidebook in the realm of sanitation it is unique and deserves careful study.

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Director, Curricula in Public Health, University of California.
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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 and research studies 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 an investigation of this kind 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 wishes particularly to express her deep appreciation to Mr. Walter S. Mangold, formerly Sanitary Instructor of the Los Angeles County Health Department, now Chief Supervisor of Sanitarians and Lecturer in Sanitation, curricula in Public Health, University of California, for his untiring assistance and invaluable suggestions, without which this study could never have been completed.
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 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 underline all attempts to improve the services. Therefore, this study seeks 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. 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 services has been classified under general headings, such as food sanitation, dairy products, water supply, general sanitation, etc. The data in these groups are further divided into units of inspection. For example, the division of General Sanitation includes the Unit of Rubbish, Unit of Garbage, Unit of Dead Animals, and several other Units. Within each unit the subject matter is classified according to specific inspectional situations or checking levels. Thus, in the division of Dairy Products the Unit of Dairy Farm is subdivided into "Situation Involving Inspection of Animals," "Situation Involving Inspection of Milking Practices," and the like.

Inasmuch as some health departments divide inspectors into grades ranging from one to three according to the duties and abilities required in each group, it must be remembered that in this analysis there is no such segregation of the duties performed by, and the knowledge required of, the different grades of inspectors. Such a classification would tend to limit the scope and usefulness of the study and, thereby, defeat its chief aim, namely, 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.

An attempt has been made to include the essential features of inspection in each unit. Although in some cases greater detail has been added, this does not necessarily imply that certain units are more important than others. It may be that the subject matter of a particular unit was too extensive to be embodied fully in this study and that it was thought best, therefore, to point out only the most important factors. Moreover, the lack of standardization

and uniformity in inspectional procedure made it exceedingly difficult in some cases to obtain detailed information of any appreciable value. Frequently, it was found that the duties of the inspector were determined mainly by the policy of the local health department, making it virtually impossible for any analysis to set up general methods of procedure. In thus revealing the grave need for uniformity and adequate standards of inspection, it is hoped that the present study will open the way for advancement in the field of sanitary inspection.

It is also true that in most of the large metropolitan areas the sanitary inspector is not called upon to perform the wide variety of duties indicated in the following pages. Greater specialization is the rule in the large city with its milk inspectors, food inspectors, industrial sanitation inspectors, housing inspectors, rodent control inspectors, and many others. However, it is believed that this study is sufficiently comprehensive to serve the needs of both the special and the general sanitary inspector.

Frequent use has been made of the words "proper" and "adequate" to describe certain objectives of inspection. Their use does not necessarily imply a lack of standards or specifications for such objectives. It may be that the 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 and hence have no general application or that they have been described elsewhere in the study. In such cases, therefore, these standards have not been enumerated but their significance has been indicated by the use of the words "proper" and "adequate."

Words such as "correct," "abate," "eliminate," "enforce" and the like appearing in the subsequent pages give no clue to the difficulties the inspector may encounter in performing his duties. He may be hampered on the one hand by an unenlightened or apathetic public or by the sheer inability, for one reason or another, of some persons to conform to the requirements of the health department. On the other hand, his work may be impeded by the machinations of local politics or by incompetence within the department. The manner in which the inspector disposes of such situations will depend largely upon the policy and personnel of the local health department and upon his own measure of intelligence, ingenuity and knowledge of human relations.

The material dealing with the knowledge and abilities required of sanitary inspectors is labeled "Required Information" and is subdivided into "Technical" and "Auxiliary." There is actually no definite line of demarcation between knowledge and abilities which are technical and those which are auxiliary. Most of the data has been treated as technical, and any additional, supplementary or more detailed information has been designated as auxiliary.
It has been stated previously 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. 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 both the public and governmental 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 tends to become more or less indifferent and lax in the performance of his duties.

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 sanitary 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 and to obtain information concerning recent scientific developments. Therefore, this study offers the unqualified 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 a century the duties of the sanitary inspector have increased beyond all expectations. In former years the inspector's chief duties included assisting in 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. The sanitary inspector of today 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 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.

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 almost impossible to receive appointment to the position of sanitary inspector without a certificate from this organization. Canada also is making progress in this direction for in 1935 the Canadian Public Health Association approved plans for the examination and certification of sanitary inspectors.

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 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 sanitation 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. In June, 1936 a special training course of twelve weeks' duration was established for sanitarians and sanitary inspectors at the University of California with funds furnished by the United States Public Health Service under authority of the Social Security Act. Similar training courses have been set up in various parts of the country.

It is apparent, therefore, from an analysis of the duties of a 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, and the earnest hope of those who seek to improve the position of sanitary inspector is that the present analysis and similar studies will aid in bringing about such basic reforms.
### Situations Involving General Duties in Communicable Disease Control

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<th>Required Information</th>
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<td>Science</td>
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<td>Responsibility of public and government in control of communicable diseases.</td>
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<td>Necessity and methods of preventing and controlling epidemics.</td>
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<td>Methods of obtaining epidemiological data.</td>
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<td>Sources of infection of particular diseases.</td>
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<td>Ability to:</td>
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<td>Obtain epidemiological data.</td>
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<td>Safety Measures</td>
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<td>Knowledge of:</td>
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<td>Protection afforded by vaccination and immunization against all preventable diseases.</td>
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<td>Necessary precautions against infection.</td>
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<td>Laws and Regulations</td>
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<td>Protect oneself against infection.</td>
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#### I. Situations Involving General Duties in Communicable Disease Control

1. Handle case of communicable disease as emergency demanding immediate attention.
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.
4. Carry out orders of health officer concerning quarantine restrictions and violations, inquiries as to vaccination, 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.
5. Upon order, determine probable sources of infection and report findings to health officer.
6. Upon order, conduct sanitary survey of premises to determine probable source of infection and report findings to health officer.
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.
8. Upon order, disinfect, or arrange for disinfection of, materials, clothing, equipment, premises, etc.
10. Report all activities, findings, etc., to health officer.
UNIT OF COMMUNICABLE DISEASE CONTROL

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<tr>
<th>Level</th>
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<th>Technical Required Information</th>
<th>Auxiliary Required Information</th>
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<tr>
<td>II. Situations Involving Inspectional Duties in Case of Typhoid Fever or Dysentery. 1. Consult Units of Water Supply, Sewage Disposal and Insect Control and Divisions of Dairy Products and Food Sanitation.</td>
<td>Consult Units of Water Supply, Sewage Disposal and Insect Control and Divisions of Dairy Products and Food Sanitation.</td>
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<td>III. Situations Involving Inspectional Duties in Case of Undulant Fever. 1. Consult Unit of Dairy Farm. 2. In case of undulant fever inspector acts under direction of superiors.</td>
<td>Consult Unit of Dairy Farm.</td>
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<td>IV. Situations Involving Inspectional Duties in Case of Food Poisoning. 1. Assist health officer in obtaining epidemiological data. 2. Upon order, collect specimens of food, vomitus, feces, urine, 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 affected to determine probable other cases. 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.</td>
<td>Consult CL I. Science Knowledge of: Bacteriology Diseases carried or caused by food and food handlers. Methods of collecting specimens and samples. Proper methods of producing, treating, handling, preparing, cooking, serving and storing food products. Types of food products and constituents. Adulteration of food products. Sources and vehicles of infection and methods of tracing sources of infection. Standards of sanitation. Knowledge of: Common vehicles of infection. Methods of obtaining epidemiological data. Methods of obtaining data concerning dietary history of suspected vehicle of infection, etc.</td>
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### IV. Situations Involving Inspectional Duties in Case of Food Poisoning. (Contd.)

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 itself.
   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 of 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 food was sold to indicate possible quality.
UNIT OF COMMUNICABLE DISEASE CONTROL

Checking Level  TYPE SITUATION  TECHNICAL  REQUIRED INFORMATION  AUXILIARY

IV. Situations Involving Inspectional Duties in Case of Food Poisoning. (Contd.)
c. Investigate possibilities of a human carrier. If necessary, obtain bacteriological specimens from suspected persons.

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

V. Situations Involving Inspectional Duties in Case of Rabies.
1. Consult Unit of Rabies Control.

VI. 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 destroying 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, cleaning with soap and water and spraying with strong cresol solution or commercial equivalent.

5. Report activities to health officer.

VII. Situations Involving Inspectional Duties in Case of Plague.
1. Consult Unit of Rodent Control.
2. For other inspectional duties in case of plague, consult CL I., General Duties.
### VIII. Situations Involving Inspectional Duties in Case of Malaria

1. Consult Unit of Insect Control, CL VI.
2. For other inspectional duties in case of malaria, consult CL I, General Duties.

### IX. Situations Involving Inspectional Duties in Case of Typhus Fever

1. Consult Unit of Insect Control, CL IV.

### X. 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 findings to health officer.
5. Determine possession of proper pass by all persons entering or leaving quarantined premises.
6. Report all violations of quarantine to health officer.

### XI. 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.

### Required Information

- Consult Unit of Insect Control, CL VI.
- Consult Unit of Insect Control, CL IV.
- Consult CL I.

### Technical

- 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.

### 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 and immunization.
  - Methods of disinfection.
  - Methods of preparing a corpse for burial.
  - Methods of protecting persons against infection.
  - Methods of preventing spread of disease.

- Safety Measures Knowledge of:
  - Protection afforded by vaccination and immunization against preventable diseases.
  - Necessary precautions against infection.

- Ability to:
  - Protect oneself and other persons against infection.

### Science Knowledge of:

- Methods of disinfection.
- Methods of preparing a corpse for burial.
- Methods of protecting persons against infection.
- Methods of preventing spread of disease.

### Ability to:

- Disinfect premises.
- Prepare a corpse for burial.
- Protect persons against infection.
XII. Situations Involving Inspectors' Duties Relating to Other Communicable Diseases.

1. In cases of other communicable diseases, such as scarlet fever, diphtheria, measles, smallpox, chicken pox, poliomyelitis, etc., inspector may assist health 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.

Consult Cl. I, Technical and Auxiliary.
## I. 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.

### REQUIRED INFORMATION

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<tr>
<th>Science</th>
<th>Ability to:</th>
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<tr>
<td>Knowledge of:</td>
<td>Trace location of animal.</td>
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<tr>
<td>- Nature and gravity of disease.</td>
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<tr>
<td>- Methods of infection and danger of contact with rabies.</td>
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<tr>
<td>- Veterinary science - animal types, habits, and diseases.</td>
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</table>

### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Departmental regulations.

### Forms and Records

- Suspected Rabies Card.
- Animal Contacts Card.
- Communicable Disease Card for report to state.
- Quarantine Notice.
- Quarantine Card for posting on premises.
- Pasteur Release Card.
- Laboratory Examination Card.
- Legal notices.

### Finance

- Knowledge of:
  - Cost of Pasteur treatment.
  - Availability of free treatment if necessary.
  - Cost of hospitalization, veterinary service for animal, etc.
  - Cost of vaccination.
  - Cost of license.
  - Purpose and use of fund from license purchasing for rabies control.

### Public Relations

- Knowledge of:
  - Human psychology.
  - Animal psychology.

- Ability to:
  - Provide public with accurate information concerning rabies and the treatment recommended by the health department.
  - Inform public how to obtain treatment.
  - Instruct public concerning quarantine regulations and the need for them.
  - Caution public against contact with rabies.
  - Provide public with accurate safety measures.
## UNIT OF RABIES CONTROL

### Checking Level

<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
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</thead>
<tbody>
<tr>
<td>I. Situations Involving Proper Handling of Case of Rabies or Suspected Rabies. (Contd.)</td>
<td>Public Relations (Contd.)</td>
<td>Ability to:</td>
<td>Execute duties with minimum conflict and maximum efficiency.</td>
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<td>information concerning gravity of disease.</td>
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<td>Instruct public concerning necessity of disposing of animal contacts with rabies.</td>
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<td>Instruct public concerning methods and necessity of control of rabies.</td>
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<td>Instruct public concerning necessity of general quarantine of affected area.</td>
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<td>Instruct public concerning effect of vaccination on rabies control.</td>
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<td>Instruct public concerning necessity and purpose of licensing dogs.</td>
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<td>Instruct public concerning methods and necessity of disinfection and sterilization.</td>
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<td>Instruct public concerning necessity of removing animal's head for laboratory analysis.</td>
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<td>Maintain public cooperation and support of rabies control program.</td>
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<tr>
<td>II. Situations Involving Investigation of Case of Suspected Rabies Including Human or Animal Contacts.</td>
<td>Science</td>
<td>Knowledge of:</td>
<td>Knowledge of:</td>
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<td>Necessity of locating all human and animal contacts.</td>
<td>Surrounding territory.</td>
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<td>Methods of locating all human and animal contacts.</td>
<td>Cooperating departments.</td>
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<td>Methods of reporting dog bites or other contacts with suspected rabies.</td>
<td>Methods of investigating cases of dog bites and other contacts with suspected rabies.</td>
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<td></td>
<td>Veterinary science, animal types, habits and diseases.</td>
<td>Cooperate with public and governmental departments in investigation of contacts with suspected rabies.</td>
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<td>Ability to:</td>
<td>Ability to:</td>
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<td></td>
<td>Investigate cases of dog bites and other contacts with suspected rabies.</td>
<td>Cooperate with public and governmental departments in investigation of contacts with suspected rabies.</td>
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<td>Trace all human and animal contacts.</td>
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<td>Report findings of investigation to superiors.</td>
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</tbody>
</table>
### II. Situations Involving Investigation of Case of Suspected Rabies Including Human or Animal Contacts. (Contd.)

#### III. 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 are necessary.
   b. Date and address where bitten.
   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 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.

### Science

- Knowledge of:
  -Communicable disease control.
  -Chemistry
  -Effect and purpose of Pasteur treatment.
  -Proper method of cauterization of wounds.
  -Veterinary science.
  -Animal types, habits, and diseases.
  -Rabies control measures adopted by health department.
  -Methods of obtaining general information as to owner of animal, present location of animal, extent and treatment of injury, etc.
  -Necessity and method of quarantining animal.

### Ability to:

- Convince contacts of necessity of Pasteur treatment or obtain Pasteur release.
- Instruct contacts concerning methods of obtaining proper cauterization of wounds and Pasteur treatment.
- Instruct public concerning rabies control measures adopted by health department.
- Secure cooperation of public in rabies control.
- Obtain general information. Advise proper quarantine of animal.
- Enforce health department laws and regulations in control of rabies.
- Prevent removal or destruction of animal before expiration of quarantine period.

### Knowledge of:

- Nature of the disease, symptoms, effects, and treatment.
- Surrounding territory.
- Cooperating departments.

### Ability to:

- Recognize symptoms of rabies.
- Cooperate with public and governmental departments in control of rabies.

### Auxiliary

- Ability to:(Contd.) suspected rabies.
- Follow up all information pertaining to stray dogs, dog bites, possible contacts, etc.
III. Situations as to Procedure for Handling Cases of Human Contacts with Suspected Rabies. (Contd.)

d. Following courses of action depend upon prevalence of rabies in area decision of health officer and clinical diagnosis of animal.

1) If dog cannot be located, patient should begin Pasteur treatment immediately.

2) If dog is moved without supervision of health department or is destroyed during quarantine, patient should begin Pasteur treatment immediately.

3) 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 quarantine card posted in conspicuous 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.

c. Owner or custodian of animal should be instructed to notify the health department immediately of any change in appearance or actions of animal, any suspicious development or death of animal.

d. If quarantine is broken, the health 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 bite 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.
<table>
<thead>
<tr>
<th>III. Situations as to Procedure for Handling Cases of Human Contacts with Suspected Rabies. (Contd.)</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<thead>
<tr>
<th>IV. Situations as to Procedure for Handling Cases of Animal Contacts with Suspected Rabies.</th>
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<tbody>
<tr>
<td>1. Procedure to be followed depends upon prevalence of rabies in area and clinical diagnosis of animal.</td>
</tr>
<tr>
<td>2. 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.</td>
</tr>
<tr>
<td>a. If original animal suspected of rabies dies or develops rabies, all other animals bitten by or in contact with such animal must be destroyed or placed under 90-day quarantine period. For procedure, consult CL-VII.</td>
</tr>
<tr>
<td>3. Determine name and address of owner or custodian of animals in contact with, or bitten by, suspected rabies.</td>
</tr>
<tr>
<td>4. 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.</td>
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<tr>
<th>V. Situations Involving Investigation of Case of Rabies, Including Human or Animal Contacts.</th>
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<tbody>
<tr>
<td>1. Investigation same as for case of suspected rabies. Consult CL II.</td>
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</table>

### Required Information

**Science**

Knowledge of:
- Veterinary science, animal types, habits and diseases.
- Necessity of disposal or quarantine of animal contacts with suspected rabies.
- Methods of quarantining animal contacts with suspected rabies.
- Methods of locating all animal contacts with suspected rabies.

**Ability to:**
- Enforce health department regulations in control of rabies.
VI. 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 are necessary.
   b. Date and address where bitten.
   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
   b. Determine immediate start of Pasteur treatment.
      1) If patient obtains treatment from private 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.

   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.
### VII. 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 a rabid animal must be apprehended, securely chained or restrained by leash, closed cage or paddock, and placed under quarantine for a period of 90 days or destroyed.
   a. Owners or custodians of such animals should be urged to destroy them.
   b. Such animals must be quarantined so as to prevent any human or other animal contact.

2. Quarantine all dogs within the probable area of contact.
   a. Quarantine here includes strict confinement upon private premises of owner or custodian and restraint by leash, closed cage or paddock for the entire period of quarantine.

3. Owners or custodians of animals thus exposed to rabies should be instructed to follow quarantine regulations carefully and to notify the 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.
   a. If quarantine is broken, the health officer should be notified immediately.

4. Determine name and address of owner or custodian of animals in contact with or bitten by a rabid animal.

5. Visitations during quarantine.
   a. Animals quarantined for exposed to rabies should be examined every 7 days. More frequently if necessary for the first 14 days. Frequency of examination may depend upon owner's compliance with quarantine regulations and extent of injury if animal is bitten.

### VIII. Situations Involving General Quarantine of Area In Which Rabies Exists.

1. General quarantine may be declared against designated animals living within an 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
UNIT OF RABIES CONTROL

VIII. Situations Involving General Quarantine of Area In Which Rabies Exists. (Contd.)

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 exempted from quarantine which have been immunized or vaccinated with antirabic virus approved by the health department within one year.
   a. A certificate of vaccination should be 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.

IX. 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 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.
UNIT OF RABIES CONTROL

Checking
Level

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<tr>
<th>TYPE SITUATION</th>
<th>REQUIRED INFORMATION</th>
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<tr>
<td></td>
<td>Science</td>
<td>Knowledge of:</td>
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<td>Communicable disease control.</td>
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<td>Methods of preventing human</td>
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<td>Capture animals.</td>
<td>Ability to:</td>
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<td>Use equipment to capture ani-</td>
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<td>with animal or its saliva.</td>
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<td>Disinfect equipment and sur-</td>
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<td>rounding area.</td>
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<td>Remove head from animal.</td>
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<td>Dispose of, or arrange for</td>
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<td>disposal of, animal.</td>
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X. 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 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.
   b. Necessary equipment.
      1) Saw
      2) 8-inch blade knife
      3) Pole with slip noose
X. Situations Involving the Capture and Disposal of Animals Having Rabies or Suspected Rabies. (Contd.)

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.

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 clinical 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 to superior as "positive" or "none-found" and follows up, giving necessary orders and advice according to procedure outlined in foregoing pages.

XI. 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
XI. Situations Involving the Identification of Rabies. (Contd.)

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 eye, bewilderment, tendency to roam great distances, etc.

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.

4. Rabies is deemed to exist upon positive report of laboratory analysis or upon clinical diagnosis by veterinarian or health officer.

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<th>UNIT OF RABIES CONTROL</th>
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UNIT OF WATER SUPPLY
Checking
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<th>TYPE SITUATION</th>
<th>TECHNICAL INFORMATION</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
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<tbody>
<tr>
<td>I. Situations Involving Inspection of Sources of Supply.</td>
<td>Science</td>
<td>Knowledge of:</td>
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<tr>
<td>1) Determine suitability of surroundings for adequate protection of spring water, enclosed and private and proper distance from privies, cesspools, septic tanks, etc.</td>
<td>Entomology</td>
<td>Entomology</td>
<td></td>
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<tr>
<td>2) Determine nature of soil and topography of land for information concerning source, quantity, flow and quality of water.</td>
<td>Bacteriology</td>
<td>Bacteriology</td>
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<td>b. Inspection of means of protecting spring water.</td>
<td>Physics</td>
<td>Physics</td>
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<tr>
<td>1) Protection against surface contamination.</td>
<td>Chemistry</td>
<td>Chemistry</td>
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<tr>
<td>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.</td>
<td>Sources of water supply.</td>
<td>Sources of water supply.</td>
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<tr>
<td>a) Determine adequate protection against seepage of rain water or other water of recent surface origin and direct connection through solution channels with sink holes, streams, sewage, etc. Such protection consists of proper purification or treatment to fit the particular circumstances.</td>
<td>Necessity and methods of preventing spread of disease.</td>
<td>Necessity and methods of preventing spread of disease.</td>
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<tr>
<td>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.</td>
<td>Standards of sanitation.</td>
<td>Standards of sanitation.</td>
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<tr>
<td>2) Determine nature of soil and topography of land for information concerning quantity and quality of water and possible sources of contamination.</td>
<td>Diseases spread by water.</td>
<td>Diseases spread by water.</td>
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<tr>
<td>b. Inspection of means of protecting well water.</td>
<td>Standards of purity for water supply.</td>
<td>Standards of purity for water supply.</td>
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<tr>
<td>1) Protection against surface contamination. Such protection includes:</td>
<td>Ability to:</td>
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<td>Recognize health hazards.</td>
<td>Recognize health hazards.</td>
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<td>Recognize and trace sources of contamination of water supply.</td>
<td>Recognize and trace sources of contamination of water supply.</td>
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<td>Prevent and eliminate contamination of water supply.</td>
<td>Prevent and eliminate contamination of water supply.</td>
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<td>Recommend suitable and adequate protection of water supply.</td>
<td>Recommend suitable and adequate protection of water supply.</td>
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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.
### I. Situations Involving Inspection of Sources of Supply. (Contd.)

<table>
<thead>
<tr>
<th>Type Situation</th>
<th>Technical</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Pumps installed on pump room floor located above surrounding ground level.</td>
<td>- Secure cooperation of public in protection of water supply. Instruct public concerning necessity and methods of protecting water supply and controlling spread of disease.</td>
<td>- Exercise tact and discretion in dealing with public.</td>
</tr>
<tr>
<td>b) Watertight floor and walls of well pit or subground 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.</td>
<td>- Maintain good will. Educate public concerning work of health department in protection of water supply and control of disease.</td>
<td>- Execute duties with minimum conflict and maximum efficiency.</td>
</tr>
<tr>
<td>c) Outside casing or curbing of wells extended above level of ground or floor of pit or pump room. Watertight connection to close annular opening between well casing and pump column or drop pipe.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Dug wells provided with watertight 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.</td>
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</tr>
<tr>
<td>d) Properly located and protected air inlet on air-lift pumping system to prevent entrance of dust and other contamination.</td>
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<td>-</td>
</tr>
</tbody>
</table>

### 2) Protection against underground contamination of well water includes:

a) A watertight 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, 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...
### UNIT OF WATER SUPPLY

<table>
<thead>
<tr>
<th>Checking Level</th>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
</tr>
</thead>
</table>

#### I. Situations Involving Inspection of Sources of Supply. (Contd.)

- 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 of surface water, including coagulation and settling, filtration and chlorination, should be under the supervision of a sanitary engineer.
  3. Algae should be 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.
  1. Determine proper bulkheading of tunnels to prevent surface contamination.

#### II. Situations Involving Inspection of Storage Facilities.

1. **Reservoirs and tanks.**
   - **a.** Determine proper construction of reservoirs and tanks of 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, Communicable disease control, 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

### Knowledge of:
- Proper method of protecting water supply and storage facilities according to particular circumstances.
- Responsibility of public and government in protection of water supply.
II. Situations Involving Inspection of Storage Facilities (Contd)

1. Pipe lines or conduits.
   a. Trace out pipe lines and 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 located near sewage 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 laid. 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.

Science (Contd)

- Knowledge of: (Contd.)
  - Means of protecting storage facilities from contamination.
  - Building materials.
  - Standards of purity for water supply.
  - Standards of sanitation.

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.

III. Situations Involving Inspection of Collection and Distribution System.

1. Pipe lines or conduits.
   a. Trace out pipe lines and 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 located near sewage 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 laid. 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.

Science

Knowledge of:
- Consult CL-I and CL-II, Auxiliary.

- Types and methods of piping.
- Location of pipe lines.
- Danger of cross connections and methods of preventing and eliminating cross connections in piping system.
- Construction standards, types and methods for piping system.
- Piping materials.
- Types, sources and methods of preventing 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.
IV. Situations Involving Inspection of Methods of Chlorination.

1. Temporary chlorination in cases of impure water are handled by inspector, but 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.

V. Situations Involving the Collection of Samples.

1. Equipment
   a. Clean, sterile containers.
   b. Box or case to carry bottles or containers.
   c. Matches or torch.
   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. Pack sample in ice if necessary.
   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:
- Consult CL-I and CL-II, Auxiliary.
- 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 water supply.

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.
- Collect samples.
- Recognize necessity of collection of samples.
- Prevent contamination of samples and equipment.
- Interpret laboratory reports.
- Write reports.
UNIT OF SWIMMING POOLS

I. Situations Involving Survey of Surroundings and General Inspection.

1. Determine the following facts:
   a. Name and location of pool.
   b. Name and address of owner of pool.
   c. Type of pool—indoor or outdoor pool.
   d. General appearance of pool and surrounding premises.
   e. Construction of fence around pool.
   f. Use of fresh or salt water.
   g. Date built.
   h. Capacity of pool.
   i. Source of water.
   j. Provision for filtering or disinfecting water.

II. Situations Involving Inspection of Construction of Pool.

1. Material.
   a. Determine use of concrete, masonry or tile, with facing of cement plaster, tile or terra cotta.

2. Sidewalls.
   a. Determine vertical construction of sidewalls with plain, smooth finish to facilitate cleaning.

3. Shape.
   a. Recommend rectangular shape for pools.
   b. Determine minimum length of approximately seventy-five feet and minimum width of approximately forty-five feet.

4. Slope of floor.
   a. Determine sloping of floor not more than one inch per foot where depth of water is less than five feet.
   b. Determine construction of spoon-shaped floor for maximum efficiency.

5. Depth variations.
   a. Determine construction of at least sixty per cent of pool with a depth of five feet or less.
   b. Determine provision of depths of not more than twelve inches for children who cannot swim.
   c. Determine construction of wading zone with depth of five feet.
   d. Diving depths.
      1) Determine allowance of a minimum depth of seven feet for a distance of ten feet in front of springboard for low diving.
      2) Determine allowance of minimum depth of eight feet six inches for a distance of ten feet in front of springboard for high diving.

   a. Determine construction of a scum gutter.
### II. Situations Involving Inspection of Construction of Pool. (Contd.)

- gutter surrounding pool in sidewall to remove surface scum or accumulation and to serve as a handrail.
- Prohibit placing of scum gutter on top of wall to prevent gutter from becoming an open, dirty drain.
- Determine proper width of scum gutter from two and one-quarter inches to two and three quarters inches, to prevent walking or stepping in it.
- Determine proper depth of scum gutter from four to five inches, sloping.
- Determine construction of drains in scum gutter at least two inches in diameter and spaced from twelve feet to fifteen feet apart.
- Determine construction of wall above scum gutter set back from face of pool to allow walk drainage to flow into gutter.

### 7. Walks around pool.

- Determine construction of walks around pool of cement, tile, terra cotta or other impervious material, with a rough surface to prevent slipping. Determine proper screeding or surfacing of walks to eliminate hollows in which water may accumulate.
- Determine minimum width of four feet for walks. Determine proper sloping of walks, allowing at least three-eighths of an inch per foot. Determine width of walk at shallow end of pool opposite diving board from six feet to twenty feet, depending upon size of pool.
- Determine proper drainage of walks to scum gutter or other drainway not easily accessible to bathers.
- Prohibit use of tarred paper, canvas or board walks.

### 8. Prohibit construction of curb around pool to prevent accidents to bathers and to insure adequate walk drainage.

### 9. Determine proper construction of diving boards allowing sufficient distance from sides and edges of pool to insure divers' safety.

### 10. Lighting.

- Determine installation of an adequate system of artificial lighting to illumine all parts of the pool and the water therein for all pools used at night.

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#### Public Relations

**Ability to:**
- Secure cooperation of public in proper construction of swimming pools.
- Instruct public concerning necessity and methods of proper swimming pool construction.
- Maintain good will.

**Ability to:**
- Execute duties with minimum conflict and maximum efficiency.
- Exercise tact and discretion in dealing with public.
## UNIT OF SWIMMING POOLS

<table>
<thead>
<tr>
<th>Checking Level</th>
<th>TYPE</th>
<th>SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Situations Involving Inspection of Construction of Pool. (Contd.)</td>
<td>11. Determine installation of adequate number of hose bibs at convenient places to permit washing of walks around pool.</td>
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<td></td>
<td>12. Determine installation of adequate number of vacuum outlets for cleaning of pool.</td>
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<td>2. Determine use of water which at all times contains not more than 1,000 bacteria per cubic centimeter when plated on standard Agar medium for twenty-four hours at thirty-seven degrees Centigrade, and which contains B. Coli in not more than one of two one cubic centimeter portions of water when confirmed on solid medium.</td>
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<td>3. Determine proper intake of water which is added to swimming pool or to any part of swimming pool piping system from a domestic or drinking water system, such water being added overhead with a free overfall or by installation of an approved system of check valves to prevent backing up of swimming pool water or drainage into the drinking water system.</td>
<td></td>
<td>Ability to:</td>
<td>Determine source of water supply. Interpret laboratory reports.</td>
<td></td>
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<td></td>
<td>2. If fill and draw plan is already in use and water is not repurified, determine provision of an available supply of clean, clear water adequate to fill the pool overnight. Determine emptying and refilling of pool at least twice a week, and more frequently in times of emergency.</td>
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<tr>
<td></td>
<td>3. If water is not clear and does not conform to standards set up by the local health department, determine installation of an approved type of repurification system adequate to produce clear, pure water.</td>
<td></td>
<td>Ability to:</td>
<td>Recognize and abate health or safety hazards. Recommend proper machinery, equipment, etc.</td>
<td></td>
</tr>
</tbody>
</table>
V. Situations Involving Inspection of Recirculation and Repurification System of Water Supply.

1. Necessary equipment.
   a. Determine provision of the following necessary equipment:
      1) Centrifugal pumps.
      2) Vacuum cleaner.
      3) Three pressure or rapid sand filters.
      4) Proper and adequate number of valves, pipes, etc.
      5) Pressure gauges.
      6) Rate of flow indicator.
      7) Method of measuring back-wash rate.
      8) Inlets and outlets in pool.
      9) Drains in bottom of pool.
     10) Orifice box with filter alum, soda ash, ferric chloride, or lime to coagulate the foreign matter in pool water before filtration.
     11) Hair strainer.
     12) Methods of alkaline control.

2. Construction and installation of equipment.
   a. Determine proper construction and installation of all equipment to ensure proper working order of recirculation and repurification system.
   b. Determine adequate capacity of centrifugal pumps and all equipment to handle an amount of water equivalent to the capacity of the pool in an eight-hour period. Determine adequate capacity of pumps to handle backwash rate. If city water is used for washing filters, determine provision of pressure regulators or controllers to avoid damage to sand in filters.
   c. Determine provision in the pipe system for a suction line in the wall of the pool along the edge of the walk with points of outlet to which under water suction skimmers can be attached. Determine installation of vacuum outlets at convenient places to permit vacuum cleaning of pool.
   d. Determine installation of adequate number of rapid sand or pressure filters which filter at a rate of not more than three gallons of water per square foot of sand surface per minute. Determine equipment of filters with pressure gauges to show the pressure on inlet and outlet on each filter and with rate of flow.

Science
- Knowledge of:
  - Types of machinery, equipment, apparatus, etc.
  - Methods of operating machinery.
  - Mathematics
  - Sanitary engineering.
  - Chemistry
  - Physics
  - Communicable disease control.
  - Bacteriology
  - Types of swimming pools.
  - Methods of operating swimming pools.
  - Construction types, standards and methods for machinery, equipment, etc.
  - Standards of purity for water supply.
  - Standards of sanitation.
  - Necessity and methods of preventing and eliminating spread of disease.
  - Diseases spread by water.
  - Proper methods of sterilization of water.

Ability to:
- Recognize, trace source of and abate health and safety hazards.
- Recognize and correct defects in swimming pool construction and operation.
- Recommend proper types of machinery and equipment.

Finance
- Knowledge of:
  - Relative costs of machinery equipment, apparatus, etc.
  - Costs of installation, repair, etc.
V. Situations Involving Inspection of Recirculation and Repurification System of Water Supply. (Contd.)

- controllers and indicators to permit comparison of filter rate and backwash rate and to control rate of flow.
- Determine installation of proper and adequate valving to permit control and regulation of the amount of water admitted to the different inlets.
- Determine installation of a proper and adequate piping system to allow proper circulation of water and flexibility in handling water.
- Determine installation of inlets in the sidewall at the shallow end of the pool. Recommend installation of a balanced inlet system rather than single inlets or fountain inlets. Determine spacing of inlets not less than fifteen feet apart, and placing of additional inlets at intermediate points on the floor of the pool between the shallow and deep ends to prevent non-circulation of water in some parts of pool. Determine installation of outlets in the sidewall at the deep end of the pool, opposite the inlets in a rectangular pool. Determine spacing of outlets approximately eighteen inches below the surface and not less than fifteen feet apart.
- Determine installation of an outlet or drain in the bottom of the pool at deep end as a part of the recirculating system in removing water from the pool and connected to a sewer.
- Determine construction, installation and maintenance of entire piping and drainage systems to prevent any return of the swimming pool water into the domestic or drinking water system even under conditions of low pressure in the domestic system. Prohibit any cross connections between the swimming pool piping system and the public water supply piping system.
- Determine installation of a hair strainer in pump to remove foreign matter, such as hair, bathing caps, belts, etc., from water prior to filtration.
- Determine installation of water heating unit according to whether steam or hot water is used. Recommend automatic control of temperature and prohibit blowing of steam directly into pool.
V. Situations Involving Inspection of Recirculation and Repurification System of Water Supply. (Contd.)

1. Determine use of coagulants, such as filter alum or ferric chloride, to remove foreign matter in pool water before filtration.

m. If water is not naturally alkaline, or if its natural alkalinity has been exhausted by continuous circulation and refiltration, determine addition of artificial alkaline in the form of soda ash or lime or in the form of sal-soda if a pressure alkalinity feeder is used. Recommend a pH of between 7.2 and 7.8.

3. Recirculation and refiltration procedure.

a. Determine proper working order of system, with the outlets at deep end of pool taking water to the centrifugal pump or pumps where it passes through the hair strainer; the coagulant is then added, and the water goes through the filters. After filtration, water may be heated, if necessary, and is then sterilized. Following sterilization, water is returned to the pool through inlets at shallow end.

b. Determine operation of filters as many hours a day as is necessary to maintain clearness of water, and continuously during swimming period.

c. Determine temperature of water between seventy-five degrees Fahrenheit and eighty degrees Fahrenheit when heater is used.

d. Determine addition of new water to pool daily to make up for losses from splashing, etc.


a. Determine proper washing of filters by introducing water at outlet end of filter and pumping it through the sand at a rate three to eight times the filtering rate. Determine provision of a three unit installation. If city water is used for washing filters, determine provision of pressure regulators or controllers to avoid damage to sand. Permit use of water from pool for washing filters if it is then discarded. Inspect filter sand regularly for cleanliness and proper working order.

b. Determine proper disposal of waste water from filter washing to avoid pollution of streams, wells, reservoirs or other sources of drinking water.
### UNIT OF SWIMMING POOLS

<table>
<thead>
<tr>
<th>Type</th>
<th>Situation</th>
<th>Technical</th>
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</tr>
</thead>
<tbody>
<tr>
<td>V. Situations Involving Inspection of Recirculation and Repurification System of Water Supply. (Contd.)</td>
<td>3. Determine proper disposal of all drainage waters from filter, washing and from the pool itself to prevent pollution of streams, wells, reservoirs or other sources of drinking water. Determine connection to sewer or use of drainage water for approved types of irrigation.</td>
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<tr>
<td>5. Methods of sterilization.</td>
<td>a. Types of sterilizers:</td>
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<tr>
<td>1)</td>
<td>Determine use of ultra-violet ray, ozone sterilization; chlorine, as a gas or as a hypochlorite solution; or chloride of lime. Recommend chlorine because of its residual sterilizing effect, and prohibit use of chloride of lime unless it is properly filtered to prevent injury to bathers, by making into a creamy paste, diluting into five gallons of water, and straining through cheesecloth.</td>
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<tr>
<td>b. Necessary equipment for chlorine sterilization.</td>
<td>1) If hypochlorite solution is used, determine provision of a solution-feed chlorinator and a container, vat or barrel holding from fifty to two hundred gallons of diluted solution.</td>
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<tr>
<td>2) If chlorine gas is used, determine provision of gas metering machines, chlorinator, pressure tanks, indicators, regulators, valves, pipes, controllers, etc.</td>
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<tr>
<td>3) Determine maintenance of all equipment, and parts thereof, in good working order and repair.</td>
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<tr>
<td>c. Sterilizing procedure.</td>
<td>1) If sodium hypochlorite is used, determine proper capping of stock carboy or bottle and keeping of same in a dark place to prevent rapid deterioration of solution.</td>
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<tr>
<td>2) Determine addition of sterilizer into the circulating system before water is returned to pool. Regardless of filtration, determine provision for recirculating sterilized water by means of a circulating pump having a capacity to handle the contents of the pool in eight hours or less.</td>
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<tr>
<td>3) Prohibit hand application of chlorine unless made up into a solution and scattered over the</td>
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</table>
UNIT OF SWIMMING POOLS

V. Situations Involving Inspection of Recirculation and Repurification System of Water Supply. (Contd.)

- Surface of the pool at least three times daily, depending upon bathing load, changes in water temperature, etc. Permit hand application of chlorine in this manner only for fill and draw type of pools which have no automatic sterilization equipment.
- Residual.
  1) Determine maintenance of between .2 and .5 parts per million of free chlorine in pool during entire swimming period. For method of testing for residual, consult CL-X, 3.

VI. Situations Involving Inspection of Premises and Buildings.

1. General arrangement.
   a. Determine proper arrangement of buildings and entire premises to ensure easy handling of patronage, separation of men and women arrivals, convenience of toilet and dressing room facilities, separation of bathers from spectators, etc.
   b. Determine proper location of dressing rooms, toilet and shower rooms, locker rooms, etc., opening to wide, well-ventilated and well-lighted interior hallways or aisles, not directly to the pool.
   c. Determine convenient location of toilets and showers within easy access of bathers enroute to the pool.
   d. Determine proper arrangement of premises to keep bathers away from unclean surfaces, such as earth, lawns or artificial sand beaches.

2. Dressing rooms
   a. Determine construction of adequate number of separate dressing rooms for men and women, or lockers for men, according to capacity of pool.
   b. Determine allowance of space at least three feet by four feet for each dressing room.
   c. Determine construction of walks and floors of change rooms, dressing rooms, hallways, etc., of roughened cement, tile or other impervious material, free from any cracks or crevices. Determine proper sloping of floors and walks at least three-eighths of an inch per foot. Determine proper construction of floors to facilitate washing with hose.

Science
Knowledge of:
- Proper construction standards, types, and methods.
- Blue prints.
- Mathematics
- Building materials.
- Communicable disease control.
- Bacteriology
- Chemistry
- Methods of preventing spread of disease.

Ability to:
- Recognize and abate health and safety hazards.
- Recommend proper arrangement and construction of buildings.

Finance
Knowledge of:
- Relative costs of building materials.
- Costs of installation, repair, etc.

Ability to:
- Compute floor space.
- Recommend proper construction features and materials according to particular circumstances.
VI. Situations Involving Inspection of Premises and Buildings. (Contd.)

<table>
<thead>
<tr>
<th>Type Situation</th>
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<tbody>
<tr>
<td>Determination of careful screeding of floors to eliminate holes or depressions in which water may settle.</td>
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<tr>
<td>Determine proper construction and elevation of partitions at least eight or ten inches from floors to facilitate washing with hose.</td>
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<tr>
<td>Determine provision of adequate light and ventilation in dressing rooms and lockers.</td>
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<tr>
<td>Determine proper construction of dressing rooms and lockers, with all interior surfaces, except floors, smooth and heavily covered with light-colored paint.</td>
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<tr>
<td>Toilets, showers and urinals.</td>
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<tr>
<td>Determine proper location in dressing room buildings or in aisle rooms near the pool.</td>
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<tr>
<td>Determine provision of at least one shower and one toilet for every eighty dressing rooms or lockers.</td>
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<tr>
<td>Determine provision of adequate number of toilets and showers for both sexes and adequate number of wash basins.</td>
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<tr>
<td>Determine proper sloping of floors in men's toilet and urinal rooms, allowing three-eighths of an inch per foot, to floor drains located at the rear of the room, to prevent undue contact between feet of bathers and soiled floors.</td>
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<tr>
<td>Determine provision of proper and adequate light and ventilation in toilet, shower and urinal rooms.</td>
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<tr>
<td>Determine installation of approved type of waterflush toilets, properly connected to a public sewer or to septic tanks or cesspools approved by the local health department. Permit use of chemical toilets of approved type if contents are properly disposed of according to local laws and regulations.</td>
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<tr>
<td>Drainage.</td>
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<tr>
<td>Determine proper and adequate drainage of all floors to covered, sanitary drainways, preferably to basement type floor drains.</td>
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<tr>
<td>Determine provision of proper and adequate drainage facilities to carry off all water and sewage wastes from pool and buildings.</td>
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<tr>
<td>Light and ventilation.</td>
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<tr>
<td>Determine proper and adequate lighting and ventilation of all buildings according to local laws and regulations.</td>
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</table>
VI. Situations Involving Inspection of Premises and Buildings. (Contd.)

6. Determine provision at convenient places of approved type of drinking fountains with slanting jets and surrounding guards and under adequate pressure.

7. Determine construction of fence or other enclosure surrounding pool to protect pool from dirt and debris.

8. Determine proper construction and design of all buildings, equipment, devices and apparatus to prevent injury to bathers and to facilitate cleaning and disinfecting when required.

VII. Situations Involving Inspection of Sanitary Maintenance of Pool, Buildings and Premises.

1. Pool.
   a. Determine freedom of sides and bottom of pool from slime and moss which may endanger safety of bathers and contaminate water.
      1) Recommend use of copper sulphate as an algicide in pools which do not use proper chlorine sterilization.
   b. Determine maintenance of high water level to prevent accumulation of floating scum and sputum in pool.
   c. Determine daily cleaning of scum gutters and disinfection with a chlorine solution composed of four ounces of chlorine chemical in five gallons of water.
   d. If matting or covering is used on steps or springboards, determine daily removal, disinfection, and drying before future use.

2. Walks.
   a. Determine provision for washing down walks around pool several times daily and disinfecting with the same chlorine solution used for scum gutters.
      1) If dirt walks are used, determine provision for sprinkling with cresol solution containing about fifty per cent phenol coefficient and using four ounces per gallon of water.
   b. Prohibit use of same walks by bathers and spectators.
   c. Prohibit use of rubber or fiber matting or wood racks on walks. If other matting is used, determine removal, thorough disinfection and drying daily.

3. Premises and buildings.
   a. If bathers are permitted to leave premises, determine provision at each

Science

Knowledge of:

Epidemiology - Diseases spread by water, etc.
Bacteriology
Chemistry
Necessity and methods of preventing spread of disease.
Methods of disinfection and sterilization.
Types and sources of contamination of swimming pool water.
Methods of preventing and eliminating contamination of swimming pool water.
Standards of purity for water supply.
Standards of sanitation.
Nuisances and health hazards resulting from insanitary conditions.
Methods of maintaining pool and premises in a sanitary condition.
Proper methods of disposal of waste products.

Knowledge of:

Responsibility of public in sanitary maintenance of pool and premises.
Trade terms.

Ability to:

Recognize and abate nuisances and health hazards resulting from insanitary conditions.
Advise proper methods of maintaining pool and premises in a sanitary condition.
Prevent and eliminate sources of contamination.

Ability to:

Trade sources of contamination.
Recommend proper facilities and methods for sanitary maintenance of pool and premises, according to particular circumstances.
UNIT OF SWIMMING POOLS

VII. Situations Involving Inspection of Sanitary Maintenance of Pool, Buildings, and Premises. (Contd.)

| aisle of a foot trough or troughs with sufficient running water to keep contents clean. Determine provision of an overhead shower also at each aisle above trough. |
| Finance |
| Knowledge of: Costs of equipment, apparatus, machinery, chemicals, etc. |

b. Determine provision for hosing down all floors, walks, hallways, etc., several times daily and disinfecting with same chlorine solution used for scum gutters.

c. Prohibit use of rubber, fiber or cocoa matting or wood racks on floors, walks, hallways, etc.

d. Determine maintenance of all plumbing facilities in good working order and repair and in a clean, sanitary condition.

e. Determine maintenance of all buildings, premises and parts thereof and all equipment, apparatus, etc., in a clean, orderly and sanitary condition and in good working order and repair.

f. Prohibit use of common drinking cups, towels, combs, etc.

g. Determine prompt collection of all used bathing suits to prevent them from lying about the premises.

VIII. Situations Involving Inspection of Safety Measures.

1. Determine provision of a handrail surrounding each pool. Permit scum gutters to be used for this purpose.

2. Determine provision of stairs or ladders, with treads rather than rungs, at convenient points in pool.

3. Determine provision of one or more convenient and substantial lifebuoys, having at least sixty feet of neatly coiled rope attached and kept ready for instant use.

4. Determine provision of hooks, ropes, poles and all other equipment and apparatus used for rescuing and reviving drowning persons. Determine maintenance of all such equipment in good order and repair and ready for instant use.

5. Determine provision of a first-aid kit, kept in a room or other suitable place where first aid may be administered. Determine provision of proper supplies for first aid, including aromatic spirits of ammonia, tincture of iodine, sterile gauze, absorbent cotton, surgeon's plaster and bandages of various widths, scissors, applicators, etc.
VIII. Situations Involving Inspection of Safety Measures. (Contd.)

6. Determine employment of one or more qualified life guards, in good physical condition and proficient in life saving, who must be on duty at each pool for which an admission fee is charged whenever the pool is open for public use and who must have no other duties to perform at that time.

7. Determine clear marking of depths of pool at various points, diving depths and end of wading zone.

8. Determine proper posting at convenient places and in plain view of all notices, posters and signs with instructions for bathers.

9. Determine proper construction and maintenance of pool, premises and all equipment to minimize danger of drowning and injury to bathers.

IX. Situations Involving Inspection of Measures of Communicable Disease Control.

1. Prohibit employment of any person afflicted with any communicable disease in any capacity on premises or pool.

2. Determine exclusion from pool of all persons known to be, or suspected of being, afflicted with any contagious or infectious disease or suffering from a cough, cold, fever or sores or wearing bands or bandages, unless such persons present a written permit of current date from the local health officer.

3. Determine posting of notices in each dressing room and throughout the premises instructing bather to use toilets and showers before entering pool, and to refrain from spitting, spouting or blowing the nose in the pool or on the premises. Determine posting of notices throughout the premises warning bathers having colds or head or ear infections not to swim or dive because of dangers to themselves and other bathers.

   a. Permit use of individual rubber or paper bathing slippers.
   b. Determine provision of special foot troughs at each aisle.
   c. If matting of approved type is used, determine daily removal, cleaning, disinfection and drying.
   d. Determine washing and disinfecting of floors and walks several times daily.
   e. Determine maintenance of entire premises in a clean, dry condition to prevent spread of foot ringworm.

Science

Knowledge of:
- Epidemiology. Diseases spread by water.
- Diseases prevalent in swimming pools and premises.
- Bacteriology
- Chemistry
- Necessity and methods of preventing spread of disease.

Methods of protection against infection.
Methods of disinfection and sterilization.

Ability to:
- Recognize, trace and eliminate sources of infection.
- Prevent contact with diseased persons and sources of infection.
- Disinfect and sterilize.

Knowledge of:
- Responsibility of public in communicable disease control.
- Sources of infection of particular diseases.
X. Situations Involving Inspection of Operating Technique.

1. Determine supervision of pool by one or more experienced operators having a thorough knowledge of all machinery, devices, equipment, apparatus, etc.

2. Determine maintenance of complete records showing capacity of pool, number of bathers, number of hours per day water is filtered, kinds and amounts of chemicals used in pool and on premises and frequency of application, method and frequency of testing chlorine residual in pool, method and frequency of emptying pool, method and frequency of backwashing, furnishing of suits, method of laundering suits and towels, method and frequency of cleaning and sterilizing pool, premises, and all equipment, apparatus, devices, etc.
   a. Determine availability of records for inspection at all reasonable times.

3. Method of testing chlorine residual.
   a. Determine provision of necessary equipment for testing residual, including orthotolidin solution, color standards, droppers, case, test tubes.
   b. Determine proper method of testing for residual. Determine taking of samples at inlet and outlet ends and at intermediate points of pool, avoiding contamination of test tube or bottle, adding small amount of orthotolidin solution to sample of water, and comparison of the color thus yielded with the color standards to indicate amount of chlorine residual in pool. Determine maintenance of chlorine residual between .2 and .5 parts per million.
   c. Determine testing of chlorine residual in pool at least three or four times daily, preferably during times of heavy patronage.
   d. Determine proper regulation of recirculation and refiltration system to maintain proper chlorine residual in pool.

4. Method of laundering suits and towels.
   a. Determine cleanliness of bathing suits and towels and freedom from bacterial and all other contamination.
   b. Determine provisions for thorough washing, rinsing, and drying, preferably in the sun, of all suits and towels.
X. Situations Involving Inspection of Operating Technique. (Contd.)
   c. Determine clean, sanitary condition of all suits and towels, equal to that produced by commercial laundries.

XI. Situations Involving Sampling and Testing of Pool Water.
1. For inspector's method of testing for chlorine residual in pool, consult CL-X, 3.
   a. Inspector should take such samples during times of heavy patronage, such as week-ends, holidays and mid-afternoon.
2. Inspector should take samples of pool water for bacteriological analysis regularly. Consult Unit of Water Supply, CL-V.
3. Inspector collects, stores, transports and provides for testing of water samples according to local laws and regulations relating to the sampling and analysis of water.

Science
Knowledge of:
   Chemistry
   Water sampling and analysis.
   Disinfection and sterilization.
   Necessary equipment.

Ability to:
   Take samples and test water for chlorine residual.
   Interpret laboratory reports.
   Write reports.

Knowledge of:
   Proper method of testing for chlorine residual.
   Chemical action of chlorine.
UNIT OF DRINKING FOUNTAINS

I. Situations Involving Inspection of Type of Drinking Fountain.
   1. Advise against use of ball type drinking fountain because it permits contamination of ball by persons using fountain.
   2. Recommend use of angle type fountain with guard to minimize contamination by persons using fountain.

II. Situations Involving Inspection of Construction of Angle and Guard Type Drinking Fountain.
   1. Determine construction of impervious material, such as vitreous china, porcelain, enameled cast iron, other metals or stoneware.
   2. Determine proper construction of jet of fountain, issuing from a nozzle of non-oxidizing, impervious material, and set at an angle from the vertical to prevent the return of water in the jet to the orifice.
   3. Determine proper construction to prevent jet of water issuing at an angle from the nozzle from touching the guard and thereby spattering the water.
   4. Determine proper elevation of nozzle and all other openings in the water pipe or conductor leading to the nozzle above the edge of the bowl to prevent flooding of nozzle or openings in case bowl drainage becomes clogged.
   5. Determine proper design of guards to minimize possibility of transmission of infection by touching the guards.
   6. Determine proper construction of bowl of fountain, free from corners to prevent accumulation of dirt and to facilitate cleaning. Determine construction of bowl of proper proportions to prevent unnecessary splashing where jet falls into the bowl.
   7. Determine height of fountain at drinking level adequate and convenient for persons using fountain. Determine provision of steps or elevations for children.
   8. Determine proper construction of area surrounding base of fountain of concrete, tile or other impervious material, free from cracks or crevices to prevent settling of water.
   9. On each water supply pipe, determine provision of an adjustable valve fitted with a loose key or an automatic valve to regulate rate of flow of water to the fountain, the valve being manipulated by users in turning water on or off.

Science
Knowledge of:
   Types of drinking fountains.

Ability to:
   Advise construction of proper type of drinking fountain.

Science
Knowledge of:
   Construction types, standards and methods for drinking fountains.
   Construction materials.
   Source of water supply.

Mathematics
   Blue prints

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

Forms and Records
   General Sanitation Card.
   Legal notices.
   Reports

Finance
Knowledge of:
   Costs of construction.
   Costs of materials, equipment, apparatus, etc.
   Costs of installation, repair, etc.

Public Relations
   Ability to:
   Secure cooperation of public.
   Instruct public concerning necessity and method of proper drinking fountain construction and maintenance.
   Maintain good will.

Ability to:
   Execute duties with minimum conflict and maximum efficiency.
   Exercise tact and discretion in dealing with public.
II. Situations Involving Inspection of Construction of Angle and Guard Type Drinking Fountain. (Contd.)

10. Prohibit any direct physical connection between the drain from fountain and a waste pipe, unless the drain is properly trapped.

11. Determine construction of waste openings and pipe of sufficient size to carry off water adequately and promptly and provision of a strainer on the opening.

III. Situations Involving Inspection of Sanitary Maintenance of Drinking Fountains.

1. Determine maintenance of fountain in clean, sanitary condition, free from cracks or crevices and in good order and repair at all times.

2. Determine proper and adequate drainage of fountain, and maintenance of pipes and drains in good repair and free from obstruction at all times.

3. Determine proper and adequate protection of fountain from excessive dust, dirt, flies, vermin, etc. Prohibit construction of fountain directly under trees to prevent gathering of leaves, dirt, etc.

4. Determine proper maintenance of area surrounding fountain, free from holes and adequately drained or sloped to prevent settling of water around fountain.

5. Instruct persons using fountain not to cast rubbish, waste material, dirt, etc., in fountain and to avoid touching guard or nozzle with mouth or nose.
UNIT OF SEWAGE DISPOSAL

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 water supply, foods, etc.
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 and abate health hazards resulting from improper disposal of sewage.
Advise proper methods of sewage disposal according to particular circumstances.

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.

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.

I. Situations Involving Inspection of Privies.
1. Location.
   a. Determine location of privy convenient to house and not within 100 to 500 feet of any source of water supply, depending upon nature of soil, topography of land, etc.

2. Construction.
   a. Pit.
      1) Determine provision of pit of sufficient depth to prevent too frequent moving of privy.
      2) Determine use of proper and substantial framework on inside of pit to prevent caving.
   b. Building.
      1) Determine proper and substantial construction of building to protect persons from the elements and to insure privacy. Recommend construction of type of privy approved by United States Public Health Service.
      2) Determine use of essential construction features, including self-closing door and lid on seat, screened openings and vents, proper provision for ventilation, proper fly-proofing, etc.
      3) Determine use of heavy gauge galvanized iron nailed on outside of building on back and sides, extending 4 inches above the seat, 4 inches in front of seat, 4 inches above the floor and 12 inches below the surface of the ground.

   a. When pit becomes filled, determine method of treating contents, preferably with caustic soda or lime, and covering with dirt.
   b. When necessary, determine removal of privy to another suitable location.
   c. Determine covering with paper or other suitable material any cracks or holes in building.
   d. Determine proper drainage of roof and surface waters to prevent leakage into pit.
II. 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 proper construction of cesspool of brick, wood or stone, according to local laws and regulations.
   b. Determine use of proper and adequate covering over cesspool to prevent entrance of flies, mosquitoes, animals, rodents, etc., and injury to persons.
   c. Determine provision for proper and adequate ventilation for cesspool.
   d. Leak-proof drains leading to cesspools.
   e. Determine installation of proper and adequate number of cesspools.

   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 leak-proof 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, concrete or wood when no longer in use.

III. 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.
III. Situations Involving Inspection of Septic Tanks. (Contd.)

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 leak-proof drains leading to septic tank.


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.

IV. Situations Involving Inspection of Chemical Toilets.

1. Location.

a. Determine location at safe distance from water supply.

2. Construction.

a. Determine whether chemical toilet is used in conjunction with adjoining pit, cesspool 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. Determine treatment of contents in tank with caustic soda or its commercial equivalent.

d. Determine provision for proper ventilation.

e. Determine proper size and capacity, depending upon amount of use.


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.

c. Determine proper condition of dip tube, agitator and ventilating stack.

V. 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.
V. Situations Involving Inspection of Use of Sewage for Irrigation Purposes. (Contd.)

3. Prohibit use of settled or undisinfect­ed 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 (Contd.)

Knowledge of:

- Necessity and methods of preventing spread of disease.
- Necessity and methods of preventing contamination of persons, animals and water supply.
- Methods of disinfecting and treating 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.
I. Situations Involving Inspection to Determine General Information.

1. Upon receiving complaint of existing nuisance, make inspection to determine cause of complaint and report results of inspection to superiors. If health nuisance exists, secure correction or abatement, acting under direction of superiors.

2. Establish contact with owner, agent, manager or occupant before making inspection.

II. Situations Involving Inspection to Determine Proper Installation of Plumbing Fixtures.

1. Determine proper and adequate connection of any water-closet, urinal, sink, slop hopper or other plumbing fixture with a public sewer or with a cesspool or septic tank constructed and maintained according to requirements of health department.

2. Determine proper trapping and venting of every plumbing fixture to prevent the escape of sewer gas or air from the sewer into such fixture.

   a. Determine proper venting of gas water heaters or boilers, including an unbroken connection leading to gas supply, a vent pipe not less than 3 inches in diameter and a vent pipe terminating not less than 8 feet from any window, door or air shaft.

3. Prohibit connection of any vent pipe with a soil or waste pipe when such vent pipe terminates within 8 feet of any window, door or air shaft.

4. Prohibit enclosing of space underneath any sink, slop hopper or watercloset.

5. Determine provision of air inlet in floor and air outlet in ceiling, with an area of at least 36 square inches in every existing bathroom or bedroom containing a gas water heater and in every room or closet opening from a bedroom or bathroom having a floor area of less than 25 square feet containing a gas water heater.

6. Prohibit future construction of gas water heaters in bedrooms or bathrooms.

7. Determine possibility of cross-connections or back-syphonage from toilet bowls, laundry trays, etc.

<table>
<thead>
<tr>
<th>Science Knowledge of:</th>
<th>Nuisances and health hazards resulting from improper construction, installation and maintenance of plumbing facilities.</th>
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<tr>
<th>Ability to:</th>
<th>Recognize and abate nuisances and health hazards. Act under direction.</th>
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<tr>
<th>Ability to:</th>
<th>Advise proper installation, connection, and venting of plumbing facilities. Advise use of approved types of plumbing facilities. Recognize and abate nuisances and health hazards resulting from improper installation, connection and venting of plumbing facilities.</th>
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<tr>
<th>Safety Measures Knowledge of:</th>
<th>Precautions necessary in proper installation, connection and venting of plumbing facilities.</th>
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<tr>
<th>Forms and Records</th>
<th>General Sanitation Card. Legal notices.</th>
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<th>AUXILIARY</th>
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**UNIT OF PLUMBING Checking Level**

**TYPE SITUATION**

**REQUIRED INFORMATION**
## II. Situations Involving Inspection to Determine Proper Installation of Plumbing Fixtures. (Contd.)

<table>
<thead>
<tr>
<th>Type of Job</th>
<th>Situation</th>
<th>Required Information</th>
</tr>
</thead>
</table>
| Finance     | Knowledge of: Relative costs of plumbing facilities.
|             | Costs of construction, installation, connection, venting and repair of plumbing facilities. |
| Public Relations | Knowledge of: Applied psychology. |
| Ability to: | Secure cooperation of public. Instruct public concerning maintenance standards approved by health department. Maintain good will. |
| Safety Measures (Contd.) | Knowledge of: Methods of installing and maintaining plumbing facilities in good order and repair to prevent injuries, accidents and spread of disease. Ability to: Execute duties with minimum conflict and maximum efficiency. Exercise tact and discretion in dealing with public. |

## III. Situations Involving Inspection of Type and Amount of Plumbing.

1. Determine proper construction of soil and waste pipes with lead, steel, cast iron, wrought iron, brass or other approved material.
2. Determine proper construction of water closets, including earthenware bowls, seats of some non-absorbent material and provision for flushing with 3 or more gallons of water at each discharge.
3. Determine provision of proper and adequate amount of plumbing according to volume of water discharged into same.

## IV. Situations Involving Inspection of Maintenance of Plumbing Fixtures.

1. Determine proper maintenance of any water closet, urinal, sink, slop hopper, flush tank or other plumbing fixtures in good order and repair, unbroken and in a clean and sanitary condition, free from accumulations of dirt, filth, urine, feces or other foul matter and from insects, rodents or vermin.
2. Prohibit use of any soil pipe, waste pipe, drain pipe, vent pipe, house drain, septic tank or sewer which has become obstructed or clogged, thus impeding the flow of water or sewage through such pipe.

## Science
- Ability to: Recommend proper types of plumbing facilities according to particular circumstances.

## Safety Measures
- Knowledge of: Improvements in plumbing facilities.
IV. Situations Involving Inspection of Maintenance of Plumbing Fixtures. (Contd.)

3. Prohibit use of any overflowing or open cesspool or septic tank or any cesspool or septic tank the top wall of which has caved in or any cesspool or septic tank of insufficient capacity for the volume of water and sewage discharged into same.

4. Prohibit any water closet, urinal, sink, slop hopper or other plumbing fixture from remaining unused for 10 days or more unless such fixture has been properly sealed to prevent the escape of sewer gas or air from the sewer through such fixture.

5. Determine proper repairing within 24 hours of any pipe, connection, water closet, urinal, sink, slop hopper or other plumbing fixture having any defects, openings, breaks or apertures.

Science (Contd.)

Ability to:

Advise proper maintenance and repair of plumbing facilities.

Recognize and abate nuisances and health hazards resulting from improper maintenance of plumbing facilities.
UNIT OF DAIRY FARM

I. 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. Applicant may request inspector to review plans and blue prints before building.

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.

II. Situations Involving Survey of 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.

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.

III. 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.
III. Situations Involving Inspection of Buildings. (Contd.)

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.

   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 (Contd.)

Knowledge of:

- 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.
- 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, repair, etc.

Public Relations

Knowledge of:

- Applied psychology.

Ability to:

- Execute duties with minimum conflict and maximum efficiency.
- Exercise tact and discretion in dealing with public.
IV. 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, pustules, swellings, enlarged glands, unusual cough, lameness, unusual slobbering, 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.
4. Assist veterinarian in control of tuberculosis, undulant fever and foot and mouth disease.

V. 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.
2. Clothing.
   a. Determine provision of proper clothing for employees, including cap, shoes, boots, 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 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.
VI. 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 after milking.

   b. Discarding of fore 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.

   e. If milking machines are used, determine proper condition and operation to prevent contamination of milk.

      1) Determine proper protection of teat cups from contamination.

      2) Determine proper condition and operation of machines to prevent contamination of, or injury to, cows.

      3) Determine proper handling of milk en route from machines to receiving vats to prevent contamination of milk.

3. Determine clean, dry hands of milkers.

4. Determine keeping of other animals and fowls out of barn during milking periods.

5. Prohibit feeding or unloading hay, hauling manure, burning rubbish or other activities which create odors or dust or fly nuisances during milking.

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UNIT OF DAIRY FARM

Checking Level

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<tr>
<td>VII. Situations Involving Inspection of Methods of Fly Control.</td>
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<tr>
<td>1. Prohibit feeding or unloading hay, hauling manure, etc., during milking.</td>
<td>Science Knowledge of: Communicable disease control.</td>
<td>Knowledge of: Breeding places and habits</td>
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<td>5. Recommend use of electric fly killing machine, fly sprays and fly traps.</td>
<td>Science Knowledge of: Methods of preventing and eliminating contamination of milk and equipment. Nuisances and health hazards resulting from insanitary conditions and practices.</td>
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VIII. 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. | Science Knowledge of: Communicable disease control. Entomology Bacteriology Veterinary science. Rodents 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. |
| 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. | Knowledge of: Rodents 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. |
| 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. | Ability to: Recognize and abate nuisances and health hazards resulting from improper feeding practices and procedure. |
| 5. Prohibit cows from wading in sewage or contaminated water. | |

IX. 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, Broderson filter. | Science Knowledge of: Communicable disease control. Entomology Bacteriology Filtering and cooling processes. |
### IX. Situations Involving Inspection of Filtration and Cooling Processes. (Contd.)

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<td><strong>Standard of purity for milk.</strong></td>
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<td><strong>Methods of preventing and eliminating contamination of milk and equipment.</strong></td>
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<td><strong>Standards of sanitation and sterilization.</strong></td>
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<td><strong>Nuisances and health hazards resulting from improper filtering and cooling of milk.</strong></td>
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<td><strong>Ability to:</strong></td>
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<td><strong>Recommend proper equipment and processes according to particular circumstances.</strong></td>
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2. Determine proper method of filtering and cooling.
   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.

### X. Situations Involving Inspection of Bottling and Capping 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.

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.
## X. Situations Involving Inspection of Bottling and Capping Process. (Contd.)

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 statements on labels.

## XI. 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°F 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.

## XII. Situations Involving Inspection of Transportation Facilities and Methods.

1. Facilities.
   a. Determine use of trucks of substantial construction, properly labeled on the outside with name and address of dairy or distributor and name of product in letters at least 3 inches in height and 1 1/2 inches in width.
   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.

   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. Recommend washing of ice sacks in chlorine solution before placing on cases.

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<td>Methods of storing milk and equipment.</td>
<td>Sources of contamination.</td>
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<td>Proper storage equipment.</td>
<td>Necessity of temperature control.</td>
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<td>Recognize nuisances and health hazards resulting from improper storage of milk.</td>
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XII. Situations Involving Inspection of Transportation Facilities and Methods. (Contd.)
   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.

XIII. 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, milkstone, dust, dirt, vermin, insects, etc.
   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.

XIV. Situations Involving the Collection of Samples.
   1. Bottled Milk.
      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.
   2. Other milk.
      a. Point of collection: dairy.
      b. Times of collection same as for bottled milk.
### XIV. Situations Involving the Collection of Samples. (Contd.)

- **c. Necessary equipment:** watertight, iced sample case or container, sterile bottle and cap and sterile, wrapped pipettes.
- **d. Method of sampling.**
  1. Collect samples at different points of handling between milk- ing and bottling. Draw milk through pipette, let run into 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 and caps or covers from all contamination. Place 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.

### XV. 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 washing all machinery, piping, equipment, utensils, etc., and sterilizing 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 (Contd.)

**Ability to:**
- Recognize necessity of collection of samples.
- Prevent contamination of samples and equipment.
- Interpret laboratory reports.
- Write reports.

### Science

**Knowledge of:**
- Communicable disease control.
- 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.
XVI. 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 drainage.

2. Construction.
   a. Determine substantial construction and ease of cleaning and disinfecting corrals.
   b. Determine adequate size to prevent overcrowding, allowing a minimum of 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. Determine installation of automatic valves and overflow pipe drain plug.
   f. Determine proper rat-proofing of feed racks and platforms.
   g. Determine construction of adequate shelter sheds.

   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 weekly and proper disposal according to local laws and regulations.

XVII. 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 1/8 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.

Consult Unit of Housing.
XVII. Situations Involving Inspection of Housing. (Contd.)

   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.

XVIII. 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.
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 location, 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 of platform to a depth of 1 1/2 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 1/2 foot above bottom of tank to prevent sand and other sediment from contaminating the supply line. Determine installation of a clean-out pipe flush 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 1/16 inch mesh copper fly screening for opening, and covering of this screening with 1/4 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 at proper height 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 1 1/2 inches in diameter leading from cooler in milkhouse and determine connection of such pipe line to drinking troughs to prevent waste of cooler water.
UNIT OF DAIRY FARM

Checking

Level

TYPE SITUATION

TECHNICAL

REQUIRED INFORMATION

AUXILIARY

XVIII. Situations Involving Inspection of Water Supply. (Contd.)

2) 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, CL V.

XIX. Situations Involving Inspection of Sewage Disposal.

Consult Unit 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, CL I. Prohibit installation of privy in any corral and within 100 feet of any well or other source of drinking water.

XX. Situations Involving Inspection of Drainage Facilities.

Consult Unit of Sewage Disposal.

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.
XX. Situations Involving Inspection of Drainage Facilities. (Contd.)

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.
   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, CL V.

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 5/10 foot per cow served per milking. Construction of settling chamber of cement. Limiting depths below flow line of gutter between 9 inches and 12 inches, with shallow depths preferred.
      3) Equipment of settling chamber with screens, kind, size and placing of screens dependent

* Screen chamber designed by Prof. H. B. Walker, Davis, California.
XX. Situations Involving Inspection of Drainage Facilities. (Contd.)

upon local conditions. Three screens usually placed as follows: 1/2 inch mesh screen, 30 inches from inlet; 1/4 inch mesh screen, 60 inches from inlet; 1/3 inch mesh screen, 6 inches from outlet.

4) Equipment of settling chamber with removable, solid floor baffles 3 inches in height about midway between screens.

5) Sewer outlet opposite inlet about four inches in diameter.

6) Sewer line.

7) Receiving tank holding 3 to 6 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.

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 effluent.
   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 best results.
XX. Situations Involving Inspection of Drainage Facilities. (Contd.)

d) Properly disposed of to prevent contamination 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.

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.
# UNIT OF PASTEURIZING PLANT

## Checking

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### I. Situations Involving Contact with Owner, Operator, Manager or Applicant for License

1. Consult Unit of Dairy Farm, CL I.

### II. Situations Involving Survey of Surroundings

1. Determine suitability of location for pasteurizing plant and compliance with zoning restrictions.
2. Determine kind and nature of adjoining premises, free from insanitary conditions, odor or smoke nuisances, industrial wastes, breeding places for rodents, vermin, flies and other insects, etc.
3. Determine topography of land, proper slope for drainage, 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 plant.
6. Determine general appearance and condition of surroundings, including neatness, cleanliness, proper landscaping, freedom from rubbish, garbage, manure, odors, flies, etc.

### III. Situations Involving Inspection 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 cement or other impermeable material, free from cracks and crevices, properly sloped for drainage. Recommend use of cement laid in iron grill work to prevent wear from trucking, etc.
      2) Determine construction of walls and ceilings of smooth cement, tile or other impermeable material covered with oil paint of light color, preferably with aluminum paint to withstand moisture, heat and cold.
   b. Light.
      1) Determine provision of adequate natural or artificial light to enable all parts of plant to be readily seen and to protect health of employees.

### Science

Knowledge of:
- Communicable disease control.
- Bacteriology
- Entomology
- Rodents
- Location factors.
- Standards of sanitation.
- Surveying

### Trade Terms

Proper arrangement of buildings and proper selection and arrangement of equipment to insure efficient operation of pasteurizing plant.

### Responsibility

Necessity and methods of preventing injuries, accidents and spread of disease.

Standards of sanitation.

Methods of maintaining pasteurizing plant in a sanitary condition.

Proper facilities for and methods of disposal of waste products.
### III. Situations Involving Inspection of Building and Equipment. (Contd.)

#### c. Ventilation.
1) Determine provision of adequate ventilation by means of windows, doors, skylight, fans, adequate and proper ducts to carry off steam, etc. Determine provision of proper ventilation to protect health of employees.
2) Determine maintenance of proper temperature, freedom from odors and impure air, etc.

#### d. Screening.
1) Determine provision of stationary or self-closing, tight-fitting, metal screens not coarser than 14 mesh in removable sash on doors, windows and other openings where practicable.

#### e. Plumbing facilities and dressing rooms.
1) Determine construction and installation of adequate number of toilets, conveniently located separate and apart and not in direct communication with pasteurizing room and other rooms.
2) Determine installation 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 drainage of all plumbing facilities.
4) Determine provision of pure and adequate water supply and facilities for hot and cold running water.
5) Determine installation of one or more sinks for washing and cleaning utensils and apparatus.
6) Determine provision of adequate number of dressing rooms for changing and hanging wearing apparel, located separate and apart from pasteurizing room and other rooms.

#### Science (Cont'd.)

**Ability to:**
- Recognize and abate nuisances and health hazards resulting from improper construction and installation according to particular circumstances.
- Advise proper construction and equipment according to particular circumstances.
- Advise proper methods of maintaining pasteurizing plant in a sanitary condition.
- Read and interpret blue prints and draw diagrams and sketches.
- Conduct survey of pasteurizing plant.
- Score pasteurizing plant.
- Write reports.

#### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Departmental regulations.

#### Forms and Records

- Inspection Card.
- Survey form.
- Pasteurizing Plant Score Card.
- Communicable Disease Card.
- Legal notices.

#### Finance

**Knowledge of:**
- Relative costs of building materials, construction and installation, repair, etc.
- Relative costs of equipment, installation, repair, etc.

#### Public Relations

**Knowledge of:**
- Applied psychology.

**Ability to:**
- Secure cooperation of public in program of health department to protect milk supply.
- Instruct public concerning construction and maintenance standards approved by health department.
- Maintain good will.

**Ability to:**
- Prevent and eliminate breeding places and harbors of rodents, vermin and insects.
- Proper construction and maintenance to minimize danger of falling, slipping on wet floors, etc.
- Execute duties with minimum conflict and maximum efficiency.
- Exercise tact and discretion in dealing with public.
III. Situations Involving Inspection of Building and Equipment. (Contd.)

a. Temperature indicators and controls, transportation facilities and other equipment, machinery, apparatus, implements, etc.

b. Recommend provision of stainless steel equipment.

3. Sanitary maintenance of building and equipment.

a. Determine maintenance of building and all parts thereof in good working order and repair and in a clean, sanitary condition free from cracks and crevices, dust, dirt, flies and other insects, odors, garbage, rubbish, vermin, rodents, etc.

1) Determine proper and adequate disposal of waste products according to local laws and regulations.

2) Determine washing of floors after each use. Determine daily washing and scrubbing of toilet floors.

3) Determine maintenance of plumbing facilities in good order and repair and in a clean sanitary condition. Determine provision of hot and cold running water, soap and single service towels in lavatory.

b. Determine maintenance of all equipment in good order and repair and in a clean, sanitary condition, sound, smooth, cleanable, free from rust, open seams, dirt, dust, waste matter, rodents, vermin, insects, etc.

1) Prohibit use of receptacles used for storage or handling of milk and milk products for other purposes.

2) Prohibit pasteurized milk from coming in contact with equipment which has been used for raw milk unless such equipment has been washed and sterilized after each use.

2) Determine adequate protection of sterilized equipment from dust, dirt, flies and other insects, rodents, vermin, contamination by persons, etc.

4) Determine protection of milk and all equipment from dust, dirt, insects, rodents, vermin, contamination by persons from handling, spitting, coughing, sneezing, smoking, etc.
### IV. Situations Involving Inspection of Process of Receiving Milk from Dairies.

1. Determine provision of proper and adequate equipment, including receiving platform, automatic weighing machine, holding vats, cooling vats, piping, etc.

2. Determine proper care of equipment.
   a. Determine cleanliness of receiving platform, free from dust, dirt, rubbish, garbage, waste material, vermin, rodents, flies and other insects, etc.
   b. Determine protection of milk during unloading from direct rays of sun, warm air, mud, rain, dust, dirt, insects, waste matter, etc.
   c. Determine cleanliness and proper working order of automatic weighing machine.
   d. Determine proper washing and sterilization of holding vats, cooling vats, piping and other equipment after each use.
   e. Determine proper washing, sterilizing and drying of milk cans after each use. Determine freedom of milk cans from broken seams, rust, milk stone, etc.

3. Determine proper receiving of milk, including separate weighing of milk from each dairy, passing of milk through internal type of cooler to cool milk to around 40°F. and storage of milk in holding or cooling vats at that temperature before pasteurization.

### V. Situations Involving Inspection of Pasteurizing Process.

1. Determine provision of proper and adequate equipment.
   a. Determine provision of heating coils to pre-heat milk.
   b. Determine provision of approved type of pasteurizer.
      1) Recommend stainless steel vat. Advise against use of copper vat because copper tends to give oxidized or metallic flavor to milk. Permit use of equipment lined with glass or porcelain.
      2) Recommend use of spray type vat equipped with paddles to agitate milk during pasteurization. Advise against use of coil type vat.
      3) Determine uniformity of heat throughout vat.
   c. Determine provision of indicating and recording thermometers for each pasteurizer.
   d. Determine installation of proper piping, tubes, valves, etc.
V. Situations Involving Inspection of Pasteurizing Process. (Contd.)

2. Determine proper care of equipment.
   a. Determine maintenance of all pasteurizing equipment in good order and repair and in a clean, sterile condition. Determine proper sterilization of equipment after each use.
   b. Determine maintenance of recording thermometers in good working order and repair. Inspect recording thermometers every two weeks for accuracy. Determine keeping of charts at plant for sixty days for inspection.

3. Determine proper pasteurization of milk.
   a. Determine heating of milk to temperature of not less than 140° F. nor more than 145° F. and maintenance of that temperature for not less than 30 minutes nor more than 1 1/2 hours.
   b. Determine slow, continuous agitation of milk during pasteurization to preserve cream line, to diffuse milk and to obtain uniform mixture and heating.
   c. Permit standardization with cream or skim milk of same quality.
   d. Determine immediate and rapid cooling of milk after thirty minutes of pasteurization to a temperature not above 50° F. and maintenance of that temperature until milk is delivered to consumer.

VI. Situations Involving Inspection of Filtration and Cooling Processes.

1. Determine provision of proper and adequate equipment, including piping, filter equipped with filter cloth and screens, external type cooler with receiving trough, and proper type of cooling system, such as mechanical refrigeration, circulating brine machine, direct expansion type, ice machine, etc.

2. Determine proper care of equipment.
   a. Determine proper sterilization of equipment after each use.
   b. Determine maintenance of equipment in good repair and in a clean, sterile condition. Determine freedom of filter from sediment.

3. Determine proper filtering and cooling process.
   a. Determine proper filtering of milk before cooling.

Science (Contd.)

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.
- Read and interpret recording and indicating thermometers.
- Recommend proper types of equipment and apparatus.

Knowledge of:

- Communicable disease control.
- Entomology
- Bacteriology
- Machinery
- Chemistry
- Proper equipment, apparatus, devices, etc.
- Proper methods of sterilization of equipment and apparatus.
- Effects of filtering and cooling on milk.
- Types of cooling systems.
- Methods of filtering and cooling milk.
- Sources of contamination of milk and equipment.
- Methods of preventing and eliminating contamination of milk and equipment.

Knowledge of:

Protection to community necessary in proper handling and filtering and cooling of milk.

Improvements in filtering and cooling processes and equipment.
### VI. Situations Involving Inspection of Filtering and Cooling Processes. (Contd.)

<table>
<thead>
<tr>
<th>Level</th>
<th>TYPE</th>
<th>SITUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>b. Determine immediate cooling of milk after filtering to temperature below 50°F. and maintenance of this temperature.</td>
</tr>
</tbody>
</table>

### VII. Situations Involving Inspection of Bottling and Capping Process.

<table>
<thead>
<tr>
<th>Level</th>
<th>TYPE</th>
<th>SITUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1. Determine provision of proper and adequate equipment, including conveying pipes or tubes, bottles, caps, cases, cans, bottling and capping machine.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Determine proper maintenance of equipment in good order and repair and in a clean, sterile condition. Determine sterilization of bottling and capping machine after each use. Determine keeping of caps in sterile, dust-proof container. Prohibit use of dirty, chipped or cracked or contaminated bottles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Determine proper bottling and capping process.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Determine immediate bottling after cooling.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Determine thorough agitation of milk during bottling.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c. Determine continuous inspection of bottles and discarding of dirty, chipped, cracked or contaminated bottles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Determine immediate capping by machine after bottling.</td>
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<tr>
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<td></td>
<td>4. Determine proper labeling of milk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a. Determine statement of grade of milk on cap as guaranteed pasteurized, or grade A pasteurized.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>b. Determine statement of name and address of producer or original bottler.</td>
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<tr>
<td></td>
<td></td>
<td>c. Determine use of letters 1/8 inch in height and 1/16 inch in width.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>d. Determine truth and legality of all statements on label.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>e. Determine double capping of guaranteed milk and labeling with date of sale on cap.</td>
</tr>
</tbody>
</table>

### REQUIRED INFORMATION

<table>
<thead>
<tr>
<th>TECHNICAL</th>
<th>AUXILIARY</th>
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</thead>
<tbody>
<tr>
<td>Science (Contd.) Knowledge of:</td>
<td></td>
</tr>
<tr>
<td>Methods of fly control.</td>
<td></td>
</tr>
<tr>
<td>Standards of sanitation.</td>
<td></td>
</tr>
<tr>
<td>Nuisances and health hazards resulting from insanitary conditions and practices.</td>
<td></td>
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<tr>
<td>Ability to:</td>
<td></td>
</tr>
<tr>
<td>Recognize and abate nuisances and health hazards resulting from insanitary conditions and practices.</td>
<td></td>
</tr>
<tr>
<td>Recognize and trace sources of contamination of milk and equipment.</td>
<td></td>
</tr>
<tr>
<td>Recommend proper types of equipment and apparatus.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Science Knowledge of: |
| Communicable disease control. |
| Bacteriology |
| Entomology |
| Machinery |
| Proper equipment, apparatus, devices, etc. |
| Bottling and capping processes. |
| Proper care and methods of sterilization of equipment and apparatus. |
| Necessity and methods of proper bottling and capping of milk. |
| Sources of contamination of milk and equipment. |
| Methods of preventing and eliminating contamination of milk and equipment. |
| Methods of fly control. |
| Standards of sanitation. |
| Nuisances and health hazards resulting from insanitary conditions. |
| Proper labeling and grading of milk. |
| Ability to: |
| Recognize and abate nuisances and health hazards resulting from insanitary conditions and practices. |
| Recommend proper types of equipment and apparatus. |
| Advise proper labeling. |</p>
<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIII. Situations Involving Inspection of Storage Facilities.</td>
<td>Science</td>
<td>Knowledge of:</td>
</tr>
<tr>
<td>a. Determine provision of refrigerator or refrigerated room for storage of bottled milk.</td>
<td>Bacteriology</td>
<td>Necessity of proper storage of milk and equipment.</td>
</tr>
<tr>
<td>b. Determine storage of bottled milk at temperature below 50°F.</td>
<td></td>
<td>Necessity and methods of temperature control.</td>
</tr>
<tr>
<td>d. Determine protection of bottles from dirt, dust, waste matter, vermin, rodents, insects and other contamination.</td>
<td></td>
<td>Sources of contamination of milk and equipment.</td>
</tr>
<tr>
<td>2. Empty bottles.</td>
<td></td>
<td>Necessity and methods of preventing and eliminating contamination of milk.</td>
</tr>
<tr>
<td>a. Determine storage of empty bottles in separate room and protection of bottles from contamination.</td>
<td>Ability to:</td>
<td>Recognize and abate nuisances and health hazards resulting from improper storage of milk and equipment.</td>
</tr>
<tr>
<td>a. Determine keeping of milk caps in unopened, dust-proof tubes or containers and storage of tubes in protected room or cabinet.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IX. Situations Involving Inspection of Methods of Handling Cream, Skim Milk and Buttermilk.</td>
<td>Science</td>
<td>Knowledge of:</td>
</tr>
<tr>
<td>a. Determine provision of proper and adequate equipment for handling cream, including pasteurizer, vats, tubes, piping, separator, cooler, bottling and capping machine, caps, bottles, cases, cans, containers, testing equipment, etc.</td>
<td>Bacteriology</td>
<td>Types of milk products.</td>
</tr>
<tr>
<td>b. Determine proper methods of handling cream.</td>
<td>Entomology</td>
<td>Trade terms.</td>
</tr>
<tr>
<td>1) Determine proper method of separating cream from milk.</td>
<td>Chemistry</td>
<td>Types of mix.</td>
</tr>
<tr>
<td>2) Determine proper method of pasteurizing cream used for butter by heating to temperature above 145°F. If heated to a temperature above 150°F, allow holding time of thirty minutes to be decreased by one minute for each degree above 145°F.</td>
<td>Machinery</td>
<td>General formulae.</td>
</tr>
<tr>
<td>3) Determine immediate cooling of cream, except cream used for butter, to temperature below 50°F.</td>
<td>Milk and milk products.</td>
<td>Improvements in methods of handling cream, skim milk and buttermilk.</td>
</tr>
<tr>
<td>5) Determine storage in refrigerator and maintenance of temperature below 50°F.</td>
<td>Processes and methods of handling cream, skim milk and buttermilk.</td>
<td>Factors influencing quality of milk or milk products.</td>
</tr>
<tr>
<td></td>
<td>Proper care and methods of sterilization of equipment and apparatus.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standards of quality for milk products.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sources of contamination.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Necessity and methods of preventing and eliminating contamination of milk products and equipment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standards of sanitation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Methods of fly control.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Proper labeling and grading of milk products.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nuisances and health hazards resulting from insanitary conditions and practices.</td>
<td></td>
</tr>
</tbody>
</table>
UNIT OF PASTEURIZING PLANT
Checking Level

<table>
<thead>
<tr>
<th>IX. Situations Involving Inspection of Methods of Handling Cream, Skim Milk and Buttermilk. (Contd.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Skim milk.</td>
</tr>
<tr>
<td>a. Determine compliance of skim milk with standards requiring less than 3 per cent of milk fat and not less than 8.8 per cent of milk solids not fat.</td>
</tr>
<tr>
<td>b. Determine labeling as for milk, with addition of words &quot;Skim Milk&quot; on cap.</td>
</tr>
<tr>
<td>a. Determine compliance of buttermilk with standards defining it as sweet or ripened milk or cream from which milk fat has been completely or partially removed by churning.</td>
</tr>
<tr>
<td>b. Determine provision of proper and adequate equipment for handling buttermilk, including buttermilk churn, starter or culture, buttermilk vat or mixer, bottles, caps, cases, containers, etc.</td>
</tr>
<tr>
<td>c. Determine labeling as for milk, with addition of word &quot;Buttermilk&quot; on cap.</td>
</tr>
<tr>
<td>d. Determine adulteration of buttermilk by addition of water. Prohibit use or sale of adulterated buttermilk. Collect sample of buttermilk which is adulterated, or suspected of being adulterated, and take to laboratory for analysis. If buttermilk proves to be adulterated, inspector acts under direction of superiors.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X. Situations Involving Inspection of Miscellaneous Processes.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Chocolate milk.</td>
</tr>
<tr>
<td>a. Determine provision of proper and adequate equipment for making chocolate milk, including piping, vat, steam kettle, tubes, cooler, etc. Determine provision of proper ingredients such as sugar, malt, cocoa, etc.</td>
</tr>
<tr>
<td>b. Determine addition of chocolate syrup and other ingredients to milk and mixing together in vat. Determine other procedure, such as cooling, bottling and capping, storing, transporting, etc., same as for milk.</td>
</tr>
<tr>
<td>c. Determine proper labeling as for milk, label bearing trade name in place of word &quot;Milk&quot;, and without grading.</td>
</tr>
</tbody>
</table>

Science (Contd.)

Ability to:
- Recognize and abate nuisances and health hazards resulting from insanitary conditions and practices.
- Recommend proper methods of handling milk products and proper machinery.
- Advise proper labeling.

Knowledge of:
- Communicable disease control.
- Bacteriology
- Chemistry
- Milk and milk products.
- Types of processes and effects on milk and milk products.
- Proper equipment.
- Methods of preventing and eliminating contamination of milk and equipment.

Knowledge of:
- Trade terms.
- Scientific terms.
- Improvements in methods of handling milk and milk products.
X. Situations Involving Inspection of Miscellaneous Processes. (Contd.)
2. Direct irradiation of milk.
   a. Determine provision of proper and adequate irradiator.
   b. If used, determine proper method of irradiation of milk before pasteurization to increase vitamin D content of milk. Determine other procedure same as for pasteurized milk.

XI. Situations Involving Inspection of Laboratory Testing Equipment.
1. Determine provision of proper and adequate laboratory testing equipment, such as the Babcock tester, the Gerber method (Fucoma equipment) or the Mojonnier testing method. Determine accuracy of all testing equipment, glassware, weights, scales, etc., and approval by local health department.

XII. Situations Involving Inspection of Licenses Required.
1. Determine possession of proper permits and licenses required by local health department.
2. Determine possession of laboratory technician's license, required of all persons who make bacteriological determinations upon milk to be used as a basis of payment or determining value.
3. Determine possession of weigher and sampler's license, required of all persons, except licensed testers, who take samples of milk or cream on which tests are made as a basis of payment and of all persons who make weighings of milk or cream to be used as a basis of payment.
4. Determine possession of tester's license for each method or process used, required of all persons who test milk or cream on the basis of the milk fat it contains.
XIII. Situations Involving Inspection of Washing, Sterilization and Drying of Equipment.

1. Washing.
   a. Determine provision of proper and adequate equipment, including wash tubs, hot and cold running water, cleansing agents or detergents, brushes of various sizes and shapes, bottle brushes, hoses, water softening machine if necessary, etc.
   b. Determine proper method of washing utensils, bottles, cans, containers, cases, etc.
      1) Determine immediate rinsing in cold water after each use.
      2) Determine washing in hot water containing proper cleansing agent or detergent.
      3) Determine final rinsing in clean, hot water.

2. Sterilization.
   a. Determine provision of proper and adequate equipment including steam hose, boiler or steam generator with cabinet, chlorine rinse, steam table or small platform, steam pipes, valves, etc., bottle washing and sterilizing machine using strong caustic solutions and final chlorine rinse, can washing and sterilizing machine, etc.
   b. Determine proper method of sterilization.
      1) Determine sterilization with super heated steam or water vapor above 175°F. for at least fifteen minutes. Determine use of chlorine rinse with steam or hot water.
      2) Determine thorough washing, sterilization and drying after each use of all equipment, including holding vats, pasteurizers, fillers, coolers, troughs, cans, containers, cases, bottles, tubes, cabinets, etc., and all machinery, such as irradiator, bottling and capping machine, etc., and all parts of machinery and equipment, including piping, tubes, coils, washers, nozzles, pulleys, conveyers, valves, platforms, etc. Determine thorough cleaning and sterilization of piping with long brushes and steam hose.
   c. Drying.
      1) Determine provision of proper and adequate equipment, including blowers, drying table or stand, valves, drying machine, etc.
UNIT OF PASTEURIZING PLANT
Checking Level

<table>
<thead>
<tr>
<th>UNIT OF PASTEURIZING PLANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Level</td>
</tr>
<tr>
<td>Type Situation</td>
</tr>
<tr>
<td>Technical Required Information</td>
</tr>
<tr>
<td>Auxiliary Information</td>
</tr>
</tbody>
</table>

XIII. Situations Involving Inspection of Washing, Sterilization, and Drying of Equipment. (Contd.)

2) Determine proper drying of all equipment after sterilization. Determine clean, sweet odor of dry equipment and proper protection from dust, dirt, rodents, vermin, insects, waste matter and other contamination.

XIV. Situations Involving Inspection of Transportation Facilities and Methods.

1. Facilities.
   a. Determine use of trucks of substantial construction and labeled on the outside with name and address of distributor and name of product in letters at least 3 inches in height and 1 1/2 inches in width.
   b. Determine maintenance of trucks in good order and repair and in a clean, sanitary condition, washed and scrubbed at least once a week. Prohibit use of trucks for other purposes.

   a. Determine maintenance of temperature of milk below 50° F. by means of cracked or sacked ice placed on cases. Recommend washing of ice sacks in chlorine solution before placing on cases.
   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.

XV. 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.

2. Clothing.
   a. Determine provision of proper clothing for employees, including cap, shoes, apron or outer garment of washable material, etc.
   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 for each employee.

Science

Knowledge of:
- Bacteriology
- Chemistry
- Entomology
- Transportation equipment and facilities.

Construction and maintenance standards for transportation equipment.

Methods of transportation.

Methods of preventing and eliminating contamination of milk and equipment.

Standards of sanitation.

Proper labeling of transportation facilities.

Methods of temperature control.

Knowledge of:
- Sources of contamination.
- Necessity of temperature control.

Ability to:
Enforce regulations prohibiting contact of diseased persons with milk or equipment.
UNIT OF PASTEURIZING PLANT

XV. Situations Involving Inspection of Hygiene of Employees. (Contd.)

3. Care of hands.
   a. Determine keeping of finger nails short and clean.
   b. Determine thorough washing and drying of hands before handling milk and immediately after visiting 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.

XVI. Situations Involving Inspection of Drainage Facilities.

1. Determine provision of proper and adequate drainage facilities to carry off all liquid and sewage waste materials.

2. Inside drainage facilities.
   a. Determine installation of proper and adequate floor drains and clean, unobstructed condition of drains to allow free passage of wastes.
   b. Determine installation of proper and adequate drains in sinks, refrigerators, etc.
   c. Determine installation of proper and adequate plumbing facilities to carry off all sewage wastes. Determine installation of water-flush toilets.

3. Outside drainage facilities.
   a. Determine proper diversion of storm waters from roof and ground.
   b. Determine connection of all plumbing and drainage facilities to public sewer if possible. If septic tank, leaching system or cesspool is used, determine construction and maintenance according to local laws and regulations.
   c. Determine proper construction and maintenance of all drainage facilities to prevent odors and harborage of flies, mosquitoes and other insects, vermin, rodents, etc.
   d. Determine proper location, construction and maintenance of all drainage facilities to prevent contamination of any source of water supply.
XVI. Situation Involving Inspection of Drainage Facilities. (Contd.)
   e. Prohibit use of drainage for irrigation purposes except under certain conditions. Consult Unit of Sewage Disposal, CL V.

XVII. 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.
   2. Determine source of supply from public or private water supply system or from well on premises.
   3. If water is supplied by well on premises, determine construction and maintenance according to local laws and regulations. Consult Unit of Water Supply, CL I, 2, and Unit of Dairy Farm, CL XVIII, 3.
   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, CL V.
UNIT OF ICE CREAM PLANT
Checking Level

<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Situations Involving Contact with Owner, Operator, Manager or Applicant for License.</td>
<td>Consult Unit of Pasteurizing Plant, CL I.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Consult Unit of Dairy Farm, CL I.</td>
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<tr>
<td>II. Situations Involving Inspection of Building and Equipment.</td>
<td>Consult Unit of Pasteurizing Plant, CL III.</td>
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<tr>
<td>1. Building.</td>
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<tr>
<td>a. Consult Unit of Pasteurizing Plant, CL III, 1.</td>
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<tr>
<td>2. Equipment.</td>
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<tr>
<td>a. Determine provision of proper and adequate equipment, including refrigerators, freezers, homogenizer, cans, cases, containers, tubs, vats, cabinets, pasteurizer, bottles, barrels, buckets, dippers, scoops, spoons, ladies, dishes, tables, racks, platforms, cupboards, shelves, counters, cartons, boxes, cleaning equipment, such as brushes, brooms, mops, clothes, pails, hose, etc., fans, receptacles for garbage and rubbish disposal, etc.</td>
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<tr>
<td>b. Recommend stainless steel construction of machinery and equipment used for handling milk and milk products.</td>
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<tr>
<td>3. Sanitary maintenance of building and equipment.</td>
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<tr>
<td>a. Determine maintenance of building and all parts thereof in good order and repair and in a clean, sanitary condition, free from cracks and crevices, dust, dirt, flies and other insects, odors, garbage, rubbish, vermin, rodents, etc.</td>
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<tr>
<td>1) Determine proper and adequate disposal of waste products according to local laws and regulations.</td>
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<tr>
<td>2) Determine washing of floors with steam after each use. Determine daily washing and scrubbing of toilet floors.</td>
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<tr>
<td>3) Determine maintenance of all plumbing facilities in good order and repair and in a clean, sanitary condition. Determine provision of hot and cold running water, soap and single service towels in lavatory.</td>
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<tr>
<td>b. Determine maintenance of all equipment in good order and repair and in a clean, sanitary condition, sound, smooth, cleanable, free from rust, open seams, dirt, dust, waste matter, rodents, vermin, insects, etc.</td>
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<tr>
<td>1) Prohibit use of receptacles used for storage and handling of ice cream for other purposes.</td>
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</tbody>
</table>

Science
Knowledge of:
- Communicable disease control.
- Bacteriology
- Architecture
- Mathematics
- Construction types, standards and methods.
- Nuisances and health hazards resulting from improper construction and installation and insanitary conditions.
- Standards of sanitation.

Ability to:
- Recognize and abate nuisances and health hazards resulting from improper construction and installation.
- Recognize and eliminate sources of contamination of milk, milk products and equipment.

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

Forms and Records
- Inspection Card.
- Survey form.
- General Sanitation Card.
- Communicable Disease Card.
- Legal notices.

Finance
Knowledge of:
- Relative costs of building materials, construction and installation, repair, etc.
- Relative costs of equipment, installation, repair, etc.

Public Relations
Knowledge of:
- Applied psychology.

Ability to:
- Secure cooperation of public in protection of milk and milk products.
- Execute duties with minimum conflict and
II. Situations Involving Inspection of Building and Equipment. (Contd.)

2) Determine adequate protection of sterilized equipment from dust, dirt, flies and other insects, rodents, vermin, contamination by persons, etc.

3) Determine protection of ice cream and all equipment from dust, dirt, waste matter, insects, rodents, vermin and contamination by persons from handling, spitting, coughing, sneezing, smoking, etc.

III. Situations Involving Inspection of Manufacturing Process.

1. Determine provision of proper and adequate equipment, including vats, pasteurizer, homogenizer, freezers, coolers, cans, containers, utensils, cases, cartons, boxes, pipes, conveyors, pulleys, etc.

2. Determine proper manufacturing process.
   a. Determine mixing of milk with sweetening, eggs or egg products, flavoring, coloring and stabilizer.
   b. Determine whether mix is homogenized or emulsified.
   c. Determine proper pasteurization of mix followed by proper cooling and freezing.
   d. Determine storage of ice cream after freezing in refrigerator or hardening room for approximately twelve hours.
   e. Determine cutting, molding or packing of ice cream for sale or shipment in clean, sanitary cartons or containers.

3. Determine proper compliance with local laws and regulations pertaining to the manufacture of ice cream, purity of ingredients, etc.
   a. Determine manufacture of ice cream which contains not less than 10 per cent of milk fat nor more than .6 per cent of pure, harmless, edible stabilizer approved by the proper authorities.
   b. Determine manufacture of ice cream which contains not less than 1.6 pounds of total food solids per gallon, and not more than 150,000 bacteria per gram.
   c. Determine possession of permit to use butter, eggs or egg products.
   d. Prohibit use of neutralizer for the adjustment of ice cream mix when the milk or cream used exceeds .2 per cent acidity or when the acidity of the entire mix exceeds .25 per cent.

Public Relations (Contd.)

Ability to:
   Instruct public concerning construction and maintenance standards approved by health department.
   Maintain good will.

Science

Knowledge of:
   Communicable disease control.
   Bacteriology
   Chemistry
   Machinery
   Manufacturing process.
   Food products and ingredients contained in ice cream.
   Proper types of equipment, apparatus, devices, etc.
   Proper care of equipment.
   Methods of preventing and eliminating contamination of food products and equipment.
   Necessity and methods of preventing spread of disease.
   Standards of sanitation.
   Methods of adulteration of food products.
   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 food products and equipment.
   Recommend proper types of equipment and apparatus.

Required Information

Auxiliary

Knowledge of:
   Trade terms.
   Types of ice cream and mix.
   Types of flavorings, colorings, etc., approved by health department.
   Adulteration of food products.

Ability to:
   Prevent adulteration of food products.
UNIT OF ICE CREAM PLANT

III. Situations Involving Inspection of Manufacturing Process. (Contd.)

   e. Determine proper pasteurization of all ingredients except fruits, nuts and flavors.
   f. Determine manufacture of fruit ice cream which contains not less than 8 per cent of milk fat and not less than 3 per cent by weight of clean, mature, sound fruit or fruit juice, with or without harmless flavoring or coloring, and not more than .6 of 1 per cent of pure, harmless, edible, approved stabilizer.
   g. Determine manufacture of nut ice cream which contains not less than 8 per cent of milk fat and not less than 1 per cent by weight of sound, non-rancid nut meats.
   h. Determine manufacture of chocolate ice cream which contains not less than 8 per cent of milk fat and not less than 1 per cent by weight of ground chocolate or cocoa.
   i. Determine manufacture of French ice cream, French custard ice cream, cooked ice cream, ice custard, parfaits and all similar varieties of ice cream which contain not less than 10 per cent of milk fat and not less than 5 dozen of clean, wholesome egg yolks, or 1.5 pounds of wholesome dry egg yolk containing not more than 7 per cent of moisture, or 3 pounds of wholesome frozen egg yolk containing not more than 55 per cent of moisture, or the equivalent of egg yolk in other form for each 90 pounds of ice cream mix.

IV. Situations Involving Inspection of Storage Facilities.

   1. Ice cream.
      a. Determine proper storage of ice cream in containers in hardening room for approximately twelve hours.
      b. Prohibit storage of contaminating materials with ice cream.
      c. Determine protection of ice cream from dirt, dust, waste matter, rodents, vermin, insects and other contamination.

   2. Cartons and boxes.
      a. Determine storage of cartons, boxes, containers and other receptacles used for packing ice cream in dust-proof cases or containers.

   Science
   Knowledge of:
   Communicable disease control.
   Bacteriology
   Necessity and methods of proper storage of ice cream and equipment.
   Necessity and methods of temperature control.
   Sources of contamination of ice cream and equipment.
   Necessity and methods of preventing and eliminating contamination of ice cream and equipment.

   Ability to:
   Recognize and abate nuisances and health hazards resulting from improper storage of ice cream and equipment.
   Eliminate sources of contamination.
UNIT OF ICE CREAM PLANT
Checking Level TYPE SITUATION REQUIRED INFORMATION AUXILIARY

V. Situations Involving Inspection of Washing, Sterilization and Drying of Equipment.
   1. Consult Unit of Pasteurizing Plant, CL XIII.

VI. Situations Involving Inspection of Labeling.
   1. Labeling of packages and containers.
      a. Determine proper labeling of packages and containers with statement of net contents and name and address of manufacturer below the words "manufactured by", or name and address of distributor below the words "distributed by", or name and address of retailer below the words "put up for" or "put up by."
   2. Determine proper labeling of transportation facilities.
      a. Determine proper labeling of transportation vehicles with correct name of product and name and address of manufacturer, distributor or retailer.
   3. Mislabeling.
      a. Determine mislabeling of product when name used on product does not conform to definition and standards prescribed by law.
      b. Determine mislabeling when statement, design, device, symbol, picture or illustration, if present, is false, deceiving or misleading.
      c. Determine mislabeling when net contents are not marked on package or container.
      d. Determine mislabeling of ice cream containing artificial coloring and flavoring if the names of the flavorings or extracts are used and the product is not labeled "artificial flavor and color." If names of colorings and extracts are not stated on product containing artificial flavoring and coloring, determine labeling of product merely as "ice cream."
      e. Determine mislabeling when product is mislabeled or colored to deceive, falsely labeled as foreign product or when original contents are removed in whole or part and container refilled.
      f. Prohibit sale or offering for sale of ice cream which is mislabeled or misbranded according to local laws and regulations.

Science
   Knowledge of:
   - Ice cream labels approved by health department.
   - Necessity of proper labeling of ice cream.
   - Factors constituting mislabeling of ice cream.
   - Types of ice cream and ingredients.

Ability to:
   - Recognize mislabeling.
   - Instruct public concerning proper labeling of ice cream.

Knowledge of:
   - Protection to community necessary in proper labeling of ice cream.
   - Trade marks, firm names, etc.
   - Types and names of flavorings, colorings, etc., approved by health department.
### VII. Situations Involving Inspection Relating to Adulteration of Ice Cream.

1. **Determine adulteration of ice cream when the milk or cream used in the manufacture of such ice cream contains any compound of boron, salicylic acid, formaldehyde or other chemical or substance used to prevent or delay fermentation.**

2. **Determine adulteration of ice cream containing any substances, colorings, extracts, flavorings, stabilizers, neutralizers, etc., except those approved by the local health department.**

3. **Prohibit sale or offering for sale of ice cream which is adulterated according to local laws and regulations.**

### VIII. Situations Involving Inspection of Drainage Facilities.

1. Consult Unit of Pasteurizing Plant, CL XVI.

### IX. Situations Involving Inspection of Hygiene of Employees.

1. Consult Unit of Pasteurizing Plant, CL XV.

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**Science**

Knowledge of:

- Chemistry
- Communicable disease control
- Bacteriology
- Methods of adulteration of food products
- Substances and ingredients unfit for human consumption
- Methods of preparation, storage and refrigeration of food products
- Substances and ingredients used in adulteration of ice cream
- Substances and ingredients approved by health department

Knowledge of:

Factors contributing to adulteration of food products

**Ability to:**

- Recognize adulterated food products
- Prevent sale or consumption of adulterated food products

Consult Unit of Sewage Disposal and Unit of Plumbing.

Consult Unit of Pasteurizing Plant, CL XV.
# UNIT OF BAKERY
## Checking Level

<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>AUXILIARY</th>
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</thead>
<tbody>
<tr>
<td><strong>I. Situations Involving Contact With Owner, Operator, Manager or Applicant For License.</strong>&lt;br&gt;1. Upon application for license to operate bakery, make thorough inspection and report findings to superiors with recommendations for granting or denial of license.&lt;br&gt;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.&lt;br&gt;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.</td>
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<tr>
<td><strong>II. Situations Involving Inspection of Construction of Building and Equipment.</strong>&lt;br&gt;1. Determine proper construction of building according to local laws and regulations.&lt;br&gt;a. Floors, walls and ceilings.&lt;br&gt;1) Determine construction of floors of smooth cement or hardwood of impermeable surface.&lt;br&gt;2) Determine construction of walls and ceilings of smooth finish and impermeable surface covered with oil paint of light color.&lt;br&gt;b. Light.&lt;br&gt;1) Determine provision of sufficient natural or artificial light to permit all parts of bakery to be readily seen.&lt;br&gt;c. Ventilation.&lt;br&gt;1) Determine provision of proper and adequate ventilation to protect the health of patrons and employees.&lt;br&gt;2) Determine maintenance of proper temperature whenever possible.&lt;br&gt;3) Determine freedom of bakery from dampness, odors, carbon monoxide gas, etc.&lt;br&gt;d. Screens.&lt;br&gt;1) Determine proper screening of doors, windows and other openings with stationary or self-closing, tight-fitting metal screens, not coarser than 14 mesh, in removable sash.&lt;br&gt;e. Size of rooms.&lt;br&gt;1) Determine minimum ceiling height of 8 feet, measured from floor surface to underside of ceiling.</td>
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<tr>
<td>Science Knowledge of:&lt;br&gt;Communicable disease control.&lt;br&gt;Bacteriology&lt;br&gt;Entomology&lt;br&gt;Rodents&lt;br&gt;Architecture&lt;br&gt;Mathematics&lt;br&gt;Construction types, standards and methods.&lt;br&gt;Building materials.&lt;br&gt;Blue prints.&lt;br&gt;Types and installation of heating, lighting, ventilating and plumbing facilities.&lt;br&gt;Proper equipment.&lt;br&gt;Nuisances and health hazards resulting from improper construction and installation.&lt;br&gt;Cooperating departments.&lt;br&gt;Necessity and methods of preventing injuries, accidents and spread of disease.</td>
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<tr>
<td>Knowledge of:&lt;br&gt;Proper installation, connection and ventilation of plumbing, heating, and lighting facilities to prevent injuries, accidents and spread of disease.</td>
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<td>Ability to:&lt;br&gt;Recognize and abate nuisances and health hazards resulting from improper construction and installation.&lt;br&gt;Advise proper construction, installation and repair according to particular circumstances.&lt;br&gt;Read and interpret blue prints and drawing diagrams and sketches.&lt;br&gt;Cooperate with other governmental departments.</td>
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<td>UNIT OF BAKERY</td>
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<tr>
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<th>TECHNICAL REQUIRED INFORMATION</th>
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<tbody>
<tr>
<td><strong>II. Situations Involving Inspection of Construction of Building and Equipment.</strong> (Contd.)</td>
<td><strong>Laws and Regulations:</strong></td>
<td><strong>Ability to:</strong></td>
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<tr>
<td></td>
<td>State laws.</td>
<td>Execute duties with minimum conflict and maximum efficiency.</td>
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<td></td>
<td>County and municipal ordinances.</td>
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<td></td>
<td>Departmental regulations.</td>
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<td><strong>Forms and Records</strong></td>
<td>Exercise tact and discretion in dealing with public.</td>
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<td>Food Sanitation Card.</td>
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<td></td>
<td>Legal notices.</td>
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<td><strong>Finance</strong></td>
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<td>Knowledge of:</td>
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<td></td>
<td>Relative costs of building materials, construction, and installation, repair, heating, lighting and plumbing facilities and equipment.</td>
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<td><strong>Public Relations</strong></td>
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<td>Knowledge of:</td>
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<td>Applied psychology.</td>
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<td><strong>Ability to:</strong></td>
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<td></td>
<td>Secure cooperation of public.</td>
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<td></td>
<td>Instruct public concerning construction standards approved by health department.</td>
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<td>Maintain good will.</td>
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**a. 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 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.

**b. 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, sieves, dippers, ladles; wrapping machine or wrapping and slicing machine; fans; brushes, brooms, mops, cloths, pails and other cleaning equipment and receptacles for garbage and rubbish disposal, etc.**
III. 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.
   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.
   c. Determine provision of running water and soap in lavatory.
   d. Prohibit use of any common drinking cup or towel.

IV. 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.
### IV. Situations Involving Inspection of Protection of Food Products. (Contd.)

#### 2. Determine protection of food products from contamination by animals, rodents, vermin, and insects.

- **a.** Prohibit animals or fowls in bakery or within 35 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, cockroaches, fleas, ants, spiders, etc.

#### 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 vessels containing fruit, vegetable or syrup.
- **e.** Determine proper enclosing with glass or other protection of show cases, shelves and other display equipment.
- **f.** Determine proper covering or other protection of foodstuffs during cleaning and sweeping.

#### 4. Determine proper protection of foodstuffs from decomposition 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.

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<tr>
<th>Science (Contd.)</th>
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<tbody>
<tr>
<td>Knowledge of:</td>
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<tr>
<td>Methods of refrigeration.</td>
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<tr>
<td>Necessity and methods of preventing spread of disease.</td>
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<tr>
<th>Auxiliary</th>
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<tbody>
<tr>
<td>Knowledge of:</td>
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<tr>
<td>Sources of contamination.</td>
</tr>
<tr>
<td>Diseases spread by common containers and receptacles.</td>
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<tr>
<td>Diseases spread by persons, animals, rodents, vermin and insects.</td>
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</tbody>
</table>
UNIT OF BAKERY
Checking
Level

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<tr>
<th>TYPE SITUATION</th>
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<tr>
<td>IV. Situations Involving Inspection of Protection of Food Products. (Contd.)</td>
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<tr>
<td>6. Determine proper protection of foodstuffs from flooded floors, sewage, fire, rain, dust, dirt, etc.</td>
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<tr>
<td>V. Situations Involving Inspection of Hygiene of Employees.</td>
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<tr>
<td>1. Body cleanliness.</td>
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<tr>
<td>a. Determine cleanliness of all employees, clean shaven and free from obnoxious odors, dirt, etc.</td>
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<tr>
<td>2. Clothing.</td>
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<tr>
<td>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.</td>
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<td>b. Determine maintenance of all clothing in a clean, sanitary condition at all times. Determine provision of an individual towel or wiping cloth for each employee.</td>
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<tr>
<td>3. Care of hands.</td>
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<tr>
<td>a. Determine keeping of finger nails short and clean at all times.</td>
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<tr>
<td>b. Determine thorough washing of hands and arms before handling or preparing food and immediately after visiting toilet or lavatory.</td>
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<tr>
<td>4. Communicable disease control.</td>
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<tr>
<td>a. Prohibit employment as foodhandler of any person afflicted with any communicable or infectious disease. Consult Unit of Communicable Disease Control.</td>
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<tr>
<td>VI. Situations Involving Inspection of Labeling.</td>
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<tr>
<td>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</td>
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<tr>
<td>a. An imitation of another article of food.</td>
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<tr>
<td>b. Mislabeled or colored to deceive, i.e., falsely labeled as foreign product or original contents removed in whole or part and container refilled.</td>
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<tr>
<td>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 accuracy of all statements on labels.</td>
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</table>

Science

Knowledge of:
- Communicable disease control.
- 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 laundering.
- Diseases spread by persons.

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.
- Act under direction.
- Write reports.
<table>
<thead>
<tr>
<th>Level</th>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
</tr>
</thead>
</table>

VI. Situations Involving Inspection of Labeling. (Contd.)

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 1 x 1-1/2 inches nor smaller than 1 x 3/4 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.

VII. 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 or injuriously affect its quality, purity, strength or food value. Determine use of only certified preservatives, 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.
VII. Situations Involving Inspection Relating to Adulteration of Food Products. (Contd.)

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.

VIII. Situations Involving Inspection of Disposal of Waste Products.

1. Determine proper construction, installation and maintenance of all drainage and plumbing 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.

IX. 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.

Consult Unit of Sewage Disposal, Unit of Garbage and Unit of Rubbish.

Science

Knowledge of:
- Communicable disease control.
- 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.

Habits, breeding places and harbors of rodents, vermin and insects.

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.
<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>REQUIRED INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Construction.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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<tr>
<td>2. Sanitary maintenance.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
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<tr>
<td>3. Labeling.</td>
<td></td>
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<tr>
<td>a. Determine proper labeling of outside of truck with name and address of bakery distributor and the words &quot;Bakery Distributor&quot; printed in letters at least 3 inches in height.</td>
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</tr>
<tr>
<td>Ability to: Recognize and abate nuisances and health hazards resulting from improper transportation of food products.</td>
<td>Knowledge of: Sources of contamination.</td>
</tr>
</tbody>
</table>
### UNIT OF RESTAURANT, SODA FOUNTAIN AND BEER PARLOR

### Checking

<table>
<thead>
<tr>
<th>Level</th>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Situations Involving Contact with Owner, Operator, Manager or Applicant for License.</td>
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<tr>
<td>1. Consult Unit of Bakery, CL I.</td>
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</tbody>
</table>

| II. Situations Involving Inspection of Construction of Building and Equipment. | | |
| 1. Building. | | |
| a. Determine proper construction of building according to local laws and regulations. | | |
| b. Floors, walls and ceilings. | | |
| 1) Determine construction of floors of smooth cement, tile laid in cement, brick, hardwood or other impermeable, non-absorbent material. | | |
| 2) Determine proper construction of walls and ceilings of smooth finish and impermeable surface, well plastered or ceiled with metal or lumber and covered with oil paint of light color. | | |
| c. Light. | | |
| 1) Determine provision of sufficient natural or artificial light to permit all parts of building to be readily seen. | | |
| d. Ventilation. | | |
| 1) Determine provision of proper and adequate ventilation to protect the health of patrons and employees and the quality of the food. | | |
| 2) Determine maintenance of proper temperature. | | |
| 3) Determine freedom from dampness, obnoxious odors, carbon monoxide gas, etc. | | |
| e. Screens. | | |
| 1) Determine proper screening of doors, windows and other openings with stationary or self-closing, tight-fitting, metal screens, not coarser than 14 mesh, in removable sash. | | |
| f. Plumbing facilities and dressing rooms. | | |
| 1) Determine provision of adequate number of toilets, conveniently located separate and apart from room in which restaurant, soda fountain or beer parlor is located. | | |
| 2) Determine provision of adequate number of lavatories adjacent to toilets or in dressing rooms. | | |
| 3) Determine proper construction, installation and venting of all plumbing facilities and proper | | |

### Science

**Knowledge of:**
- Communicable disease control.
- 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 and methods of installation.
- Nuisances and health hazards resulting from improper construction and installation.
- Necessity and methods of preventing and eliminating sources of contamination and disease.

### Auxiliary

**Knowledge of:**
- Proper installation, connection, ventilation and repair of heating, lighting and plumbing facilities to prevent injuries, accidents and spread of disease.
- Habits and methods of control of flies and other insects, rodents, vermin, etc.
- Trade terms.
- Improvements in equipment, processes, devices, etc.
- Methods of operating equipment and maintaining it in good order and repair.

### 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.

### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Departmental regulations.
### II. Situations Involving Inspection of Construction of Building and Equipment. (Contd.)

- **Type Situation**
  - connection to a public sewer, or to an approved septic tank or cesspool, constructed and maintained according to local laws and regulations.
- **Technical Information**
  - Determine provision of pure and adequate water supply and proper facilities for hot and cold running water.
- **Auxiliary Information**
  - Determine provision of one or more sinks for washing and cleaning utensils and apparatus.
- **Forms and Records**
  - Food Sanitation Card.
  - Legal notices.
- **Finance**
  - Knowledge of: Relative costs of building materials, construction and installation, repair, heating, lighting and plumbing facilities, and types of operating and other equipment.
- **Public Relations**
  - Knowledge of: Applied psychology.
- **Ability to:**
  - Secure cooperation of public.
  - Instruct public concerning construction standards approved by health department.
  - Maintain good will.
- **Ability to:**
  - Execute duties minimum conflict and maximum efficiency.
  - Exercise tact and discretion in dealing with public.

#### g. Drainage.

- 1) Determine provision of proper floor drains and other drainage facilities to carry off all liquid and sewage wastes.
- 2) Determine provision of proper drains on sinks, fountains, refrigerators, beer and bottle cabinets, etc.
- 3) Determine proper diversion of storm waters from roof and ground.

#### 2. Equipment.

- a. Determine provision of proper and adequate equipment, including refrigerators, cabinets containing beer, milk or malted milk, ice cream, water, bottles, etc., fountain or bar, including faucets, spouts, mirrors, stools, tables and chairs, orange juice extractor, malted milk machines, ice cream wells and lids or covers, electric dishwashing machines, coffee urns, steam table, stove with hood, sinks, cases, counters, shelves, cupboards, racks; dishes, glassware, silverware; pans, pots, kettles, broilers; scoops, ladles, sieves, choppers, grinders, mixers, scrapers; linen dish cloths, towels, fountain and bar cloths; bottles, crocks, boxes, barrels, baskets, buckets, cartons, straw and paper napkin holders; sandwich and cutting boards; fans, cleaning equipment; receptacles for garbage and refuse disposal and all machinery, equipment, implements, apparatus, utensils, tools, etc.
III. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment.

1. Determine maintenance of entire building in good order and repair and in a clean sanitary condition at all times, free from dust, dirt, rubbish, garbage, waste matter and all other deleterious material and from vermin, rodents and insects.
   a. Determine proper rat-proofing of building according to local laws and regulations.
   b. Determine cleanliness of walls, floors, ceilings, screens, etc.
      1) Determine daily washing and scouring of toilet floors and cleaning of plumbing fixtures.
      2) Determine daily cleaning of all other floors and scrubbing at least once a week. If sawdust is used, determine use of fresh supply at least once a week.
   c. Determine maintenance of plumbing fixtures in good repair and in a clean, sanitary condition.
   d. Determine regular and frequent removal, and proper storage prior to removal, of all garbage and rubbish. Determine freedom of back yard from refuse, garbage, debris, etc.

2. Determine maintenance of all equipment, machinery, furniture, utensils, apparatus, implements, etc., in good order and repair and in a clean, sanitary condition, free from dust, dirt, garbage, refuse, waste matter, rodents, vermin, insects, etc.
   a. Determine maintenance of refrigerators in good order and repair and in a clean, sanitary condition. Determine cleaning of interior with hot water and a cleansing agent at least once a week, regular and frequent defrosting, proper drainage into a water-supplied basin or hopper and freedom from adulterated or decomposed foods.
   b. Determine daily washing and cleaning of fountains, bars, steam tables, back bars, mirrors and all food handling equipment, utensils, etc. Determine frequent and regular cleaning of floor boards or racks behind fountains and bars to prevent accumulation of dirt, dust, scum, etc.
   c. Determine daily cleaning of tables, chairs, stools, cases, counters, shelves, etc. Determine daily emptying, washing and disinfection of cuspidors.
UNIT OF RESTAURANT, SODA FOUNTAIN AND BEER PARLOR

III. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment.
(Contd.)

d. Determine thorough washing and cleaning at least once a week of ice cream cabinets and wells, beer, bottle and milk cabinets, and faucets, spouts, spigots, etc.
e. Determine cleanliness of traps, vents and drains on fountains, bars, sinks, refrigerators, etc., free from obstruction, dirt, scum, etc.
f. Determine covering of machinery, equipment, utensils, etc., when not in use or during cleaning.

3. Determine provision of running water and soap in lavatory.

4. Prohibit use of any common drinking cup or common towel.

IV. 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 promiscuous handling of food by patrons, coughing, sneezing, or spitting.
   c. Prohibit use of tobacco by employees.
   d. Prohibit sleeping or dressing in room in which restaurant, soda fountain or beer parlor is located or in any room communicating directly with such establishment.
   e. Determine provision of a protective board or metal cover extending up from edge of fountain or steam table to prevent contamination of food by persons.
   f. Prohibit keeping of foodstuffs on fountains, bars, steam tables, counters, shelves, cases, etc., uncovered or unprotected from contamination. Prohibit use of open type sugar bowl and determine use of pouring type bowl.
   g. Determine use of individual servings only. Prohibit use of common receptacles for food. Determine pouring of milk from bottle into glass or container in presence of consumer.

2. Determine protection of foodstuffs from contamination by animals, rodents, insects, etc.
   a. Prohibit animals or fowls in restaurant, soda fountain or beer parlor, or within thirty-five feet of any door, window, ventilator or other opening.

Science
Knowledge of:
- Communicable disease control.
- Bacteriology
- Entomology
- Rodents
- Chemistry
- Sources of contamination of food products and equipment.
- Standards of sanitation.
- Types of food products.
- Methods of handling, storing, preparing, cooking and serving food products.
- Types and methods of refrigeration.
- Methods of protecting food products from contamination.
- Necessity and methods of preventing spread of disease.

Ability to:
- Recognize and abate nuisances and health hazards resulting from insanitary conditions and practices and improper protection of food products.
- Advise proper methods of protecting food products from contamination according to particular circumstances.

Knowledge of:
- Responsibility of public and government in protection of food products from contamination.
- Habits and methods of control of flies and other insects, rodents, vermin, etc.
- Trade terms.

Ability to:
- Prevent and eliminate breeding places and harborages of flies, mosquitoes and other insects, rodents, vermin, etc.
IV. Situations Involving Inspection of Protection of Food Products. (Contd.)

b. Determine proper rat-proofing of building according to local laws and regulations. Prohibit harborage of any rodents, vermin or insects in building or any part thereof.

c. Determine freedom from flies, weevils, cockroaches, fleas, ants, spiders and other insects.

3. Determine protection of food products from contamination from unclean equipment.

a. Determine proper protection of foodstuffs from dust, dirt, waste products, products of decomposition, moulds and other foreign or injurious contamination.

b. Determine adequate protection of refrigerator or suspended pipes to prevent condensation or dropping of any liquid on foodstuffs or equipment.

c. Determine proper covering of vessels to prevent entrance of foreign substances.

d. Prohibit placing of injurious substances on shelves to spill or drip on food and equipment.

e. Determine proper covering or other protection of foodstuffs during cleaning and sweeping.

f. Prohibit use of newspapers on shelves, counters, etc., and for wrapping or enclosing food.

g. Prohibit placing, cooking, storing, preparing or serving food in any broken, unclean or contaminated dish, glass, vessel, container, etc.

4. Determine protection of food products from decomposition due to improper refrigeration.

a. Determine proper refrigeration of milk and milk products, eggs, meat, fruit, yeast, vegetables, cooked foods, etc., at a maximum temperature of 50° F.

5. Determine protection of foodstuffs from contamination from unclean packing material.

a. Determine clean, sanitary condition of wrapping paper, cartons, boxes, cans, containers and other packing equipment to prevent contamination of foodstuffs.

6. Determine proper protection of foodstuffs from flooded floors, sewage, fire, rain, dust, dirt, etc.
<table>
<thead>
<tr>
<th>Checking Level</th>
<th>Type Situation</th>
<th>Technical</th>
<th>Auxiliary</th>
</tr>
</thead>
<tbody>
<tr>
<td>V. Situations Involving Inspection of Hygiene</td>
<td>Consult Unit of Bakery, CL V. of Employees.</td>
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<td></td>
<td>1. Consult Unit of Bakery, CL V.</td>
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<tr>
<td>VI. Situations Involving Inspection of Labeling</td>
<td>Consult Unit of Bakery, CL VI.</td>
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<tr>
<td>VII. Situations Involving Inspection Relating to Adulteration of Food Products</td>
<td>Consult Unit of Bakery, CL VII.</td>
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<td></td>
<td>1. Consult Unit of Bakery, CL VII.</td>
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<td></td>
<td>2. If necessary, conduct proper tests to determine adulteration of food products.</td>
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<td>VIII. Situations Involving Inspection of Disposal of Waste Products</td>
<td>Consult Unit of Sewage Disposal, Unit of Plumbing, Unit of Garbage and Unit of Rubbish.</td>
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<tr>
<td></td>
<td>1. Consult Unit of Bakery, CL VIII; Unit of Sewage Disposal, Unit of Plumbing, Unit of Garbage and Unit of Rubbish.</td>
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<tr>
<td>IX. Situations Involving Inspection of Cleaning and Sterilization of Dishes, Glassware, Silverware, Utensils, etc.</td>
<td>Science Knowledge of:</td>
<td>Knowledge of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicable disease control.</td>
<td>Improvements in methods of washing and sterilization.</td>
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<tr>
<td></td>
<td>Bacteriology</td>
<td></td>
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<td></td>
<td>Chemistry</td>
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<td></td>
<td>Necessity and methods of proper washing and sterilization of utensils and equipment.</td>
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<td></td>
<td>Types of equipment, devices, compounds, etc., necessary in proper washing and sterilization.</td>
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<tr>
<td></td>
<td>Effect of proper washing and sterilization on growth of bacteria and other contamination.</td>
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<tr>
<td></td>
<td>Methods of testing for sterility of glasses, dishes, utensils, etc., and sterility of washing water.</td>
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<td>Methods of laboratory analysis to determine sterility.</td>
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<td>Ability to:</td>
<td>Ability to:</td>
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<td></td>
<td>Recommend proper equipment for, and methods of, washing and sterilization according to particular circumstances.</td>
<td>Recommend proper chemicals for sterilization according to particular circumstances.</td>
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<tr>
<td></td>
<td>Recommend ways and means of maintaining proper temperature in washing and rinsing waters.</td>
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</table>
IX. Situations Involving Inspection of Cleaning and Sterilization of Dishes, Glassware, Silverware, Utensils, etc. (Contd.)

3. Test washing solution to determine chlorine residual by adding a small amount of orthotolidin solution to a sample of the washing water. Compare intensity of resulting color with color standards to ascertain amount of chlorine residual. Test washing water during times of heavy patronage.

a. Testing equipment needed includes orthotolidin solution, color standards, droppers, test tubes and case.

Science (Contd.)

Ability to:

Collect samples for sterility tests.

Test washing water to determine amount of chemical sterilizer therein.

Read and interpret laboratory reports.
UNIT OF GROCERY STORE, MEAT MARKET AND VEGETABLE MARKET

I. Situations Involving Contact with Owner, Operator, Manager or Applicant for License.
   1. Consult Unit of Bakery, CL I.

II. Situations Involving Inspection of Construction of Building and Equipment.
   1. Building.
      a. Consult Unit of Restaurant, Soda Fountain and Beer Parlor, CL II.
   2. Equipment.
      a. Determine provision of proper and adequate equipment, including case refrigerators, storage refrigerators, ice machine or cooler, brine pump, corn beef brine pump, grinding machine, slicing machine, cube steak machine, coffee grinders, scales, counters, cupboards, shelves, cases, containers, jars, tubs, pans, barrels, boxes, crates, buckets, baskets, trays, racks, carts, platforms, fans, scoops, ladles, saws, cleavers, steel, scrapers, knives, cutters, spoons, meat hooks, needles, band saw, chopping blocks, cutting tables, wrapping paper and holders, bottled goods cabinet and dispenser, containers for garbage and rubbish disposal and other equipment, utensils, implements, apparatus, etc.

III. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment.
   1. Determine maintenance of entire building in good order and repair and in a clean, sanitary condition at all times, free from dust, dirt, rubbish, garbage and all other deleterious material and from rodents, vermin, flies and other insects.
      a. Determine cleanliness of floors, walls and ceilings, windows, screens, etc.
      b. Determine daily washing and scouring of toilet floors.
      c. Determine maintenance of all plumbing fixtures in good order and repair and in a clean, sanitary condition.
      d. Determine frequent and regular removal, and proper storage prior to removal, of all garbage and refuse according to local laws and regulations. Prohibit scattering of garbage or refuse in building or back yard.

Consult Unit of Restaurant, Soda Fountain and Beer Parlor.

Science
Knowledge of:
Sources of contamination usually found in grocery store, meat market and vegetable market and methods of preventing and eliminating such sources.
Habits and practices in grocery store, meat market and vegetable market contributing to insanitary conditions and methods of correcting such habits and practices.
Types and kinds of food products.
Federal, state and local inspection procedure, requirements, regulations, stamps, etc.
Nuisances and health hazards usually found in grocery store, meat market and vegetable market and methods of abating and correcting same.
III. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment. (Contd.)

2. Determine maintenance of all equipment, machinery, furniture, utensils, apparatus, implements, etc., in good order and repair and in a clean, sanitary condition, free from dust, dirt, garbage, rubbish, waste products and other deleterious material and from rodents, vermin and insects.
   a. Determine maintenance of all storage and case refrigerators in a clean, sanitary condition. Determine washing of interiors with hot water and a cleansing agent at least once a week, regular and frequent defrosting, proper drainage into a watersupplied basin or hopper and freedom from adulterated or decomposed foods. Determine kind of odor issuing from refrigerators, i.e., whether clean and sweet or foul and musty.
   b. Determine daily washing and cleaning of food handling equipment and machinery, including knife holders on chopping blocks, slicing machine guard, etc.

3. Determine provision of running water and soap in lavatory.

4. Prohibit use of any common drinking cup or towel.

IV. Situations Involving Inspection of Protection of Food Products.

1. Determine protection of food products from contamination by persons.
   a. Consult Unit of Restaurant, Soda Fountain and Beer Parlor, CL IV, 1.

2. Determine protection of food products from contamination by animals, rodents, vermin and insects.
   a. Consult Unit of Restaurant, Soda Fountain and Beer Parlor, CL IV, 2.
   b. Determine freedom of berries, fruits, greens, vegetables, etc., from flies and other insects.
   c. Determine proper protection of all fruits eaten dry from dust, dirt, flies and other insects.
   d. Determine proper covering or other protection of soft-skinned foods eaten raw from dust, dirt, flies and other insects.
   e. Determine proper covering or other protection of cottage cheese, pickles, lard, compounds, etc., from dust, dirt, insects, etc.
   f. Prohibit keeping of food products on cases, counters, shelves, etc., unprotected from dust, dirt, insects, etc.
IV. Situations Involving Inspection of Protection of Food Products. (Contd.)

3. Determine protection of food products from contamination from unclean equipment.
   a. Consult Unit of Restaurant, Soda Fountain and Beer Parlor, CL IV, 3.

4. Determine protection of food products from decomposition due to improper refrigeration.
   a. Consult Unit of Restaurant, Soda Fountain and Beer Parlor, CL IV, 4.
   b. Determine proper refrigeration of fruits and berries to prevent spoilage.
   c. Determine keeping of meats, cottage cheese and other milk products, etc., in refrigerator at approximately 40° F.

5. Determine protection of food products from contamination from unclean packing material.
   a. Determine cleanliness of wrapping paper, cartons, boxes, crates, containers, etc.
   b. Determine use of clean wrapping paper before wrapping fruits, vegetables and other foodstuffs in newspapers. If newspapers are used, determine cleanliness and freedom from dirt, dust, insects, garbage, waste products and other deleterious material.

6. Determine protection of food products from fire, sewage, rain, flooded floors, dust, dirt, etc.

V. Situations Involving Inspection of Hygiene Consult Unit of Bakery, CL V.

1. Consult Unit of Bakery, CL V.

VI. Situations Involving Inspection of Disposal of Waste Products.

1. Consult Unit of Bakery, CL VIII, Unit of Sewage Disposal, Unit of Plumbing, Unit of Garbage and Unit of Rubbish.

2. Permit green garbage, such as leaves, etc., to be kept in crates and determine keeping of all other garbage in clean, metal receptacles with tight-fitting covers.

3. Determine removal and proper disposal of all decomposed or adulterated foods according to local laws and regulations.

VII. Situations Involving Inspection of Labeling.

1. Consult Unit of Bakery, CL VI.

2. Determine proper labeling of eggs according to weight and quality.
UNIT OF GROCERY STORE, MEAT MARKET AND VEGETABLE MARKET

VII. Situations Involving Inspection of Labeling. (Contd.)

3. Determine presence on meat of proper and authentic stamp of United States government or other approved meat inspection department.

4. Determine proper labeling of lard and compounds and sale of such products only for exact nature of contents.

VIII. Situations Involving Inspection Relating to Adulteration of Food Products.

1. Consult Unit of Bakery, CL VII.
2. Prohibit sale, or offering for sale, of macaroni, kidney beans, spaghetti, etc., containing weevils or other substances unfit for food.
3. Prohibit sale, or offering for sale, of raisins, dried fruits, nuts, etc., containing moths, worms, or other substances unfit for food.
4. Candle eggs to determine air cells, white rot, mould, black rot, black spot, blood ring, adherent yolk, etc. Prohibit sale, or offering for sale, of eggs thus affected.
5. Prohibit sale, or offering for sale, of water-soaked rabbits.
6. Prohibit sale, or offering for sale, of hamburger or other meats to which has been added water, sodium sulphite or other poisonous or deleterious substance.
7. Determine keeping of heads on fowls to indicate recent killing.

IX. Situations Involving Inspection of Transportation Facilities.

1. Consult Unit of Bakery, CL X.
2. Determine use of properly constructed, painted and covered transportation facilities.
3. Determine proper maintenance of transportation facilities in a clean, sanitary condition, washed and cleaned at least once a week and free from insects, dust, dirt and other deleterious material.
4. Determine proper covering and protection of meat from dust, dirt, insects, etc.
5. Prohibit use of transportation facilities for other purposes.
6. Determine proper labeling of outside of truck with name and address of producer, distributor, wholesaler, jobber or seller in letters at least 3 inches in height.
I. Situations Involving Inspection to Determine General Information.

1. Establish contact with owner, agent, manager, superintendent or proper executive before making inspection. Determine possession of proper permits, licenses, etc., and proper posting of same in a conspicuous place.

2. Make inspection to determine compliance with sanitation requirements as outlined below. In case of new plant and original inspection, recommend granting or denial of permit to operate according to findings of inspection.

3. Upon receiving complaint of existing nuisance, make inspection to determine cause of nuisance, if any, and report results of investigation to superiors. If health nuisance exists, secure correction or abatement, acting under direction of superiors.

II. Situations Involving Inspection of Premises, Building, and Machinery.

1. Premises.
   a. Determine nature and kind of adjoining premises, freedom from contaminating surroundings.

2. Building.
   a. Determine proper construction of building according to legal requirements. Determine compliance with zoning law.
   b. Floors.
      1) Determine provision of floors of concrete, cement, tile or other waterproof material in the bottling or syrup room or any room wherein syrups are compounded or beverages are prepared or bottled. Determine extension of such waterproof material to a point at least 6 inches above the floor.
   c. Walls and ceilings.
      1) Determine provision of waterproof material or paint on all side walls and ceilings of bottling, manufacturing or syrup rooms.
   d. Ventilation and light.
      1) Determine proper and adequate number of windows to admit sufficient air and light. Determine provision of adequate natural or artificial light to illumine all parts of any room.
   e. Plumbing facilities.
      1) Determine provision of proper and adequate toilet rooms for both sexes and proper trapping, venting and construction of plumbing fixtures.

Science Knowledge of:
   Communicable disease control.
   Bacteriology
   Architecture
   Mathematics
   Machinery
   Construction types, standards and methods.
   Building materials.
   Blue prints.
   Types and methods of installation of heating, lighting and plumbing facilities.
   Proper machinery and methods of installation.
   Nuisances and health hazards resulting from improper construction and installation.
   Necessity and methods of preventing and eliminating sources of contamination and disease.
   Cooperating departments.

Knowledge of:
   Proper installation, connection, ventilation and repair of heating, lighting and plumbing facilities to prevent injuries, accidents and spread of disease.
   Habits of flies and other insects, rodents, vermin, etc., and methods of control.
   Trade terms.
   Improvements in machinery, equipment, etc.
   Machinery and equipment necessary to insure efficient operation of bottling plant and sanitation of premises.
II. Situations Involving Inspection of Premises, Building, and Machinery. (Contd.)

f. Drainage.
1) Determine proper sloping of floors to permit adequate drainage to a catch basin, sand trap or other receptacle in the floor. Determine proper and adequate connection of all floor drains, plumbing fixtures, etc., to a public sewer system or to a cesspool or septic tank approved by health department.

g. Syrup rooms.
1) Determine provision of at least one sink, sink drain board and hot and cold running water in all rooms in which syrup is prepared or fruit juices are extracted or manufactured.
2) Determine provision of adequate shelving, benches and racks for the support of jars, vats or barrels, such shelving to be of skeleton construction, preferably of metal, and of sufficient height to permit hosing and cleaning.
3) Determine provision of separate rooms for syrup manufacture and bottling purposes.

h. Basements.
1) Prohibit location of any room or building used for bottling table water or beverages in any basement the ceiling of which is less than 7 ft. above the adjoining ground level.

i. Protection against rodents, vermin, and insects.
1) Determine proper and adequate rat-proofing of entire building according to requirements of health department.
2) Determine provision of proper and adequate screening on all doors, windows and other openings to prevent entrance of insects, etc. Determine provision of self-closing devices on all doors.

3. Machinery.
a. Determine provision of entirely automatic machinery, of proper and adequate size, capacity and efficiency, capable of delivering clean, sterile bottles direct from the washing machine to the machine filling outlet without the aid of human hands.

Science (Contd.)

Ability to:
- Recognize and abate nuisances and health hazards resulting from improper construction and installation.
- Advise proper construction and installation according to particular circumstances.
- Read and interpret blue prints and draw diagrams and sketches.

Laws and Regulations
- State laws.
- County and municipal ordinances.
- Departmental regulations.

Forms and Records
- General Sanitation Card.
- Food Sanitation Card.
- Legal notices.

Finance
Knowledge of:
- Relative costs of building materials; construction, installation and repair; heating, lighting and plumbing facilities and types of operating machinery and equipment.

Public Relations
Knowledge of:
- Applied psychology.

Ability to:
- Secure cooperation of public.
- Instruct public concerning construction standards, types of machinery and operating practices approved by health department.
- Maintain good will.

Ability to:
- Recommend proper construction and repair.
- Cooperate with other governmental departments.
- Execute duties with minimum conflict and maximum efficiency.
- Exercise tact and discretion in dealing with public.
III. Situations Involving Inspection of Maintenance of Premises, Building and Machinery.

1. Premises.
   a. Determine maintenance of premises in a clean, sanitary condition, free from accumulations of dirt, rubbish, refuse, garbage, filth, waste matter, vermin, rodents or insects.

2. Building.
   a. Determine maintenance of every building or room or part thereof in a clean, sanitary condition, free from dust, dirt, debris, refuse, garbage, filth or other foul matter, waste matter, vermin, rodents or insects.
   b. Determine maintenance of every building or room or part thereof in good order and repair.

3. Machinery and equipment.
   a. Determine maintenance of all machinery, equipment, utensils, apparatus, devices, vats, bottles, containers, barrels, bins, tubes, piping, etc., in good working order and repair, and in a clean, sanitary condition, free from dirt, dust, refuse, filth, garbage, debris, waste matter, vermin, insects or rodents.
   b. Determine proper condition of all bottles used, including sterile bottles, free from rust, contamination, cracks or chips.
   c. Determine regularity and frequency of reconditioning water filter in bottled water plants.

IV. Situations Involving Inspection of Methods of Handling Product.

1. Prohibit use of room in which beverage products are manufactured or bottled for the storage of bottles, barrels, raw material, or any other material used in the manufacture or packing of the finished product.

2. Prohibit any horse-drawn or motor vehicle from coming within 20 feet of the bottling or filling machinery.

3. Determine use of ingredients which are clean, sanitary and uncontaminated and free from all bacteria, yeasts or molds.
   a. In case of contaminated or unclean ingredients or the finished product, inspector quarantines same and takes samples for laboratory analysis.

CL IX. In such procedure, inspector acts under direction of superiors.

Science
Knowledge of:
- Communicable disease control.
- Bacteriology
- Chemistry
- Entomology
- Rodents
- Standards of sanitation.
- Nuisances and health hazards resulting from insanitary conditions and practices.
- Methods of maintaining premises, building and equipment in a sanitary condition.
- Proper methods of disposal of waste products.
- Sources of contamination usually found in bottling plants and methods of eliminating such sources.
- Habits and practices in bottling plants contributing to insanitary conditions and spread of disease and methods of correcting such habits and practices.
- Nuisances and health hazards found in bottling plants and methods of abating and correcting same.

Knowledge of:
- Factors contributing to efficient operation and sanitary maintenance of bottling plants.
IV. Situations Involving Inspection of Methods of Handling Product. (Contd.)

b. Determine use of clear, sterile water in the preparation of bottled or carbonated beverages or still drinks. If water contains more than 250 parts per million of total solids or has a high nitrogenous content, determine provision of proper and adequate methods of treatment or filtration to remove such solids or nitrogenous contents. Determine source of water supply, proper protection of spring and well water, etc.

4. Determine handling of all finished syrup or fruit juices only in glass enameled tanks or glazed crockery. Determine proper connections of block tin or similar material between such tanks and the filling machine.

5. Prohibit handling or mixing of any beverages or ingredients in galvanized iron, wooden pails, tubs, barrels or other materials or containers which may contaminate such beverages or ingredients.

6. Determine proper washing of citrus fruits such as oranges, lemons and grapefruits before being delivered to extraction machine, such washing to consist of rotation of the fruit on brushes in clean, flowing water, followed by a rinse and rotation on clean, dry brushes to remove any drippings, dirty water, etc.

7. Determine proper handling of all equipment, containers and utensils and of all corks, caps, stoppers, crowns and all other articles used in the preparation, manufacture or bottling of the finished product, in a clean, sanitary manner to protect same from contamination by human hands or from dirt, dust, waste matter, filth or foreign matter, etc.

8. Determine appearance and cleanliness of all employees and handlers of table water and all beverages, including bodily cleanliness, frequent washing of hands and wearing of clean, washable outer garments.

9. Determine proper handling of product from receiving of raw materials and ingredients to distribution of finished product in a clean, sanitary manner to protect same from any contamination from dirt, dust, waste matter, filth or foreign substance, yeasts, molds, spoilage, etc.
V. Situations Involving Inspection of Methods of Washing and Sterilization.

1. Bottles.
   a. Determine proper and adequate method of washing and sterilizing all bottles used for bottling any beverage or table water, including washing in a hot caustic solution containing not less than 2 1/2 percent of caustic soda or alkali, at a temperature of not less than 120°F, indicated by a thermometer, for a period of not less than 5 minutes, followed by thorough rinsing in pure water. Determine frequency of changing cleaning solution to prevent its becoming foul or insanitary. In the case of bottles used for table water, allow substitution of a chlorine solution for part of the caustic soda.

2. Machinery and equipment.
   a. Determine proper cleaning, washing and sterilization of all machinery and equipment, including vats, bins, taps, barrels, tubes, piping, etc., which may be washed and sterilized without injury to the taste or quality of the product. Determine methods of keeping such equipment clean and sanitary, free from all dirt, dust, refuse, waste matter, filth or other contaminating substances.

VI. Situations Involving Inspection of Transportation and Storage.

1. Determine clean, sanitary condition of all bottles, bins, vats, barrels, boxes and other containers and of all materials used in the transportation or storage of any table water or beverage, such clean condition to consist of freedom from dirt, dust, products of decomposition, mold, foreign substances, filth, waste matter, spoilage and other contaminating substances.

2. Determine provision of separate rooms for the storage of all bottles, barrels, raw materials or other materials used in the manufacture or packing of the finished product.

3. Determine provision of slatted, well-ventilated boxes for the storage and transportation of citrus fruits to prevent molding or spoilage of such fruits.

4. Determine provision of dust-proof bins or other containers with self-closing lids or covers for the storage of corks, crowns or other stoppers used in sealing or closing bottles.
### VIII. Situations Involving Inspection of Labeling.

1. Determine proper labeling of all bottles, barrels and other containers of table water and other beverages, such labeling to include (1) the title name of the beverage, (2) name of manufacturer or distributor, (3) true statement of contents.

### VII. Situations Involving Inspection of Adulteration of Beverages.

1. Prohibit use, manufacture, preparation or sale of any adulterated product, such adulteration to consist of (1) mixing with such product any substance which injuriously affects its quality, purity, strength or food value, (2) substituting any substance in whole or in part for such product, (3) extraction of any essential constituent in whole or in part from such product, (4) concealing damage or inferiority in any manner, (5) adding any poisonous or other deleterious ingredient, (6) consisting in whole or in part of a filthy, decomposed or putrid animal or vegetable substance.

2. Inspector reports finding of adulterated food product, or product suspected of being adulterated, to superiors, collects samples according to proper procedure and acts under direction of superiors.

### VI. Situations Involving Inspection of Transportation and Storage. (Contd.)

5. Determine provision of tanks constructed of non-corrosive material for the storage of water. Prohibit use of wooden tanks for such purposes.
VIII. Situations Involving Inspection of Labeling. (Contd.)

2. Determine proper labeling of all bottles containing an imitation of a natural product, including bottle label designating contents as an imitation product and crown or cap bearing the word "imitation", followed by the name of the natural product imitated.

3. Whenever artificial color or flavor has been added to the beverage, determine labeling of bottle or container with statement of such addition.

4. Whenever any lawful acids or preservatives have been added to the beverage, determine labeling of bottle or container with statement of such addition. On such bottles (see also 3 above), determine use of clear and distinct wording of at least 8 point type upon a uniform background.

5. Prohibit use of pictures of fruit on bottles containing beverages made from imitation or true fruit flavored extracts.

6. Determine proper labeling of syphons containing carbonated water, including name of manufacturer or bottler.

IX. Situations Involving Sampling and Testing.

1. Bacteriological samples.
   a. Collect samples for bacteriological examination at least once every month or more frequently at establishment where previous high bacteria counts have been obtained.
   b. Equipment.
      1) Use clean, sterile container with cover.
   c. Method.
      1) In water bottling plants, take sample of water supply before and after filtration or treatment and after carbonation, to locate sources of contamination. In other types of plants, collect samples before and after bottling, etc.
   2) Label sample container with name and address of establishment, date, point of collection and number of sample.
   3) Protect sample from contamination of any kind. Pack with ice if necessary.
   4) Deliver to laboratory.

   a. Make frequent tests to determine caustic content of the washing solution.
IX. Situations Involving Sampling and Testing. (Contd.)

b. Make frequent tests to determine presence of alkali in the rinsed bottle.

c. Make frequent tests of chlorine content in washing solution where this method is employed. Use orthotolidin testing equipment for this purpose.

d. Collect samples of washed bottles to determine sterility. Follow same procedure for protection and proper labeling of sample as outlined above.
### Situations Involving Inspection to Determine General Information

1. Establish contact with applicant for permit, 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 superiors.
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.

### 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, approved 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 proper amount of air space in each room of apartment house, hotel, house court or dwelling according to local laws and regulations.

### Required Information

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<tr>
<td>Types and use of light-testing instruments.</td>
</tr>
<tr>
<td>Types and installation of heating, ventilating, lighting and plumbing facilities. Nuisances and health hazards resulting from improper construction and installation.</td>
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<tr>
<td>Necessity and methods of preventing injuries and spread of disease.</td>
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</table>
II. Situations Involving Inspection of Construction of Building. (Contd.)

b. Determine provision of proper window area for each type of room according to local laws and regulations.
c. Determine proper ceiling height of rooms according to local laws and regulations.
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.

5. Screening.
a. Determine provision of metal mosquito screening of proper mesh, set in tight fitting, removable sash for each door, window or other opening.

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 sinks, slop sink, wash trays or lavatory. Prohibit

Science (Contd.)

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.
Use light-testing instruments.
Compute floor area, window area, amount of ventilation, etc.
Cooperate with other governmental departments.

Laws and Regulations
State laws.
County and municipal ordinances.
Building, plumbing, heating and electrical codes.
Fire regulations.
Departmental regulations.

Public Relations
Knowledge of:
Applied psychology.

Ability to:
Secure cooperation of public.
Instruct public concerning construction standards approved by health department.
Maintain good will.

Science
Knowledge of:
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.

Knowledge of:
Responsibility of public and government in sanitary maintenance of premises and buildings.
Habits, breeding places and harborages of flies, mosquitoes, and
II. Situations Involving Inspection of Construction of Building. (Contd.)

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 floors of light color and properly waterproofed; toilet seats of non-absorbent material and full doors, properly hung and provided with a lock or bolt. Determine proper construction of water-closet of 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, cesspools or septic tanks where public sewers are not available. Consult Unit of Sewage Disposal.
   a. Inspect for, and eliminate, cross connections and back-siphonage from toilet fixtures into the water supply.
   b. Numerical requirements.
      1) Determine provision of proper number of slop sinks, water-closets, baths, showers or other plumbing facilities in apartment houses, hotels, house courts or dwellings as prescribed in local laws and regulations.

7. Basements.
   a. Determine proper construction of basements which includes waterproofed 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 whether covering of surface of ground and open spaces surrounding any apartment house, house court or hotel with sand, gravel, asphaltum, concrete or other material is necessary to prevent accumulation of mud, dust, etc.
II. Situations Involving Inspection of Construction of Building. (Contd.)

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 water-closet 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.

b. Observe special requirements as to air space, ceiling height, spacing between beds, bed frames, etc., in dormitories.

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.


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.
II. Situations Involving Inspection of Construction of Building. (Contd.)

   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 rat-proofing floors of all kitchens and rooms in which food is stored or prepared in hotels, such rat-proofing to consist of a layer of concrete not less than 1 1/2 inches thick or a layer of sheet tin or iron or similar material.

III. 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, water-closet compartment or room, toilet room, bathroom, slop sink or washroom, plumbing fixture, drain, roof, 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 water-closet, 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.
### UNIT OF HOUSING

#### Checking Level

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### III. Situations Involving Inspections of Sanitary Maintenance of Building and Premises.

(Contd.)

c. Determine freedom of every building and part thereof from vermin and lice, bedbugs, cockroaches, and other insects. In case of rat infestation, advise rat-proofing 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 wall, partition, or ceiling in any apartment house or hotel.


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
III. Situations Involving Inspections of Sanitary Maintenance of Building and Premises. (Contd.)

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- **t**ight-fitting metal covers, or a properly constructed and maintained garbage chute or shaft. Determine clean, sanitary condition of such receptacles, chutes, or shafts, and freedom from vermin, rodents and insects.
- 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 tightness 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, accessory 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.
   - 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.

   - 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.
I. Situations Involving Contact with Applicant for License.
1. Visit location of hospital.
   Note: Applicant may request inspector to review blueprints or plans for hospital before building.
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.

II. 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 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, with well-kept lawns and shrubs, freedom from rubbish, garbage, waste matter, etc.

III. 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 of 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.

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.

Science
Knowledge of:
- Location factors.
- Necessity of seclusion.
- Kind and nature of adjoining premises.
- Standards of sanitation.
- Surveying.

Laws and Regulations
- Zoning laws.

Science
Knowledge of:
- Blueprints.
- 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 blueprints and draw diagrams and sketches. Compute floor space, window area, amount of ventilation, etc.

Finance
Knowledge of:
- Relative costs of building materials and heating, lighting and plumbing facilities.
III. Situations Involving Inspection of Buildings. (Contd.)

   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.

   4) Determine proper and adequate connection of all plumbing facilities to a public sewer if possible. If septic tanks, 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.

   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 construction according to legal requirements.
   Maintain good will.
   Ability to:
   Exercise tact and discretion in dealing with public.
   Execute duties with minimum conflict and maximum efficiency.
III. Situations Involving Inspection of Buildings. (Contd.)

7) Prohibit use of electrical appliances for warming beds.
8) Determine proper construction and installation of fireplaces with close-fitting screens. Determine cleaning of chimneys and stovepipes 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 stovepipes 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 stovepipes 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 protect the health of patients and employees.
3) Determine proper illumination of hallways by natural or artificial 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 any 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
VI. 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 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.

VII. 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 uncontaminated, free from B. Coli and 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.

VIII. Situations Involving Inspection of Garbage and Rubbish Disposal.

1. Determine provision of separate metal receptacles with tight-fitting covers for garbage 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.
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.
UNIT OF MATERNITY HOSPITALS

IX. Situations Involving Inspection of Method of Sewage Disposal.

1. Recommend connection to public sewer wherever possible.
2. If septic tank is used, determine construction and maintenance according to local laws and regulations.
   a. Determine provision of adequate size and number to dispose of all sewage wastes.
   b. Determine necessity of cleaning according to clearness of effluent.
   c. Recommend installation of subsurface 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.
   a. Determine provision of adequate number and size to dispose of all sewage wastes.
   b. Determine proper venting and covering of cesspools at all times.
4. Recommend use of septic tanks in conjunction with cesspools and subsurface 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.

X. 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 ground level.
   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.
X. 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 extinguisher 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.
X. Situations Involving Inspection of Facilities for Fire Protection. (Contd.)

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 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.

7. Miscellaneous
   a. When maternity hospital or home is located outside the range of public fire protection, determine provision of services of local fire department in case of fire.
   b. Prohibit use of basements and attics for storage 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.
   f. Determine construction of windows of sufficient size to permit their use as exits.
X. Situations Involving Inspection of Facilities for Fire Protection. (Contd.)

\( g. \) Determine freedom of corridors from obstruction at all times noting the prompt 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.

XI. 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 governmental departments.
3. Determine posting of permits and licenses in conspicuous place.
4. Determine proper adherence to all provisions of permits and licenses.

XII. 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 conditions.
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.
UNIT OF CAMPS AND RESORTS

Checking

Level

TYPE SITUATION

TECHNICAL

REQUIRED INFORMATION

AUXILIARY

I. Situations Involving Contact with Owner, Operator, Manager or Applicant for License.

1. Upon application for license to operate camp or resort, make thorough inspection and report findings to superiors with recommendations for granting or denial of license.

2. In case of established camp or resort, 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.

Science

Knowledge of:

- Camps and resorts.
- Permits and licenses.
- Nuisances and health hazards usually found in camps and resorts.
- Cooperating departments.

Ability to:

- Obtain general information concerning camps and resorts.
- Cooperate with other governmental departments.
- Write reports.
- Enforce laws and regulations.

Science

Knowledge of:

- Communicable disease control.
- Bacteriology
- Entomology
- Rodents and vermin.
- Types of camps and resorts.
- Factors involved in location of camps and resorts.
- Topography of land.
- Nature of surroundings.
- Sources of water supply.

Ability to:

- Advise suitable location according to type of camp or resort.
- Recognize and eliminate sources of contamination in surrounding area.

Laws and Regulations

State laws.
County and municipal ordinances.
Departmental regulations.

Forms and Records

General Sanitation Card.
Legal notices.

Finance

Knowledge of:

- Relative costs of building materials; construction, installation and repair; and equipment.

II. Situations Involving Inspection of Location.

1. In determining suitability of location or in advising persons as to suitable location, consider the following factors:

   a. Circumstances, immediate needs and type of camp or resort.
   b. Facility of maintaining camp or resort in a clean, sanitary condition.
   c. Topography of ground, suitable for proper drainage. Avoid locations in low plains, swamps or wet areas.
   d. Desirability of location in open spaces, if possible, depending upon needs, circumstances and type of camp or resort. Prohibit location near any mosquito or fly-breeding place or any other source of contamination.
   e. Necessity of location near plentiful supply of pure water.

Science

Knowledge of:

- Habits and breeding places of rodents, vermin and insects.
- Sources of contamination.

Ability to:

- Advise suitable location according to type of camp or resort.
- Recognize and eliminate sources of contamination in surrounding area.

Science

Knowledge of:

- Locations of principal camps and resorts.

Ability to:

- Obtain general information concerning camps and resorts.
- Cooperate with other governmental departments.
- Write reports.
- Enforce laws and regulations.
UNIT OF CAMPS AND RESORTS

II. Situations Involving Inspection of Location. (Contd.)

Public Relations
Knowledge of:
Applied psychology.

Ability to:
Instruct public concerning
standards of camp and re-
sort sanitation approved
by health department.
Secure cooperation of public
in sanitary maintenance of
camps and resorts.
Maintain good will.

III. Situations Involving Inspection of General
Arrangement of Camp or Resort.
1. Determine convenient arrangement of
buildings to permit easy access and sav-
ing of time and labor.
2. Determine allowance of proper distance
between dining quarters, sleeping quar-
ters, toilets, stables, etc., according
to local laws and regulations.
a. Determine allowance of at least 100
feet between sleeping quarters and
kitchen, mess or commissary houses.
b. Determine allowance of at least 600
feet between the kitchen and dining
quarters and any stable, corral,
chicken coop, etc., and at least 500
feet between the sleeping quarters
and any stable, corral, chicken coop,
etc.
c. Determine location of toilets at
least 75 feet from sleeping quarters
and at least 200 feet from kitchen
and dining quarters.
d. Determine location of hospital tent
or house at least 200 feet from
kitchen and dining quarters and at
least 75 feet from sleeping quarters.
3. Recommend location on high ground for
dining quarters and sleeping quarters.
4. Determine arrangement of tents, portable
houses, etc., in rows to permit easy
cleaning of the surroundings.
5. Determine location of incinerators for
the disposal of kitchen garbage near
the kitchen.

IV. Situations Involving Inspection of Water
Supply.
1. Determine availability of a plentiful
supply of pure water for drinking and
bathing purposes.
Determine adequacy of supply to fill
all needs of camp or resort.
a. Determine purity of water, freedom
from B. Coli, pathogenic bacteria,
etc., according to standards of lo-
cal laws and regulations.

Consult Unit of Water Supply.
IV. Situations Involving Inspection of Water Supply. (Contd.)

2. Determine source of water from public water supply system or from properly protected springs or wells.
   a. If water is obtained from springs or streams, determine proper protection of springs or streams and all intakes and openings with adequate covering and screening to prevent contamination from surface run-off, animals, persons, etc. Determine proper maintenance of such covering and determine cleaning of intakes in streams or springs at least once a week. Prohibit dipping water from open streams or springs. Determine drawing of water through a pipe outlet from a collection box of standard construction.
   b. If water is obtained from wells, determine proper covering to prevent entrance of surface contamination. Determine use of concrete or other waterproof material for such covering. If a hand pump is used, determine construction of a sink or hopper under the pump spout and a closed conduit to convey the waste water to a distance from the well. Prohibit use of open wells from which water is drawn with rope and bucket. Determine location of wells at proper distance from toilets, cesspools or septic tanks to prevent contamination of water supply.

3. Determine proper covering and other protection of storage tanks for water. Determine frequent and regular cleaning of barrels or tanks in which water is kept. Determine provision of a tight-fitting cover for such barrel or tank to prevent contamination by animals, insects, persons, etc. Determine provision of a faucet or tap on such barrel or tank to prevent dipping cups or containers into water.

4. Determine maintenance of all barrels, tanks, containers, etc., used to transport water in a thoroughly clean, sanitary condition at all times.

5. Determine location of all privy vaults, cesspools and septic tanks at least 200 feet from the water supply and constructed and maintained so as to prevent contamination of the water supply.
UNIT OF CAMPS AND RESORTS

V. Situations Involving Inspection of Sleeping Quarters.

1. Construction.
   a. Determine provision of proper and adequate bunkhouses, tents, cabins, cottages or other suitable sleeping quarters for patrons and employees.
   b. Floors.
      1) Determine construction of wood or other non-absorbent material.
      2) Determine elevation of floors in bunkhouses, cabins, cottages, etc., at least eighteen inches above the ground.
      3) Determine elevation of floors in tents at least six inches above the ground.
      4) Determine opening of space underneath floors on at least two opposite sides and freedom of space from obstruction.
   c. Walls.
      1) Determine construction of interior walls of surfaced lumber or other material to facilitate cleaning.
   d. Size
      1) Determine provision of at least 500 cubic feet of air space for each person.
      2) Determine area of at least eighty square feet and ceiling height of eight feet.
   e. Window area.
      1) Determine window area of at least one-eighth of floor area, and an aggregate window area of not less than twelve square feet.
      2) Determine construction of windows so that at least half of each window can be opened.
      3) Determine proper screening of windows and doors with self-closing screens, not coarser than sixteen mesh, in removable sash.
   f. Bunks or beds.
      1) Determine provision of adequate number of bunks or beds.
      2) Recommend iron rather than wooden bunks or beds.
      3) If straw bedding is used, determine provision of straw containers or ticks.
      4) Determine allowance or at least twenty inches clear space extending from floor to ceiling between each bunk or bed.
   g. Determine provision of proper drainage facilities to carry off all wastes, storm waters, etc., around tents and bunkhouses.

Science

Knowledge of:
- Communicable disease control
- Bacteriology
- Entomology
- Rodents and vermin
- Construction types, standards and methods
- Building materials
- Types of camp and resort buildings
- Standards of sanitation
- Nuisances and health hazards resulting from improper construction and maintenance of camp or resort
- Factors involved in proper construction, arrangement and maintenance of sleeping quarters

Ability to:
- Recognize and abate nuisances and health hazards
- Recommend proper equipment and methods of maintaining sleeping quarters in a clean, sanitary condition

Knowledge of:
- Habits and breeding places of rodents, vermin and insects
- Types of equipment necessary in sleeping quarters

Ability to:
- Recommend suitable type of sleeping quarters according to type of camp or resort
UNIT OF CAMPS AND RESORTS
Checking Level

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V. Situations Involving Inspection of Sleeping Quarters. (Cont'd.)

2. Sanitary maintenance of sleeping quarters.
   a. Determine maintenance of all cabins, cottages, tents, bunkhouses and other sleeping quarters in good order and repair and in a clean, sanitary condition, free from cracks, crevices, etc., and from dirt, dust, flies, insects, vermin, rodents, rubbish, garbage, waste matter and other deleterious material.
   b. Determine daily sweeping of floors of bunkhouses. Advise against dry sweeping.
   c. If bedding, including mattresses, blankets, etc., is used, determine maintenance in a thoroughly clean, sanitary condition, free from lice, bedbugs and other vermin. Determine regular and frequent cleaning and laundering of all bedding and airing at least once a week.
   d. Prohibit animals in sleeping quarters.

VI. Situations Involving Inspection of Cooking and Dining Quarters.

1. Construction.
   a. Determine construction of floors of kitchen and dining room of wood and elevated at least eighteen inches above ground.
   b. Determine construction of walls of surfaced lumber.
   c. Determine provision of proper and adequate light to enable all parts of kitchen and dining room to be readily seen.
   d. Determine provision of adequate ventilation allowing at least 500 cubic air space per person. Determine use of fans, if necessary, to maintain proper temperature and dispel odors.
   e. Determine proper and adequate fly-proofing of kitchen and dining room including proper screening of all doors and windows.
   f. Determine provision of one or more sinks in kitchen with adequate supply of hot and cold running water and properly connected to sewer, septic tank, or covered cesspool.
   g. Determine provision of proper drainage facilities around kitchen and dining room to prevent entrance of storm waters from roof and ground.
VI. Situations Involving Inspection of Cooking and Dining Quarters. (Contd.)

2. Sanitary maintenance of cooking and dining rooms.
   a. Prohibit sleeping or living in any kitchen, dining room, or any place used for the storage, preparation, or serving of food. Determine construction of tight partitions between cooking and sleeping rooms.
   b. Determine maintenance of cooking and dining quarters in good repair, free from cracks and crevices, and in a clean, sanitary condition, free from dust, dirt, flies, insects, vermin, rodents, garbage, rubbish, waste matter or other deleterious material.
   c. Determine frequent and regular cleaning of cooking and dining quarters and daily sweeping of floors. Advise against dry sweeping.
   d. Prohibit animals in cooking and dining quarters.
   e. Determine maintenance of all furniture, receptacles, implements, equipment, utensils, machinery and all dishes, cooking utensils, silver, glassware, etc., in a clean, sanitary and unbroken condition.

VII. Situations Involving Inspection of Protection and Storage of Food Supplies.

1. Protection from decomposition due to improper refrigeration.
   a. Determine proper refrigeration of milk and milk products, eggs, fresh meats, etc.
   b. If ice is not available, determine keeping of such foodstuffs in a small screened box built in the shade and covered with burlap or canvas which should be wet in warm weather.

2. Protection from flies, insects, vermin, rodents, etc.
   a. Determine provision of screens, nets, fans, etc., to protect foodstuffs from flies, insects, vermin, etc.
   b. Determine proper elevation of floors to protect foodstuffs from rodents, vermin, etc.
   c. Prohibit placing of foodstuffs on floors to allow contamination from insects, rodents, vermin, etc.

3. Protection from dust, dirt, products of decomposition, molds and other injurious contamination.
   a. Prohibit placing of foodstuffs below fresh meats in refrigerator to prevent dripping of blood on food.
b. Prohibit placing of injurious substances on shelves to spill or drip on food and equipment.

c. Determine proper covering or other protection of foodstuffs during cleaning and sweeping.

d. Prohibit use of newspapers on shelves, counters, etc., and for wrapping or enclosing food.

4. Protection from contamination by persons.

a. Prohibit handling of food and coughing, sneezing, spitting and smoking and sleeping in rooms in which food is stored, prepared or served.

b. Prohibit any person afflicted with any communicable disease from entering cooking or dining quarters.

c. Determine physical examination of all food handlers and employees in the cooking and dining quarters to determine freedom from any communicable disease.

d. Hygiene of employees.

1) Determine neat, clean appearance of employees.

2) Determine provision of suitable clothing, including apron or outer garment of washable material and cap or other hair covering, and maintenance of clothing in good, clean condition.

3) Determine washing of hands and arms before handling food and immediately after using toilet or lavatory.

4) Determine provision of individual towel or wiping cloth.

5. Protection from contamination from unclean equipment.

a. Prohibit placing, cooking, storing, preparing or serving of foodstuffs in any broken, unclean or contaminated dish, glass, vessel, container, etc.


a. Determine construction of storage room with elevated floor of wood, proper and adequate light, ventilation and drainage and free from dust, dirt, insects, vermin, rodents, dampness, storm waters, cracks and crevices.

b. Determine storage of all grain and other foodstuffs on racks or platforms, not on floor.
VII. Situations Involving Inspection of Protection and Storage of Food Supplies. (Contd.)
c. Meat house for storage of meat.
   1) Determine proper and substantial construction with tight-fitting doors and free from cracks and knotholes.
   2) Determine proper placing of meat hangers to prevent meat from coming in contact with walls.
   3) Determine construction of round, smooth meat block, painted or varnished on all surfaces except top.
   4) Determine maintenance of interior of meat house and all tools, equipment, utensils, etc., in good repair and in a clean, sanitary condition, free from dust, dirt, flies, insects, vermin, rodents, garbage, rubbish, waste matter, etc.

VIII. Situations Involving Inspection of Disposal of Garbage and Rubbish.
1. Determine storage of kitchen garbage in covered, fly-proof, metal containers until garbage is permanently disposed of. In case of large quantities of garbage, determine temporary storage of cans in garbage room with cement floor and fine metal screens on all sides.
   a. Determine emptying of metal garbage containers at least once in two days.
   b. Prohibit scattering of garbage around camp and depositing in any stream, well or other source of drinking water.
2. Determine permanent disposal of garbage by feeding to hogs, by burying or by incineration.
   a. If fed to hogs, determine keeping of hogs in pens at least 300 yards from camp. Prohibit accumulation of garbage to form breeding places for flies, rats, etc.
   b. If garbage is buried, determine proper depth of hole and prohibit contamination of any source of drinking water.
   c. If garbage is burned, determine use of incinerator approved by local health department and constructed of brick or concrete lined with fire-brick.
3. Determine provision of covered, metal, fly-proof receptacles for rubbish near sleeping quarters and at convenient places throughout the camp or resort.

Consult Unit of Rubbish and Unit of Garbage.

Science
Knowledge of:
Methods of disposing of garbage and rubbish to prevent contamination of persons and animals and creation of nuisances and health hazards.
Types of equipment necessary for proper disposal of garbage and rubbish.
Nuisances and health hazards resulting from improper disposal of garbage and rubbish.

Ability to:
Recognize and abate nuisances and health hazards resulting from improper disposal of garbage and rubbish.
Recommend proper methods of disposing of garbage and rubbish to prevent creation of nuisances and health hazards.
UNIT OF CAMPS AND RESORTS

Checking Level

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VIII. Situations Involving Inspection of Disposal of Garbage and Rubbish. (Contd.)

4. Determine proper disposal of rubbish by burning or burying, according to same standards for garbage disposal.
   a. Prohibit accumulation of rubbish to form breeding places for flies, rats, etc.

IX. Situations Involving Inspection of Disposal of Sewage.

1. Determine disposal of sewage by connection of drainage and plumbing facilities to sewer, septic tank or cesspool.
   a. If septic tank is used, determine proper construction and maintenance according to local laws and regulations. Determine use of sub-soil leaching system to distribute effluent from septic tank, also constructed and maintained according to local laws and regulations. In distribution of effluent, prohibit contamination of any streams, wells or other source of drinking water. Prohibit leaching system from ending near any source of drinking water, dwellings or highways. Determine adequate size of septic tank to dispose of all sewage. Determine proper location of septic tank approximately 200 feet from sources of water supply, dwellings and highways, location dependent upon local conditions, topography of land, nature of soil, etc. Determine proper construction and installation of sewer pipe leading to septic tank, using a pipe which is at least six inches in diameter and which slopes at least eight inches per 100 feet.
   b. If cesspool is already installed, determine proper construction and maintenance according to local laws and regulations. Determine adequate number and use of cesspools to dispose of all sewage. Determine proper venting and covering of cesspools at all times to prevent entrance of flies, insects, etc. Determine regular and frequent cleaning of cesspools. Determine location of cesspools at proper distance from streams, wells, reservoirs or other sources of water supply and from dwellings and highways. Determine proper precautions to prevent contamination of ground or any water supply.

REQUIRED INFORMATION

TECHNICAL

Consult Unit of Sewage Disposal and Unit of Plumbing.
IX. Situations Involving Inspection of Disposal of Sewage. (Contd.)

1. Prohibit use of sewage to irrigate soil in which vegetables are grown. Permit use of sewage to irrigate soil in which grains or some form of fodder are grown. Consult Unit of Sewage Disposal, CL-V.

2. Determine installation of covered drains connecting building and septic tank or cesspools. Recommend use of grease trap of approved type to reduce danger of a clogged drain pipe.

2. Prohibit use of sewage to irrigate soil in which vegetables are grown. Permit use of sewage to irrigate soil in which grains or some form of fodder are grown. Consult Unit of Sewage Disposal, CL-V.

3. Determine drainage of waste water from kitchen, bathtubs, showers, laundry tubs, wash basins, toilets, etc., to sewer, septic tank or covered cesspool. Prohibit disposal of any sewage wastes so as to contaminate any well, stream, reservoir or other source of drinking water.

4. Determine proper construction and maintenance of drainage facilities to insure adequate disposal of sewage wastes at all times.

5. If privies are used, determine proper construction and maintenance according to local laws and regulations.
   a. Determine fly-tight construction of privy, with all openings properly screened, and determine freedom from cracks and crevices. Determine construction of self-closing doors and seat covers which drop over the hole. Determine proper venting of privy.
   b. Determine sufficient depth of pit, allowing at least six feet. Determine construction of new privy when pit becomes filled. Determine filling in of old pit with earth or thorough burning out with oil.
   c. Determine covering of surface of excreta in pit with crude oil, ashes, lime or dirt.
   d. If a box or other receptacle is used to receive the excreta, determine emptying of contents at least twice a week, and thorough cleaning of receptacle and painting of interior with crude oil.
   e. Determine installation of a urinal trough in each men's toilet and daily cleaning and painting of interior with crude oil.
   f. Prohibit location of privy near streams, rivers, wells, reservoirs or other sources of water supply.
X. Situations Involving Inspection of Plumbing Facilities.

1. Toilets.
   a. Determine installation of water-flushed toilets, if possible, depending upon adequacy of water supply, permanency of camp or resort, etc.
   b. Determine installation of such toilets in fly-tight, well-lighted and well-ventilated buildings. In such buildings determine proper construction of floors of cement, tile, hardwood or other impermeable material and proper sloping for drainage. Determine proper construction of walls of smooth finished impermeable material to facilitate cleaning.
   c. Determine proper connection of all toilets to sewer, septic tank or covered cesspool.
   d. Determine provision of sufficient number of separate toilets for each sex. Determine proper location of toilets at sufficient distance from living quarters yet easily accessible.
   e. Determine maintenance of toilets and toilet rooms in good order and repair and in a thoroughly clean, sanitary condition.

2. Baths.
   a. Recommend installation of showers rather than bathtubs.
   b. Determine installation of adequate number of separate showers for each sex.
   c. Determine proper construction of bathhouses including walls of impermeable, non-absorbent material and at least five feet in height and floors of impermeable, non-absorbent material, properly sloped for drainage and connected to sewer, septic tank or covered cesspool. Determine freedom of floors from holes or depressions in which water may settle. Determine proper lighting and ventilation of bathhouses. Determine proper location of bathhouses near sleeping quarters.
   d. Determine provision of adequate supply of hot and cold water for bathing purposes. Determine installation of water heater of sufficient capacity to provide adequate supply of hot water.
   e. Determine installation of proper number of wash basins.
   f. Determine provision of receptacles for disposal of used towels, rubbish, etc.
X. Situations Involving Inspection of Plumbing Facilities. (Contd.)

g. Determine provision of individual towels and soap.

h. Determine maintenance of showers, wash basins, bathhouses and all bathing facilities in good order and repair and in a thoroughly clean, sanitary condition, free from dust, dirt, refuse, waste matter, flies, vermin, insects, rodents or other contaminating material.

3. Laundry facilities.
   a. Determine proper construction of building used for laundry purposes. Determine construction of impermeable floors, extended upward without joints to a height of not less than twelve inches on all four sides, properly sloped for drainage and connected to sewer, septic tank or covered cesspool. Determine freedom of floors from holes, depressions or cracks to prevent settling of water.
   b. Determine provision of proper and adequate laundry facilities to meet all needs of camp or resort.
   c. Determine installation of adequate number of stationary laundry trays, each connected to sewer, septic tank or covered cesspool.
   d. Determine provision of adequate supply of hot and cold water.
   e. Determine maintenance of laundry rooms and all equipment in good order and repair, properly drained and in a clean, sanitary condition, free from dust, dirt, refuse, waste matter, rodents, vermin, insects and standing water.

XI. Situations Involving Inspection of Stables and Corrals.

1. Location.
   a. Determine location of stables and corrals at least 600 feet from living quarters. Determine suitable location of stables and corrals according to topography of land, local conditions, prevailing winds, etc.

2. Disposal of manure.
   a. Determine daily disposal of manure either by spreading it in thin layers on the land a safe distance from the camp or resort or by burning or burying it.
XI. Situations Involving Inspection of Stables and Corrals. (Contd.)

b. If manure is kept, determine storage in a concrete, fly-proof pit.

3. Determine maintenance of stables and corrals in a clean, sanitary condition, free from accumulations of manure, etc.

XII. Situations Involving Inspection of Methods of Exterminating Insects.

1. Bedbugs.
   a. Determine presence of bedbugs in cracks and crevices of beds, bedding, floors, walls, etc.
   b. Recommend sulphur dioxide fumigation, using four to five pounds of sulphur dioxide per 1,000 cubic feet.
      1) Determine tight sealing of room and fumigation by burning sulphur slowly in an iron vessel placed in a tub of water.
   c. If gasoline, benzine, coal oil or live steam is used, determine thorough application to all cracks and crevices.

2. Lice.
   a. Order persons infected with lice to eradicate them immediately.
   b. Method of eradication.
      1) Determine placing of clothes in wash boiler or other receptacle which has been rubbed on the interior with coal oil and boiling in water or soaking for at least two minutes in gasoline.
      2) Determine treatment of belts, shoes and other leather articles with gasoline.
      3) Determine bathing of entire body of person with kerosene and thorough rubbing of kerosene into the hairy parts, followed by a warm water bath with soap.
      4) Determine clipping of person’s hair or soaking in kerosene and washing for half an hour with soap and water.
      5) Determine provision of fresh, clean clothing.
      6) Determine thorough boiling of clothing and bedding.
      7) To eradicate lice in rooms, recommend sulphur fumigation.
XII. Situations Involving Inspection of Methods of Exterminating Insects. (Contd.)

3. Mosquitoes.
   a. Determine presence of mosquitoes in pools of standing water, swamps, etc.
   b. Methods of eradication or control.
      1) Determine drainage of breeding places.
      2) If breeding places cannot be drained, determine frequent oiling of such places with a mixture of equal parts of crude oil and kerosene.
      3) Prohibit accumulation of broken bottles, tin cans, etc., to form breeding places.
      4) Determine proper screening of sleeping, cooking and dining quarters.

XIII. Situations Involving Inspection of Sanitary Maintenance of Camp or Resort.

1. Determine maintenance of entire camp or resort and all buildings in good order and repair and in a clean, sanitary condition, free from rubbish or refuse, garbage, waste matter, flies or other insects, rodents, vermin and other deleterious material. Determine provision of covered metal receptacles at convenient points throughout camp or resort for rubbish, waste paper, etc.

2. Determine employment of one or more able-bodied men to maintain sanitary condition of camp or resort.

3. Determine posting of signs and placards throughout the camp or resort instructing persons concerning upkeep and sanitary maintenance.

XIV. Situations Involving Inspection of Control of Communicable Disease.

1. Determine physical examination of food handlers and all kitchen and dining room employees.

2. Determine observation and examination of all entrants into camp or resort. Determine isolation of entrants for a sufficient period of time to determine presence of any communicable disease. Determine exclusion from camp or resort of all persons afflicted with any communicable disease or proper protection of other persons from infection.

3. Prohibit use of any common cup or towel in camp or resort.

Consult Unit of Communicable Disease Control.

Knowledge of:

Communicable disease control.
Bacteriology
Entomology
Chemistry
Rodents and vermin.
Standards of sanitation.
Methods of maintaining camp or resort in a clean, sanitary condition to prevent creation of nuisances and health hazards.

Ability to:

Recognize and abate nuisances and health hazards.
Enforce rules and regulations of health department concerning sanitation of camp or resort.

Science

Knowledge of:

Communicable disease control.
Bacteriology
Entomology
Chemistry
Rodents and vermin.
Standards of sanitation.
Methods of maintaining camp or resort in a clean, sanitary condition to prevent creation of nuisances and health hazards.
## XIV. Situations Involving Inspection of Control of Communicable Disease. (Contd.)

<table>
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<tr>
<th>Level</th>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
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### 4. Dry room.
- a. Determine provision of a dry room or other adequate facilities for drying wet and damp clothing.
- b. Determine provision of racks from which clothes are hung and a heating stove in dry room.

### 5. Sterilizing room.
- a. Determine provision of a sterilizing room or other adequate facilities for cleaning and sterilizing blankets and other bedding.
- b. Determine proper construction of room, including interior lined with galvanized sheet iron, floor of concrete and rack around room attached to walls.
- c. Determine proper method of sterilization, including hanging of blankets, mattresses, clothing, etc., on racks; passing of steam into room for thirty to sixty minutes and thorough drying of sterilized articles by heat produced by passing steam through manifolds.
  1) Determine removal of steam through vent in roof and removal of condensation through floor drains.

### 6. Hospitalization and medical service.
- a. In larger camps or resorts, determine provision of a fly-proof and mosquito-proof tent or house for receiving the sick.
  1) Determine adequate provision for isolating the sick from other occupants of the camp or resort and for the proper care of the sick.
- b. In larger camps or resorts, determine employment of an adequate staff of physicians and nurses to care for the sick.
- c. Instruct owner or operator of camp or resort, to report immediately to the local health department any case of communicable or contagious disease.

**Note:** The foregoing inspectional duties apply in general to all camps and resorts, although several of the checking levels refer particularly to labor camps. Modifications may be made according to local conditions and regulations, type and size of camp or resort, location and permanency of camp or resort and numerous other factors.
### I. Situations Involving Contact with Principal or Superintendent.

<table>
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<tr>
<th>Type of Situation</th>
<th>Technical Required Information</th>
<th>Auxiliary Required Information</th>
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</table>

1. Upon order, make thorough inspection of school and report findings to superiors.

2. Determine possession of proper permits, licenses, records of inspection, etc.

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.
  - Nuisances and health hazards usually found in schools and methods of abating and correcting same.

### Ability to:

- Act under direction.

### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Departmental regulations.

### Forms and Records

- General Sanitation Card.
- Legal notices.

### Finance

- Knowledge of:
  - Relative costs of construction, installation and repair; building materials, operating equipment, etc.

### Public Relations

- Knowledge of:
  - Applied psychology.
  - Child psychology.

- Ability to:
  - Secure cooperation of public in maintaining school in a clean, sanitary condition.
  - Instruct public concerning standards approved by health department.
  - Maintain good will.
  - Execute duties with minimum conflict and maximum efficiency.
  - Exercise tact and discretion in dealing with public.

### II. Situations Involving Inspection of Location and Survey of Surroundings.

1. Determine suitability of location for school and compliance with zoning restrictions.

2. Determine kind and nature of adjoining premises, free from insanitary conditions, odor or smoke nuisances, industrial wastes, breeding places for rodents, vermin, flies and other insects, etc.

3. Determine availability of public utilities, including water, gas, sewer and electricity.

### Science

- Knowledge of:
  - Communicable disease control.
  - Bacteriology.
  - Chemistry.
  - School organization and administration.
  - Nuisances and health hazards arising from improper location or surroundings.

- Knowledge of:
  - Effect of proper location and surroundings on health of children.
II. Situations Involving Inspection of Location and Survey of Surroundings. (Contd.)

4. Determine general appearance and condition of surroundings, including neatness, cleanliness, proper landscaping, freedom from rubbish, garbage, manure, odors, flies, mosquitoes, etc.

III. Situations Involving Inspection of Yards and Grounds.

1. Determine neat, clean condition and appearance of yards and grounds, free from rubbish, garbage, waste matter, flies, etc.
2. Determine proper sloping of ground to permit adequate drainage.
3. Determine provision of proper, safe and adequate playground equipment and apparatus.
4. Determine substantial construction of grandstands and maintenance of stands in a clean, sanitary condition.
5. Determine provision of adequate number of garbage cans and rubbish receptacles placed at convenient points throughout the grounds. Determine use of metal receptacles with tight-fitting covers. Determine use of approved type of incinerator with spark arrester.

IV. Situations Involving Inspection of Buildings and Equipment.

1. Determine type of buildings and construction and maintenance according to local laws and regulations.
   a. Determine proper construction of all rooms, passages, hallways, corridors, closets, cloak rooms, vestibules, etc. Determine proper construction, ventilation and screening of all rooms in which food is handled, prepared, cooked or served.
   b. Determine adequate size of rooms to prevent overcrowding.
   c. Determine maintenance of buildings and all parts thereof, including walls, floors, ceilings, screens, windows, shades, transoms, plumbing facilities, heating and lighting facilities, etc., in good order and repair and in a clean, sanitary condition, free from cracks and crevices, dust, dirt, garbage, rubbish, waste matter, flies and other insects, rodents, vermin and other contamination.

<table>
<thead>
<tr>
<th>Science</th>
<th>Knowledge of:</th>
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<tbody>
<tr>
<td>Knowledge of:</td>
<td>NUISANCES AND HEALTH HAZARDS RESULTING FROM INSANITARY MAINTENANCE OF YARDS AND GROUNDS.</td>
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<td>Knowledge of:</td>
<td>CONSTRUCTION TYPES, STANDARDS AND METHODS.</td>
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<tr>
<td>Knowledge of:</td>
<td>BUILDING MATERIALS.</td>
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<td>Knowledge of:</td>
<td>TYPES OF EQUIPMENT, APPARATUS, ETC.</td>
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<tr>
<td>Knowledge of:</td>
<td>PROPER INSTALLATION OF HEATING, LIGHTING, PLUMBING AND VENTILATING FACILITIES.</td>
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<tr>
<td>Knowledge of:</td>
<td>STANDARDS OF SANITATION.</td>
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<tr>
<td>Knowledge of:</td>
<td>NUISANCES AND HEALTH HAZARDS RESULTING FROM IMPROPER CONSTRUCTION, INSTALLATION AND REPAIR; IMPROPER TYPES OF EQUIPMENT AND INSANITARY MAINTENANCE OF PREMISES.</td>
</tr>
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| Knowledge of: | DISEASES PREVALENT AMONG SCHOOL CHILDREN; SOURCES OF INFECTION AND METHODS OF PREVENTING SUCH DISEASES. |
| Knowledge of: | HABITS AND BREEDING PLACES OR HARBORAGES OF RODENTS, VERMIN AND INSECTS AND METHODS OF CONTROL. |
| Knowledge of: | METHODS OF PREVENTING ACCIDENTS, INJURIES AND SPREAD OF DISEASE. |
IV. Situations Involving Inspection of Buildings and Equipment. (Contd.)

2. Determine use of approved equipment and construction and maintenance of such equipment according to local laws and regulations.
   a. Determine proper installation and maintenance of blackboards. If composition blackboards are used, determine proper fastening of boards to wall to prevent bulging. Determine repainting of boards at least once a year. Determine proper location and maintenance of boards to prevent eye strain.
   b. Determine proper construction and maintenance of desks, chairs and other furniture.
   c. Determine maintenance of all equipment, furniture, utensils and apparatus in good order and repair and in a clean, sanitary condition, free from cracks and crevices, dust, dirt, garbage, rubbish, waste matter, flies and other insects, rodents, vermin and other contamination.

V. Situations Involving Inspection of Food Handling Methods and Equipment.

1. Consult Unit of Restaurant, Soda Fountain and Beer Parlor for inspectional duties relating to sanitation and construction of buildings in which food is handled, prepared, cooked or served; proper protection of food products, hygiene of employees, sterilization of dishes, etc.
2. Determine proper installation and venting of gas ranges and hot plates.
3. Determine installation of adequate number of sinks equipped with hot and cold running water in kitchens, domestic science room, etc.
4. Determine proper disposal of garbage and rubbish according to local laws and regulations.

VI. Situations Involving Inspection Relating to Ventilation of School Buildings.

1. Determine proper ventilation of buildings according to local laws and regulations adequate to protect the health of all persons occupying the buildings.
2. Determine installation of proper and adequate number of doors, windows, skylights and other openings to insure adequate ventilation.
3. Determine freedom from dampness, odors, gas and other air impurities.

Consult Unit of Restaurant, Soda Fountain and Beer Parlor, Unit of Bakery, Unit of Garbage and Unit of Rubbish.

Science
Knowledge of:
Communicable disease control.
Bacteriology
Chemistry
Construction types, standards and methods.
Factors necessary in correct ventilation of school buildings.
Air impurities and methods of eliminating such impurities.

Knowledge of:
Communicable disease control.
Necessity of proper and adequate ventilation.

Habits of children.
Nuisances and health hazards usually found in schools.
VI. Situations Involving Inspection Relating to Ventilation of School Buildings.  
(Contd.)

VII. Situations Involving Inspection Relating to Heating of School Buildings.  
1. Determine use of approved type of heating system adequate and proper to protect the health of all persons occupying the buildings.
2. Determine proper installation and maintenance in good order and repair of all heating facilities, including furnaces, stoves, heaters, radiators, connections and piping.
3. Determine maintenance of room temperature between 65°F and 70°F. Determine provision of thermometers in all classrooms.

VIII. Situations Involving Inspection Relating to Lighting of School Buildings.  
1. Determine use of approved type of lighting facilities adequate and proper to protect the health of all persons occupying the buildings.
2. Determine proper installation and maintenance in good order and repair of all lighting facilities according to local laws and regulations.
3. Determine proper placing of windows to prevent glare and eye strain.
IX. Situations Involving Inspection of Plumbing Facilities.
1. Determine proper construction, installation, connection, venting and trapping of plumbing facilities according to local laws and regulations. Determine installation of approved type of toilets, urinals, sinks, hoppers, wash bowls, faucets, etc.
2. Determine maintenance of all plumbing facilities in good order and repair and free from obstruction, dirt, rubbish, waste matter, rodents, vermin and insects.
3. Determine proper connection of all plumbing facilities to public sewer or to septic tank or cesspool approved by the local health department.
4. Determine installation of proper and adequate number of lavatories and toilets for boys and girls and faculty according to local laws and regulations.
5. Determine provision of hot and cold running water, soap and single service towels in lavatories. Prohibit use of any common towel.
6. Consult Unit of Plumbing.

X. Situations Involving Inspection of Sewage Disposal.
1. Determine connection of all plumbing facilities to public sewer, if possible.
2. If septic tank or cesspool is used, determine construction, installation and maintenance according to local laws and regulations.
   a. Consult Unit of Sewage Disposal and Unit of Plumbing.
   b. Determine adequate number and size of septic tanks and cesspools depending upon number of persons served.
3. Determine maintenance of sewage disposal facilities in good order and repair and in a clean, sanitary condition to prevent creation of any nuisance or health menace.

XI. 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.
2. Determine source of supply from public or private water supply system or well on school grounds.
Xi. Situations Involving Inspection of Water Supply. (Contd.)

a. If water is supplied by well on school grounds, determine proper maintenance of well and protection of water according to local laws and regulations.

b. Consult Unit of Water Supply, CL-I, 2, and Unit of Dairy Farm, CL-XVIII, 3.

3. 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, CL-V.

4. Determine provision of adequate number of drinking fountains located at convenient points on school grounds. Determine construction and maintenance of drinking fountains according to local laws and regulations. Consult Unit of Drinking Fountains. Prohibit use of any common drinking cup.


1. Determine proper compliance with all local fire laws and regulations.

2. Determine provision of proper and adequate number of fire hoses, chemical or other extinguishers, fire escapes, alarm boxes and other facilities, conveniently located and maintained in proper working order. Determine construction of doors that open outward.

3. If school is located outside the range of public fire protection, determine provision for having local fire department respond in case of fire.
### I. 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.

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<tr>
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<td>Rodents</td>
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<td>Communicable disease control.</td>
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<td>Entomology</td>
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<td>Bacteriology</td>
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<td>Zoology</td>
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### II. 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.

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<tr>
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<td>Habits and breeding places of rats.</td>
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<td>Types of breeding places and harborages.</td>
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<td>Construction standards, types and methods.</td>
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<td>Types and significance of insects found on rats.</td>
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<th>Ability to:</th>
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<tr>
<td>Recognize rat harborages and breeding places.</td>
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<td>Recognize types of rats.</td>
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### III. 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 laws and regulations.
   a. Determine use of rat-proofed foundation walls.
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.
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 foodstuffs. Prohibit keeping of foodstuffs and lumber and wood piles less than 18 inches

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<td>Responsibility of public in control of rats.</td>
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<td>Necessity and methods of preventing contamination of persons and food products from rats.</td>
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<td>Responsibility of government in control of rats.</td>
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<td>Proper methods of rat-proofing, destroying rat harborages and protecting food products.</td>
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<td>LEVEL</td>
<td>SITUATION</td>
<td>TECHNICAL REQUIRED INFORMATION</td>
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<td>III.</td>
<td>Situations Involving Inspection of Methods of Controlling Rats. (Contd.)</td>
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<td>from ground. Determine screening of windows, skylights, ventilators and other openings with heavy mesh.</td>
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<td>4. Where wood construction is used above the floor level, determine facing of studdings on inside and outside with sheet metal or heavy wire mesh for a distance of at least 12 inches above the floor level.</td>
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### IV. 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, etc., as bait, depending upon preference of rat. Place trap in harborages or other places frequented by rats.
4. Fumigation with carbon bisulphide, carbon monoxide or cyanide gas. The latter is usually done by commercial fumigators.
5. Drowning.
6. Use of natural enemies, such as ferrets or rat terriers.

### V. 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, cooperate with federal authorities in the United States Public Health Service.

### VI. 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.
2. Take rats killed and tagged to health department laboratory or other proper department.
VII. Situations Involving Inspection and Duties During Outbreak of Plague.

1. Inspector acts under direction of superiors in the following general procedure:
   a. Establishment of area of quarantine.
      1) Assist in removing cases to isolation hospital.
      2) Assist in placing possible contacts under observation.
      3) Assist in obtaining quarantine guards, deputizing volunteers, assigning posts and duties, etc.
   b. Establishment of headquarters.
      1) Assist in establishing operating headquarters, with telephone, delivery truck, messengers and emergency squad from police or sheriff's department.
      2) Assist in setting up procedure to obtain supplies, including stakes and ropes, flash lights, fire wood, flood lights, picks, shovels, axes, pliers, lysol, sulphur, fire extinguisher, material for fumigation, hammers, saw, nails, spray guns and special, protective clothing, such as gown, mask, rubber gloves, knee boots or puttees and high shoes sprayed with kerosene.
   c. Establishment of clean-up procedure.
      1) Work with clean-up squad in burning or disinfecting infected material, fumigating and rodent control.
      2) On entering building in which plague exists, spray all floors and sidewalls to a height of 4 feet with 10 per cent lysol solution or equivalent.
      3) Burn all combustible material which came in direct contact with patient. List all material destroyed, giving complete description. Soak washable clothing for 2 hours in 10 per cent lysol solution.
      4) Seal building for fumigation. Use 7 pounds of flowers of sulphur for each 1,000 cubic feet of air space. Place sulphur in pans on bricks in water. Keep building closed for 5 hours and guarded continuously. Air building for 2 hours after fumigating.
      5) Remove all rubbish. Assist in razing old buildings. Raise objects from ground and expose space beneath buildings to disclose rat harborages.

Science
Knowledge of:
Communicable disease control.
Entomology
Sources and methods of infection and contamination.
Necessity and methods of preventing spread of disease.
Consult Unit of Emergencies and Disasters, CL VI.
VII. Situations Involving Inspection and Duties During Outbreak of Plague. (Contd.)

6) Assist in trapping, poisoning and gassing of rodents. Dip all laboratory specimens in kerosene.

7) Keep each family on its own premises. Assist in establishing street patrols.

8) Cooperate with doctors, nurses and other officials.
UNIT OF INSECT CONTROL

Checking Level

<table>
<thead>
<tr>
<th>TYPE</th>
<th>SITUATION</th>
<th>TECHNICAL INFORMATION</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Situations Involving Control of Fleas.</td>
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<tr>
<td>1. Inspection and recognition.</td>
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<tr>
<td>a. Upon complaint, visit and inspect place infested with fleas.</td>
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<tr>
<td>b. Determine presence of fleas and identify.</td>
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<tr>
<td>2. Location of breeding place or harborage.</td>
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<tr>
<td>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.</td>
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<tr>
<td>3. Destruction or control.</td>
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<tr>
<td>a. Destroy or advise destruction of house fleas by spreading naphthalene flakes or other insecticide on floors, furniture, etc.</td>
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<tr>
<td>b. Destroy or advise destruction of fleas under house by spraying ground with crude oil or a concentrated salt solution.</td>
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<tr>
<td>c. Destroy or advise destruction of grass fleas by keeping grass short to allow sunlight to kill fleas.</td>
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<tr>
<td>d. Destroy or advise destruction of fleas by fumigation with sulphur or cyanide, the latter usually being handled by a licensed fumigator.</td>
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<tr>
<td>4. Preventive measures.</td>
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</tr>
<tr>
<td>a. Insure cleanliness and sanitation of premises and abundant sunlight to prevent infestation of fleas.</td>
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</tr>
</tbody>
</table>

II. Situations Involving Control of Cockroaches.

| a. Upon complaint, visit and inspect place infested with cockroaches. | Epidemiology. Diseases carried by insects. |

Knowledge of: Conditions furnishing breeding places or harborage.

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.

Forms and Records

Communicable Disease Card.

General Sanitation Card.

Reports

Legal notices.

Finance

Knowledge of:

- Relative costs of destructive agents.

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.

Safety Measures

Knowledge of:

- Precautions to be taken in use of poisons and cyanide gas.

Ability to:

- Execute duties with minimum conflict and maximum efficiency.
- Exercise tact and discretion in dealing with public.

Maintain good will.
II. Situations Involving Control of Cockroaches. (Contd.)

b. Determine presence of cockroaches and identify.

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 phosphorous paste has been spread at several points in building.
   b. Destroy cockroaches also by placing a mixture of equal parts of plaster of 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.
   d. Destroy or advise destruction of cockroaches by fumigation with sulphur or cyanide, the latter usually being handled by a licensed fumigator.

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.

III. 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 5 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.

Science

Knowledge of:
- Communicable disease control.
- 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.
- Prepare poisonous mixtures to destroy cockroaches.
- Recommend destructive agents.
- Fumigate.

Knowledge of:
- Conditions furnishing breeding places or harborages.

Safety Measures

Knowledge of:
- Precautions to be taken in use of fumigants, kerosene, gasoline, etc.
III. Situations Involving Control of Bedbugs. (Contd.)

b. Clean mattress with stiff brush and paint springs with gasoline or kerosene.

2) Advise fumigation with cyanide by licensed fumigator.

4. Preventive measures.

a. Determine general sanitation of premises and frequent cleaning of bedding, mattresses and rooms.

Consult Unit of Camps and Resorts, CL XII, 1.

IV. 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.

Science

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.

Necessity and methods of controlling lice.

Necessity 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.

Consult Unit of Camps and Resorts, CL XII, 2.

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.

V. 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.

Science

Knowledge of:

- Entomology. Types, appearance, habits and breeding places of insects.
- Epidemiology. Diseases carried by insects.
- Bacteriology
- Chemistry

Breeding places or harborages.

Knowledge of:

- Conditions furnishing breeding places or harborages.
- Effect of sanitation and cleanliness in fly control.
V. Situations Involving Control of Flies.  
(Contd.)

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.

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, particularly in food establishments.

VI. Situations Involving Control of Mosquitoes.

1. Anopheles (malaria-carrying) and Pest Mosquitoes.
   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. Destruction and control.
      1) Fish control.
         a) Place, or recommend placing of, gambusia in streams, ponds and other harbortages 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.

Science (Contd.)

Knowledge of: (Contd.)

Methods of destroying 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 stages of growth.
Recognize, trace, prevent and eliminate breeding places and harbortages.
Recommend adequate control measures.
Recommend adequate destructive agents.

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.
Methods of fumigation.
Standards of sanitation.
Methods of ditching, draining, ciling, tile draining, etc.

Ability to:
Recognize types of insects and stages of growth.
Recommend proper control
### VI. Situations Involving Control of Mosquitoes. (Contd.)

#### a) 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.

#### 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 larvicide with a light stove oil at a ratio of 5 gallons of oil to 1/2 pint of larvicide. 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, clearing brush, 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.

#### REQUIRED INFORMATION

<table>
<thead>
<tr>
<th>TECHNICAL</th>
<th>AUXILIARY</th>
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</thead>
<tbody>
<tr>
<td>Assist superiors in mosquito control.</td>
<td>Ability to: (Contd.)</td>
</tr>
<tr>
<td>Recognize, locate, prevent and eliminate breeding places and harborages.</td>
<td>Ability to: (Contd.)</td>
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<tr>
<td>Recommend adequate control measures.</td>
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<tr>
<td>Conduct survey of surrounding area to determine breeding places and harborages.</td>
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<tr>
<td>Recommend adequate destructive agents.</td>
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<tr>
<td>Act under direction.</td>
<td>Consult Unit of Camps and Resorts, CL XII, 3.</td>
</tr>
<tr>
<td>Write reports.</td>
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</tbody>
</table>
I. 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 or 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 any 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 and other 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 of disposing of public garbage.
   a. Determine adequate number of trucks, receptacles and other collection equipment. Determine use of a watertight 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. Determines 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.

Science
Knowledge of:
- Entomology
- Communicable disease control
- 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.

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.
I. Situations Involving Inspection of Garbage Collection by Organized Agency. (Contd.)

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 public 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 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.

II. 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.
      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.

Science

Knowledge of:
- Entomology
- Communicable disease control
- 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
- Instruct public concerning proper methods of disposal of garbage
- Secure cooperation of public
II. Situations Involving Inspection of Methods of Handling Private Garbage. (Contd.)

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 keeping of garbage in metal containers 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.
   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.

III. 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.

Science
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.
- Entomology.
- Communicable disease control.
- Bacteriology
- Rodents

Ability to:
- Recognize public nuisances and health hazards.

Public Relations
Ability to:
- Instruct public concerning necessity and methods of preventing and abating public nuisances and health hazards.
I. 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 "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.

II. 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.
### II. Situation Involving Methods of Handling Private Combustible Rubbish. (Contd.)

- **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 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.

### III. Situations Involving Inspection of Methods of Handling Public Non-Combustible Rubbish.

- **1.** See CL I 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.

### IV. 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.

### Required Information

- **Science (Contd.)**
  - Knowledge of: (Contd.)
    - 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.

### Auxiliary

- **Consult CL-I**

### Science

- **Knowledge of:**
  - Entomology
  - Bacteriology
  - Communicable disease control.
  - 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.

### Public Relations

- **Ability to:**
  - Secure cooperation of government and public in proper disposal of rubbish.

- **Maintain good will.**
I. 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 of 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.

II. 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
- Communicable disease control

Knowledge of: 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.

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.

Ability to:
- Execute duties with minimum conflict and maximum efficiency.
- Exercise tact and discretion in dealing with public.
### 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.

### 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.

### Situations Involving Inspection to Prohibit Vicious Animals from Running at Large

1. Prohibit any vicious or dangerous animal from running at large.

### 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.

### Situations Involving Disposal of Dead Animals

1. See Unit of Dead Animals.
UNIT OF DEAD ANIMALS

Checking

Level

TYPE SITUATION

TECHNICAL

REQUIRED INFORMATION

AUXILIARY

I. 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.

Science

Knowledge of:
- Proper methods of disposal of dead animals.
- Proper methods of disinfection.
- Necessity of proper disposal of dead animals.
- Cooperating governmental departments.

Safety Measures

Knowledge of:
- Protection to community necessary in, and resulting from, proper disposal of dead animals.

Forms and Records

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.

II. 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 3 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.

Science

Knowledge of:
- Responsibility of government in disposal of dead animals.
- Responsibility of owners and public in disposal of dead animals.

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.
II. Situations Involving Disposal of Animal.

(Contd.)

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 be located, notify proper government department to dispose of animal according to approved methods.
   E.g., if animal is found on highway, notify road, street, highway or proper public department.

- Forms and Records (Contd.)
  - Duplicate card for public disposal company.

- Finance
  - Knowledge of:
    - Charges made by public disposal company according to weight of animal.

- Public Relations
  - Ability to:
    - Instruct owner of animal or owner of private property on which animal is found concerning responsibility for disposal of animal.
    - Develop cooperation of public with health department.
    - Maintain good will.
### I. 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., within the jurisdiction of the health department. Determine proper compliance with zoning restrictions.

### II. 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.

### Required Information

<table>
<thead>
<tr>
<th>Technical</th>
<th>Auxiliary</th>
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<tr>
<td>Science</td>
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<tr>
<td>Knowledge of:</td>
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<tr>
<td>Types of industries and methods of production.</td>
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<tr>
<td>Types of public nuisances and health hazards created by industries, institutions, etc.</td>
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<tr>
<td>Types of institutions.</td>
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<tr>
<td>Construction standards, types and methods.</td>
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</table>

### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Zoning laws.
- Departmental regulations.

### Forms and Records

- General Sanitation Card.
- Legal notices.
I. Situations Involving Inspection to determine General Information.
1. Establish contact with owner, agent, manager or proper executive before making inspection.
2. Determine possession of proper permits, licenses, etc., and the posting of same in a conspicuous place.
3. Make inspection to determine adherence to legal requirements as outlined below.
4. Upon receiving complaint of existing nuisance, make inspection to determine cause of nuisance, if any, and report results of investigation to superiors. If health nuisance exists, secure correction or abatement, acting under direction of superiors.

II. Situations Involving Inspection of Construction of Building and Facilities.
1. Determine proper construction of building according to legal requirements and determine possession of proper permits, licenses, etc. Determine compliance with zoning restrictions.
2. Floors.
   a. Determine construction of smooth, tight floors in all rooms and work places.
   b. Where floors are not of wood, cork, rubber composition or other non-heat-conducting and resilient material, determine provision of mats or gratings of such approved material at all places where women or minors are required to stand.
   c. Where wet processes are employed, determine proper floor slope to provide for adequate drainage. Where women or minors are required to walk on wet floors, determine provision of wooden racks or gratings of an adequate height or other means of protecting the feet.
3. Ventilation and temperature.
   a. Determine proper and adequate ventilation of every room and provision of at least 500 cubic feet of air space per person.
   b. Determine window area of not less than 1/8 of the floor area and a ceiling height of at least 9 ft. in each room.
   c. Determine installation of exhaust system or system of forced-draft ventilation or other approved system in places where dust, gases,
II. Situations Involving Inspection of Construction of Building and Facilities. (Contd.)

fumes, vapors, fibers or other impurities are generated.

d. Where the nature of the employment permits, determine maintenance of temperature between 65° F. and 72° F.

1) If processes creating excessive heat are employed, determine installation of proper systems or devices to reduce such heat and to circulate the air.

2) If the nature of the employment does not permit heat, determine provision of a room heated to not less than 72° F. to which employees may retire for warmth.

3) Determine provision of accurate thermometers to indicate temperature.

4) Determine regulation of humidity to allow 50% - 75% moisture.

4. Lighting.

a. Determine provision of proper and adequate natural or artificial light during working hours. Determine uniformity of light to prevent the casting of shadows and determine proper placing or shading of light to prevent light from falling directly on the eyes of an employee at work.

5. Plumbing facilities.

a. Toilet rooms.

1) Determine proper construction of toilet room floors, and side walls to a height of 6 inches, with a sanitary base and of some smooth, waterproof material. Determine proper construction of walls with marble, cement, plaster, tile or covered with a light-colored non-absorbent paint.

2) Determine construction of toilet rooms separate and apart from other rooms, with the door so placed that no water closet compartment is visible from the adjoining room.

3) Determine provision of adequate natural or artificial light in any toilet room.

4) Determine proper and adequate ventilation to the outside air.

5) Determine provision of separate, marked toilet rooms for women in any establishment where five or more persons are employed.

Science (Contd.)

Ability to:
Advise proper construction, installation and repair according to standards approved by health department.
Read and interpret blueprints and draw diagrams and sketches.
Recommend proper types of equipment and facilities to insure efficient operation of plant and sanitary maintenance of premises.
Enforce legal requirements and regulations.
Recommend proper safety devices to protect health and welfare of workers.
Recognize and abate nuisances and health hazards in business and industry.
Cooperate with other governmental departments.

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

Forms and Records
General Sanitation Card.
Legal notices.

Finance
Knowledge of:
Relative costs of construction, installation and repair.
Relative costs of building and operating equipment, facilities and machinery.
Industrial bookkeeping and accounting.
Production costs.
Business and industrial finance.

Public Relations
Knowledge of:
Applied psychology

Ability to:
Secure cooperation of public.
Instruct public concerning standards approved by health department to protect health and safety.
Maintain good will.
Enforce laws and regulations.

Ability to:
Execute duties with minimum conflict and maximum efficiency.
Exercise tact and discretion in dealing with public.
II. Situations Involving Inspection of Construction of Building and Facilities.

(Contd.)

6) Determine provision of a separate compartment for each water closet, such compartments having a door, a minimum width of 27 inches, a minimum clearance of 18 inches between the front edge of toilet seat and the wall or door. Determine partitions of watercloset compartments of at least 6 feet in height and not within 1 foot of the floor or ceiling.

7) Determine proper construction of water closets, with a bowl of vitreous china, earthenware or other approved material, seats of wood, earthenware or other non-absorbent material, adequate facilities for flushing and free from enclosing woodwork.

8) Determine proper location of watercloset not more than 1 floor above or below the work place of persons using same, unless elevator service is provided.

9) Determine provision of proper and adequate number of waterclosets, computed on basis of one for every 20 persons or fraction thereof, up to 200; and one for every 30 persons thereafter.

b. Washing facilities.

1) Determine provision of proper and adequate number of wash bowls, sinks or basins, with water-supplied faucets, computed on a basis of one for every 30 persons up to 200 and one for every 40 persons thereafter. Where employees handle food products, allow one wash basin for every 20 persons up to 200 and one for every 30 thereafter.

2) Determine construction of wash bowl or sink of vitreous china, enameled iron or other approved impervious material.

6. Locker or cloak rooms.

a. Determine provision of a suitable room or space where clothing may be changed in privacy and comfort, where such change is required by the nature of the employment.

b. Determine proper and adequate provision for the safe-keeping and protection of clothing of employees.
II. Situations Involving Inspection of Construction of Building and Facilities.
(Contd.)
7. Rest Rooms.
   a. Where women are employed, determine proper and adequate number of beds, couches or cots, on the basis of one for more than 20 and less than 50 women and thereafter at least one additional cot for every 100 women. Allow a bed, cot or couch if there are more than 10 and less than 20 women employed at work which requires them to stand.
   b. Determine provision of a separate room, locker or dressing room, properly lighted, heated and ventilated for these cots, beds or couches.

8. Lunch Rooms.
   a. Where lunch rooms are provided, determine proper lighting, ventilating and heating to a minimum temperature of 68°F during meal periods. Determine provision of proper and adequate facilities for the disposal of waste, garbage, refuse, etc.

   a. Where women or minors are employed, determine provision of at least one seat for every two women employed.
   b. Where women or minors are employed, and where the nature of the work permits, determine provision of seats at work tables or machines, such seats to be adjustable to the work tables or machines. Determine proper dimensions and design of work tables to permit the use of seats and, where necessary, determine provision of adjustable foot rests.

10. Elevator Service.
    a. Determine adequate elevator service to the top floors in any building in which 10 or more persons are employed on the fourth or higher floors, such elevator service to be accessible to those employees.

11. Fire Regulations.
    a. Determine provision of at least two adequate and separate exits, other than elevators, from the ground floor and from each floor above or below the ground floor. From the basement or from the third or higher floors, determine provision of an outside stairway, chute or runway.
    b. Determine methods of protection against fire, such as marking all exits, keeping all exits in a safe
UNIT OF INDUSTRIAL SANITATION

Checking
Level

TYPE SITUATION

TECHNICAL

REQUIRED INFORMATION

AUXILIARY

II. Situations Involving Inspection of Construction of Building and Facilities.

(Contd.)

condition and clear of obstruction, prohibiting the storage of combustible material near any exit, providing exit doors which open outward and are kept unlocked during working hours, providing an adequate system for giving alarm in case of fire.


a. Determine provision of proper and adequate safety devices, guards on machinery, hand railings, racks, warning signs and other devices to minimize the number of accidents in any industrial establishment.


a. Determine proper and adequate disposal of all garbage and rubbish in metal containers with tight-fitting covers.


a. Determine proper and adequate connection to public sewer system or to any cesspool or septic tank approved by health department.

b. Prohibit the discharge of any sewage, garbage, refuse, filth, offal, fecal matter, animals, industrial wastes, or any other deleterious matter into any stream, river or other source of domestic water supply.

III. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment.

1. Determine maintenance of the premises of every part of the building and all equipment, devices, apparatus, utensils, machinery, etc., in good order and repair and in a clean sanitary condition, free from dust, dirt, garbage, refuse, debris, filth or other foul matter, rodents, vermin, insects and all other deleterious matter dangerous or harmful to health and life.

2. Determine maintenance of floors in clean, sanitary condition, removal of sweepings, waste and refuse so as to avoid raising dust or odors.

3. Determine proper maintenance of all toilet rooms, watercloset compartments and plumbing fixtures in good working order and repair and in a clean, sanitary condition, free from dirt, refuse, debris, urine or other foul matter, rodents, vermin or insects.

Science

Knowledge of:

Communicable disease control.

Bacteriology

Standards of sanitation.

Nuisances and health and safety hazards resulting from improper maintenance of building and equipment.

Methods of preventing spread of disease.

Sources of contamination.

Knowledge of:

Industrial diseases and methods of control.

Habits and breeding places of insects, rodents and vermin.

Methods and equipment used to insure efficient operation of plant and sanitation of premises.

Safety hazards.

Ability to:

Recognize and abate nuisances and health and safety hazards resulting from improper
III. Situations Involving Inspection of Sanitary Maintenance of Building and Equipment. (Contd.)

- **a.** Determine proper washing of toilet room floors daily and thorough scrubbing at least once a week. Determine thorough washing and cleaning daily of bowls and seats of water closets and of all wash basins, bowls and sinks.

- **4.** Determine maintenance of all cots, beds, couches and the bedding used thereon, in a clean, sanitary condition, free from any lice, bedbugs or other insects, and from urine, filth or other foul matter.

IV. Situations Involving Inspection of Water Supply.

- **1.** Determine source, adequacy and purity of water supply, freedom from pathogenic bacteria and conformity to standards set up by health department.

- **2.** Where separate lines are used for manufacturing and drinking purposes, prohibit any cross connection between the two lines.

- **3.** Where drinking fountains are provided, determine proper construction and use of a jet of at least 2 inches. Determine maintenance of fountain in a clean, sanitary condition.

V. Situations Involving Inspection to Abate Public Nuisances and Health Hazards.

- **1.** In industries where dust, gases, fumes, vapors, fibers or other air impurities are generated, determine installation of an adequate, approved exhaust system of ventilation or an approved system of forced-draft ventilation. If necessary, determine provision of masks or other devices to protect employees from any impurities.

- **2.** Where air is being contaminated by injurious substances emanating from smoke stacks and other openings, advise methods of purifying air and protecting health of employees. Abatement includes burning or washing processes or chemical neutralization.

- **3.** Determine methods of abating excessive noise resulting from industrial processes and machinery to prevent the creation of a nuisance or to abate an existing nuisance.

- **4.** Determine methods of neutralizing excessive unpleasant or injurious odors resulting from industrial processes to prevent the creation of a nuisance or to abate an existing nuisance.

### Required Information

<table>
<thead>
<tr>
<th>Science (Contd.)</th>
<th>Science</th>
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<tbody>
<tr>
<td><strong>Knowledge of:</strong></td>
<td><strong>Knowledge of:</strong></td>
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<tr>
<td>Communicable disease control.</td>
<td>Industrial diseases and methods of control.</td>
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<tr>
<td>Bacteriology</td>
<td>Effects of air impurities and industrial poisons on health of employees.</td>
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<tr>
<td>Chemistry</td>
<td>Sources of air impurities.</td>
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<tr>
<td>Types of air impurities.</td>
<td>Manufacturing processes generating odors, air impurities, poisonous substances, etc.</td>
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<tr>
<td>Types of ventilating systems and proper installation of such systems.</td>
<td>Methods of protecting health and safety of employees.</td>
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<tr>
<td>Manufacturing processes.</td>
<td>Methods of protecting health and safety of employees.</td>
</tr>
<tr>
<td>Chemicals and other substances used in manufacturing processes.</td>
<td>Ability to:</td>
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<tr>
<td>Methods of protecting health and safety of employees.</td>
<td>Recommend proper protection against air impurities, industrial poisons, etc.</td>
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</table>

### Auxiliary

<table>
<thead>
<tr>
<th>Ability to: (Contd.)</th>
<th>Ability to:</th>
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<tbody>
<tr>
<td>spread of disease.</td>
<td>Recommend proper operating technique and equipment to insure efficient operation of plant and sanitation of premises.</td>
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</table>
V. Situations Involving Inspection to Abate Public Nuisances and Health Hazards. (Contd.)

VI. Situations Involving Inspection of Management Practices.

1. Determine conformity of management policies and practices to legal requirements.

2. Determine provision of a hospital room or a first-aid kit for the care of injured or sick employees, such first aid equipment to be kept in a dust-proof receptacle, with at least one person responsible for its maintenance in a clean, sanitary condition.

3. Where twenty or more women are employed, determine provision of a stretcher or a suitable cot or couch for use in case of accident or illness.

4. Determine allowance of at least one hour for meals for women or minors. In any case, prohibit women or minors from returning to work in less than one-half hour during meal periods. Prohibit women or minors from working an excessive number of hours without a meal period.

5. Determine granting of permission to women and minors to use seats provided for them when not actively engaged in their occupations.

6. Prohibit any woman from lifting or carrying any burden weighing more than 25 pounds.

7. Determine provision of an adequate supply of toilet paper in every water-closet compartment, and determine provision of sanitary napkins and a metal receptacle with a hinged cover in women's toilet rooms.

Ability to: (Contd.)

Recommend proper type of ventilating system to protect health and welfare of employees.

Recommend proper methods of protecting health and safety of employees.

Science

Knowledge of:

Communicable disease control.

Bacteriology

Chemistry

Principles of industrial management.

Types of operating technique.

Manufacturing processes.

Legal requirements and recommendations.

Methods of protecting health and welfare of employees.

Equipment, devices, etc., necessary to protect the health and welfare of employees.

Ability to:

Recommend proper methods and equipment to protect health, welfare and safety of employees.

Enforce legal requirements and regulations.
UNIT OF INDUSTRIAL SANITATION

VI. Situations Involving Inspection of Management Practices. (Contd.)

7. Where women or minors are required by the nature of their work to remain standing, determine granting of a relief period of not less than 10 minutes every two hours.

8. Determine provision of individual cups, glasses or other containers, if drinking fountains are not provided, to prevent the use of any common container for drinking purposes.

9. Determine provision of individual towels to prevent the use of any roller or other common towel.

VII. Situations Involving Inspection of Methods of Sewage and Industrial Waste Disposal.

1. Consult Unit of Sewage Disposal and Unit of Plumbing.

2. Determine proper disposal of sewage and industrial wastes to prevent contamination of any spring, stream, well, reservoir or other source of domestic water supply.

3. Determine proper disposal of sewage and industrial wastes to prevent creation of any public nuisance or health hazard.

Consult Unit of Sewage Disposal and Unit of Plumbing.

Science
Knowledge of:
Industrial wastes and methods of disposing of same to prevent creation of nuisances or health hazards.

Ability to:
Recommend proper methods of disposing of sewage and industrial wastes.
## UNIT OF PUBLIC LAUNDRIES

### Checking

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<th>Level</th>
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<th>REQUIRED INFORMATION</th>
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<td>Communicable disease control.</td>
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<td>Mathematics</td>
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<td>Construction types, standards and methods.</td>
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<td>Building materials.</td>
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<td>Permits and licenses.</td>
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<td>Standards of sanitation.</td>
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<td>Nuisances and health hazards resulting from improper construction and maintenance of laundries.</td>
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<td>Ability to:</td>
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<td>Recognize and abate nuisances and health hazards resulting from improper construction and maintenance of laundries.</td>
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<td>Ability to:</td>
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<td>Advise proper construction and maintenance to insure sanitary condition of premises.</td>
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<td>Ability to:</td>
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<td>Execute duties with minimum conflict and maximum efficiency.</td>
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<td>Exercise tact and discretion in dealing with public.</td>
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</table>

### Science Knowledge of:

- Communicable disease control.
- Mathematics
- Construction types, standards and methods.
- Building materials.
- Permits and licenses.
- Standards of sanitation.
- Nuisances and health hazards resulting from improper construction and maintenance of laundries.

### Ability to:

- Recognize and abate nuisances and health hazards resulting from improper construction and maintenance of laundries.
- Advise proper construction and maintenance to insure sanitary condition of premises.

### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Departmental regulations.

### Forms and Records

- General Sanitation Card.
- Legal notices.

### Finance

Knowledge of:

- Relative costs of construction, installation and maintenance and operating equipment.

### Public Relations

Knowledge of:

- Applied psychology

Ability to:

- Secure cooperation of public. Instruct public concerning standards of construction, maintenance and operation approved by health department. Maintain good will.
II. Situations Involving Inspection of Operating Practices.

1. Prohibit any connection by window, door or other opening between any public laundry and premises used for living or sleeping purposes.

2. Prohibit use of any public laundry for living or sleeping purposes.

3. Prohibit employment or service of any person who is afflicted with any infectious or communicable disease.

4. Prohibit spraying of clothing or other articles with water or other liquid from the mouth.

5. Determine proper segregation of clean and soiled articles. Determine provision of separate reception and sorting quarters for soiled articles to prevent these articles from coming in contact with clean articles.

6. Prohibit receiving or handling of any articles which have been exposed to any communicable or infectious disease, unless such articles have previously been disinfected to the satisfaction of the health department.

7. Prohibit receiving or handling in a public laundry of articles from any hospital, pesthouse, sanitarium, undertaking establishment or public morgue.

8. Prohibit handling of any articles in an insanitary manner.

III. Situations Involving Inspection of Transportation Facilities.

1. Determine proper labeling of receiving and delivery trucks, including the name or trade name and address of laundry on each side of truck.

2. Determine proper labeling of trucks not owned by laundry, including the name and address of person owning the vehicle in letters not less than 3" in height placed on both sides of truck.

Knowledge of:

- Methods of communicable disease control.
- Operating technique and practices in laundry.
- Standards of sanitation.
- Facilities for proper handling of clothing.
- Nuisances and health hazards resulting from improper operating technique and practices.

Ability to:

- Recognize and abate nuisances and health hazards resulting from improper operating technique and practices.
- Recommend proper types of labeling.

Knowledge of:

- Trade terms.
- Improvements in operating technique and practices.

Ability to:

- Recommend proper operating techniques to insure sanitation of premises and sterile condition of clothing.
### UNIT OF WIPING RAG LAUNDRIES

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<th>AUXILIARY</th>
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<tbody>
<tr>
<td>I. Situations Involving Contact With Owner or Operator.</td>
<td></td>
<td>Science</td>
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<tr>
<td>1. Determine possession of proper permits, licenses, etc., posted in conspicuous place.</td>
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<td>Knowledge of:</td>
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<td>Permits and licenses.</td>
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<td>Ability to:</td>
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<td>Obtain general information.</td>
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<tr>
<td>II. Situations Involving Inspection of Methods of Sterilization.</td>
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<td>Science</td>
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<tr>
<td>1. Prohibit washing of wiping rags in same building or by same machinery in which any clothing or other articles are laundered.</td>
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<td>Knowledge of:</td>
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<tr>
<td>2. Determine proper sterilization of all wiping rags by boiling for 40 minutes in hot water or washing solution to which is added 5 per cent of caustic soda.</td>
<td></td>
<td>Communicable disease control.</td>
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<tr>
<td>3. Prohibit sale of any wiping rags which have not been sterilized.</td>
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<td>Trade terms.</td>
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<td>Bacteriology</td>
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<td>Chemistry</td>
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<td>Methods of washing and sterilization.</td>
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<td>Operating techniques and practices.</td>
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<td>Facilities for proper washing and sterilization.</td>
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<td>Necessity for segregation of wiping rags from clothing.</td>
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<td>Ability to:</td>
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<td>Recommend proper washing and sterilization of wiping rags to prevent spread of disease.</td>
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<td>Laws and Regulations</td>
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<td>County and municipal ordinances.</td>
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<td></td>
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<td>Departmental regulations.</td>
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<td>Forms and Records</td>
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<td></td>
<td></td>
<td>General Sanitation Card.</td>
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<td></td>
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<td>Legal notices.</td>
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<td></td>
<td></td>
<td>Finance</td>
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<td></td>
<td></td>
<td>Knowledge of:</td>
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<tr>
<td></td>
<td></td>
<td>Relative costs of operating equipment, commercial preparations for sterilization, etc.</td>
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<td></td>
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<td>Public Relations</td>
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<td></td>
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<td>Knowledge of:</td>
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<tr>
<td></td>
<td></td>
<td>Applied psychology.</td>
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<td></td>
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<td>Ability to:</td>
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<tr>
<td></td>
<td></td>
<td>Secure cooperation of public.</td>
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<tr>
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<td></td>
<td>Instruct public concerning standards of sanitation and sterilization approved by health department.</td>
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<td>Maintain good will.</td>
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<td></td>
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<td>Ability to:</td>
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<tr>
<td></td>
<td></td>
<td>Execute duties with minimum conflict and maximum efficiency.</td>
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<td></td>
<td></td>
<td>Exercise tact and discretion in dealing with public.</td>
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</tbody>
</table>
### UNIT OF WIPING RAG LAUNDRIES

#### Checking Level

<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>TECHNICAL REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>III. Situations Involving Inspection of Labels.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Determine proper labeling of any sack, container, bundle or wrapper containing wiping rags offered for sale, such labeling to consist of the words &quot;Sterilized Wiping Rags&quot;, the name and address of laundry where washed and sterilized or the name of the dealer offering the rags for sale, the number of the permit and the name of the health department issuing the permit.</td>
<td>Science Knowledge of:</td>
<td>Knowledge of:</td>
</tr>
<tr>
<td></td>
<td>Proper labeling.</td>
<td>Firm names and names of owners, agents, distributors, etc.</td>
</tr>
<tr>
<td></td>
<td>Permits and licenses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to:</td>
<td>Advise proper labeling.</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
### I. Situations Involving Inspection to Determine General Information.

1. Establish contact with owner, operator or manager.
2. Determine possession of proper permits, licenses, rules and regulations, etc., posted in conspicuous place in establishment.

### II. Situations Involving Inspection of Building, Premises and Equipment.

1. **Building.**
   a. Determine proper construction of building according to legal requirements, issuance of proper permits of occupancy, etc.
   b. Determine clean and sanitary condition of building, freedom from dirt, dust, filth, refuse, garbage, rodents, vermin and other deleterious material. Determine cleanliness of floors, free from dust, dirt, hair, etc.

2. **Premises.**
   a. Determine clean and sanitary condition of premises, freedom from refuse, garbage, filth, rodents, vermin, etc.

3. **Equipment.**
   a. Determine clean and sanitary condition of all equipment, apparatus, utensils, etc., including freedom from dust, dirt, hair, filth, vermin, etc.
   b. Determine use of washable material on chair cushions, etc., and clean condition of such coverings.
   c. Determine provision of enclosed cabinet or case for clean towels.

### Required Information

<table>
<thead>
<tr>
<th>Science</th>
<th>Knowledge of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communicable disease control.</td>
</tr>
<tr>
<td></td>
<td>Bacteriology</td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
</tr>
<tr>
<td></td>
<td>Architecture</td>
</tr>
<tr>
<td></td>
<td>Construction types, standards and methods.</td>
</tr>
<tr>
<td></td>
<td>Building materials.</td>
</tr>
<tr>
<td></td>
<td>Blue prints.</td>
</tr>
<tr>
<td></td>
<td>Proper types of equipment used in barber shops and cosmetological establishments.</td>
</tr>
<tr>
<td></td>
<td>Standards of sanitation.</td>
</tr>
<tr>
<td></td>
<td>Methods of maintaining building, premises and equipment in good order and repair and in a clean, sanitary condition.</td>
</tr>
<tr>
<td>Cooperating departments.</td>
<td></td>
</tr>
</tbody>
</table>

### Auxiliary Information

<table>
<thead>
<tr>
<th>Ability to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish contact with owner, operator or manager and obtain general information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
<th>Knowledge of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Proper installation, connection, ventilation and repair of heating, lighting and plumbing facilities to prevent injuries, accidents and spread of disease.</td>
</tr>
<tr>
<td></td>
<td>Habits of flies and other insects, rodents, vermin, etc., and methods of control.</td>
</tr>
<tr>
<td></td>
<td>Trade terms.</td>
</tr>
<tr>
<td></td>
<td>Improvements in machinery, equipment, etc.</td>
</tr>
<tr>
<td></td>
<td>Machinery and equipment necessary to insure efficient operation of shop and sanitation of premises.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ability to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend proper construction and repair</td>
</tr>
<tr>
<td>Recommend proper construction and repair</td>
</tr>
</tbody>
</table>
### UNIT OF BARBER SHOPS AND COSMETOLOGICAL ESTABLISHMENTS

#### Checking

<table>
<thead>
<tr>
<th>Level</th>
<th>TYPE SITUATION</th>
<th>TECHNICAL INFORMATION</th>
<th>AUXILIARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Situations Involving Inspection of Building, Premises, and Equipment. (Contd.)</td>
<td>Science (Contd.)</td>
<td>Ability to (Contd.)</td>
<td>Ability to (Contd.)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>maintenance of building, premises and equipment.</td>
<td>of maintaining building, premises and equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advise proper construction and maintenance according to particular circumstances.</td>
<td>Cooperate with other governmental departments.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cooperate with other governmental departments.</td>
<td>a sanitary condition.</td>
</tr>
</tbody>
</table>

#### Laws and Regulations

- State laws.
- County and municipal ordinances.
- Departmental regulations.

#### Forms and Records

- General Sanitation Card.
- Legal notices.

#### Finance

Knowledge of:
- Relative costs of building materials; construction, installation and repair; heating, lighting and plumbing facilities; and types of operating machinery and equipment.

#### Public Relations

Knowledge of:
- Applied psychology.

<table>
<thead>
<tr>
<th>Ability to:</th>
<th>Ability to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure cooperation of public.</td>
<td>Execute duties with minimum conflict and maximum efficiency.</td>
</tr>
<tr>
<td>Instruct public concerning construction standards, types of machinery and equipment and operating practices approved by health department.</td>
<td>Exercise tact and discretion in dealing with public.</td>
</tr>
<tr>
<td>Maintain good will.</td>
<td></td>
</tr>
<tr>
<td>Instruct public concerning methods of communicable disease control.</td>
<td></td>
</tr>
</tbody>
</table>

### III. Situations Involving Inspection of Operating Practices.

1. Prohibit use of any barber shop or cosmetological establishment as sleeping or living quarters.
2. Determine provision of hot and cold running water for use in every barber shop and cosmetological establishment.  
a. Prohibit use of any water in such establishments which is not furnished from such running water supply.
  b. Prohibit use of any water which has been used previously for any service.

Knowledge of:
- Communicable disease control.
- Bacteriology
- Chemistry
- Methods of communicable disease control.
- Sources of infection and methods of preventing and eliminating such sources.
- Necessity and methods of preventing spread of disease.

Knowledge of:
- Improvements in operating practices and techniques.
- Factors contributing to efficient operation and sanitary condition.
III. Situations Involving Inspection of Operating Practices. (Contd.)

1. Determine provision of a freshly laundered towel or a sheet of clean paper on the head rest of each chair for each patron.

2. Determine use of strip of cotton, towel or neck band around patron's neck to prevent the hair-cloth from coming in contact with the skin of any patron.

3. Prohibit the use of any styptic pencils, finger bowls, sponges, lump alum or powder puffs in any barber shop or cosmetological establishment.

4. Determine provision of individual sticks or devices for the application of lipstick. Prohibit application of lipstick with fingertips.

5. Determine provision of spatulas to remove cream, from jars, to prevent removing cream with hands.

IV. Situations Involving Inspection of Hygiene of Employees.

1. Determine provision of clean, washable apron, coat, smock or other outer garment for employees.

2. Prohibit service to any patron by an employee who has not thoroughly washed his hands immediately before performing such service.
V. Situations Involving Inspection of Methods of Communicable Disease Control.

1. Prohibit service or employment of any person afflicted with any infectious or contagious disease.

2. Prohibit service to any person afflicted with any infectious or contagious disease.

<table>
<thead>
<tr>
<th>Science</th>
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</thead>
<tbody>
<tr>
<td>Knowledge of:</td>
</tr>
<tr>
<td>Bacteriology</td>
</tr>
<tr>
<td>Methods of communicable disease control.</td>
</tr>
<tr>
<td>Sources of infection and methods of preventing and eliminating such sources.</td>
</tr>
<tr>
<td>Conditions and factors preventing spread of disease.</td>
</tr>
</tbody>
</table>

| Ability to: |
| Recommend methods of preventing and eliminating sources of infection and spread of disease. |
UNIT OF EMERGENCIES AND DISASTERS

Checking Level

<table>
<thead>
<tr>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>AUXILIARY</th>
</tr>
</thead>
</table>

I. 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.

II. 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 method of preventing and eliminating contamination of water supply.
- Diseases spread by water.
- Necessity and methods of preventing spread of disease.
- Methods of protecting water supply from contamination.
- Methods of preventing contamination of persons.
- Methods of chlorination of water supply.

Knowledge of:
- Responsibility of public and government in protecting and disinfecting water supply in times of emergency or disaster.

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**

**TECHNICAL**

**AUXILIARY**

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#### II. Situations Involving Protection of Water Supply. (Contd.)

<table>
<thead>
<tr>
<th>Public Relations</th>
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</thead>
<tbody>
<tr>
<td><strong>Ability to:</strong></td>
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<tr>
<td>Aid sufferers.</td>
</tr>
<tr>
<td>Secure cooperation of public in work of health department.</td>
</tr>
<tr>
<td>Cooperate in all health and rescue work.</td>
</tr>
<tr>
<td>Instruct public concerning necessity of complying with orders and regulations.</td>
</tr>
<tr>
<td>Cooperate with other governmental departments.</td>
</tr>
<tr>
<td>Consult Unit of Sewage Disposal.</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Science</th>
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</thead>
<tbody>
<tr>
<td><strong>Knowledge of:</strong></td>
</tr>
<tr>
<td>Methods of sewage disposal.</td>
</tr>
<tr>
<td>Topography of land and nature of soil.</td>
</tr>
<tr>
<td>Necessity and methods of preventing and eliminating contamination of persons and water supply.</td>
</tr>
<tr>
<td>Necessity and methods of preventing spread of disease.</td>
</tr>
<tr>
<td>Methods of disinfection.</td>
</tr>
<tr>
<td>Construction standards, types and methods for sewage disposal facilities.</td>
</tr>
</tbody>
</table>

| Ability to: |
| Execute duties with minimum conflict and maximum efficiency. |
| Exercise tact and discretion in dealing with public. |
| Use the radio and newspapers effectively and discriminately. |
| Consult Unit of Sewage Disposal. |

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#### III. Situations Involving Inspection of Facilities for Sewage Disposal.

1. Prevent contamination from any improper, damaged, uncovered or overflowing plumbing or other 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.

<table>
<thead>
<tr>
<th>Science</th>
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<tbody>
<tr>
<td><strong>Knowledge of:</strong></td>
</tr>
<tr>
<td>Types of contamination.</td>
</tr>
<tr>
<td>Methods of protecting food products from contamination by water, sewage, fire, dirt, rodents, vermin and insects.</td>
</tr>
<tr>
<td>Methods of condemnation of contaminated food.</td>
</tr>
<tr>
<td>Necessity and methods of preventing spread of disease.</td>
</tr>
<tr>
<td>Types of food products.</td>
</tr>
<tr>
<td>Bacteriology</td>
</tr>
<tr>
<td>Entomology</td>
</tr>
<tr>
<td>Chemistry</td>
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</tbody>
</table>

| 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. |

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#### IV. 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.

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<th>Science</th>
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<tr>
<td><strong>Knowledge of:</strong></td>
</tr>
<tr>
<td>Types of contamination.</td>
</tr>
<tr>
<td>Methods of protecting food products from contamination by water, sewage, fire, dirt, rodents, vermin and insects.</td>
</tr>
<tr>
<td>Methods of condemnation of contaminated food.</td>
</tr>
<tr>
<td>Necessity and methods of preventing spread of disease.</td>
</tr>
<tr>
<td>Types of food products.</td>
</tr>
<tr>
<td>Bacteriology</td>
</tr>
<tr>
<td>Entomology</td>
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<tr>
<td>Chemistry</td>
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</table>
### IV. Situations Involving Protection of Food Products (Contd.)

<table>
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<tr>
<th>Level</th>
<th>TYPE SITUATION</th>
<th>TECHNICAL</th>
<th>REQUIRED INFORMATION</th>
<th>AUXILIARY</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Checking</td>
<td>Science (Contd.)</td>
<td>Ability to:</td>
<td>Ability to:</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Prevent use or sale of contaminated food.</td>
<td>- Prevent pilfering of contaminated food.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Recognize types and sources of contamination.</td>
<td>- Guard premises to prevent use or sale of contaminated food.</td>
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<td></td>
<td></td>
<td></td>
<td>- Advise proper disposal of contaminated food.</td>
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<td></td>
<td></td>
<td></td>
<td>- Write reports.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Act under direction.</td>
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</tbody>
</table>

### V. Situations Involving Inspection of Sanitary Conditions

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, rubbish, manure, dead animals, etc.

Consult Unit of Insects, Unit of Garbage, Unit of Rubbish, Unit of Manure, Unit of Communicable Disease Control, etc.

### VI. Situations Involving Control of Communicable Diseases

1. Prevent contact between persons and sources of infection.
2. Assist in proper quarantine of persons afflicted with any communicable disease. Assist doctors in obtaining epidemiological data, aiding sufferers, transporting the sick and injured, etc.
3. Consult Unit of Communicable Disease Control.

**Knowledge of:**
- Epidemiology
- Bacteriology
- Entomology
- 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.
- Assist in quarantine of persons afflicted with communicable disease.
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Grayhill, H. W., Notes on Animal Parasites, College of Veterinary Medicine, George Washington University, N.D.

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Greenwood, M., (1935), Epidemics and Crowd Diseases.


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6. The Frequency of Botulism, Meyer, Reprint California and Western Medicine, May, 1936.

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2. Regulation on Use of Sewage for Irrigating Crops, Special Bulletin #59.
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LAWS


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