

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION

FUNCTIONAL STATEMENT

The Environmental Health Services Division is responsible for implementing and maintaining the statewide programs for Sanitation, Vector Control, Food and Drug, Radiation Control, Noise Control, Indoor Air Quality, Air-Conditioning/Ventilation, Asbestos, and Lead, under Hawaii Revised Statutes, Chapters 321, 322, 328, 329, 330, 339, and 342F, Noise Pollution, and 342P, Asbestos and Lead; and Administrative Rules, Title 11, Chapters 11-11, Sanitation; 11-12, Food Service and Food Establishments; 11-13, Public Swimming Pools; 11-14, Housing; 11-15, Milk; 11-16, Recreational Trailer Camps; 11-17, Tattoo Artists; 11-18, Licensing for Sanitarians; 11-22, Mortuaries, Cemeteries, Embalmers, etc.; 11-26, Vector Control; 11-29, Food and Food Products; 11-30, Frozen Desserts; 11-34, Poisons; 11-35, Shellfish Sanitation; 11-39, Air Conditioning and Ventilation; 11-45, Radiation Control; 11-46, Community Noise Control; 11-44, Radiologic Technology Board; 11-41 Lead-Based Paint Activities; 11-501, Asbestos Requirements; 11-502, Asbestos-Containing Materials in Schools; 11-503, Fees for Asbestos Removal and Certification; 11-504, Asbestos Abatement Certification Program; and Division policies.

This Division establishes broad program policies and oversees the management of the associated activities of the various branches.

Clerical Support:

- Provide secretarial services to the Chief, Environmental Health Services Division.
- Establish and enforce clerical procedures for all Division secretarial and clerical personnel.
- Make arrangements for meetings and conferences on a statewide basis, including space, time, people and travel.
- Review and process all divisional purchasing and personnel documentation.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
VECTOR CONTROL BRANCH

FUNCTIONAL STATEMENT
PROPOSED

Vector Control executes Hawaii Revised Statutes §§321 and 322, and Hawaii Administrative Rules, Title 11, Chapter 26, Vector Control, to protect public health by suppressing outbreaks of potential vector-borne diseases throughout the State of Hawaii by timely surveillance for new or introduced vector species; and abatement of rodents and other small animals, mosquitoes, and other insects of medical significance which transmit disease and/or impair public well-being.

Training and Research Office

Conducts applied research on the biology, ecology, and control of vectors, provides technical assistance and training to personnel in the branch operational units, provides technical information and assistance on vector control to the public and businesses upon request, and, as necessary, performs field work.

Conducts and oversees pesticide training, management, handling, and application.

Investigates and expands on the use of environmental management and biological control methods utilizing predators, parasites, and pathogens as an alternative to chemical control of vector species.

Responds to public health emergencies as a statewide resource for vector control/public health activities and provides technical and manpower support.

Inspection and Abatement Section

Conducts inspectional, consultative, abatement, and enforcement activities for complaints on vector concerns, and if necessary enforces administrative rules pertaining to insects, rodents, and other animals of public health concern.

West Oahu and East Oahu Units

Conducts ports-of-entry surveillance for immigrant mosquito species and rodents at seaports and airports for the detection of alien mosquitoes/rodents entering the island.

Conducts emergency vector control operations to prevent disease outbreaks after natural disasters by control or abatement of potential threats, such as mosquito, fly, or rodent population.

Conducts emergency vector control operations during public health vector-borne disease outbreaks by control or abatement of vectors such as, but not limited to, mosquitoes, rodents, and flies.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
SANITATION BRANCH

FUNCTIONAL STATEMENT

The Sanitation Branch is responsible for the implementation and enforcement of the statutes, rules, and policies relating to environmental sanitation. The implementation and enforcement of these laws and rules are directed toward promoting and maintaining a sanitary and healthful environment for the people of the State through the provision of sanitation services which include inspectional, educational, consultative and enforcement activities to implement HRS 321 and 322 as they apply to environmental sanitation through Administrative Rules, Title 11, Chapters 11-11 Sanitation, 11-12 Food Service and Food Establishments, 11-13 Public Swimming Pools, 11-14 Housing, 11-15 Milk, 11-16 Recreational Trailer Camps, 11-17 Tattoo Artists, 11-18 Licensing for Sanitarians, 11-22 Mortuaries, Cemeteries, Embalmers, etc., and Division policies.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Plan Review and Standards Office:

- Provide consultative services to various segments of the public, such as architects, engineers, contractors, management, and public officials.
- Review and coordinate all interface between staff offices in the Office.
- Consult with statewide program administrators to develop changes through legislation to facilitate implementation of program procedures and interpretations.
- Implement a training, standardization, and orientation program for the staff.

Data Information Staff

- Coordinate the statewide Sanitation Management Information System operations.
- Provide technical support for system development and changes.

Case Preparation and Rules Staff

- Review inspection reports and prepare formal documentation package for corrective and/or enforcement actions.
- Institute corrective measures through conferences or formal enforcement actions through administrative or court actions.

Standards Staff

- Review status of milk and food sanitation programs in regard to their effectiveness and acceptability.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
SANITATION BRANCH

FUNCTIONAL STATEMENT

- Draft standards for interpretation of enforcement of rules and regulations applicable to the many ethnic foods typical to Hawaii.
- Work with public officials and community programs people to assure that objectives and policies of the food and milk sanitation programs are known to them.
- Appraise and determine approval of applications for sanitary certificates and permits to operate frozen dessert manufacturing plants, milk plants, dairy farms, hotels, lodging houses, tenements, boarding homes, institutions, hospitals, and medical facilities.
- Conduct written examinations for the licensing of embalmers, tattoo artists, electrologists, and registered sanitarians.

Milk Certification Staff

- Provide consultative services to the milk industry for the development of proper procedures to secure sanitary and safe production, processing, and distribution of milk.
- Review plans and specifications pertaining to dairy and milk facilities submitted with applications for building permits to determine compliance with administrative rules.
- Inspect dairy farms and milk plants.

Hospital/Institutional Staff

- Review plans and specifications pertaining to hospitals and medical facilities submitted with applications for building permits to determine compliance with administrative rules.
- Inspect hospitals, medical facilities, and institutions.

Housing Staff

- Review plans and specifications of buildings, dwellings, food and food service establishments, and public swimming pools.
- Review plans and specifications pertaining to housing submitted with applications for building permits to determine compliance with administrative rules.
- Inspect hotels, lodging houses, tenements, and boarding houses.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
SANITATION BRANCH

FUNCTIONAL STATEMENT

Food Safety Consultative and Education Staff

The Food Safety Consultative and Education Staff provides confidential, technical advisory and education services in food safety to food industry personnel, institutions of learning, government agencies, and community groups on a statewide basis.

- Develop a food safety certification workshop with a minimum of 13 instructional hours which includes general microbiology, food microbiology, foodborne diseases, food sanitation, Hawaii and national foodborne outbreaks, and vermin control in food establishments. The certification workshop incorporates examinations and specialized resource lecturers.
- Develop food safety classes with 1-4 hours of instructional time. Instruction content varies with the need and level of comprehension of the participants. Food safety classes are developed for restaurants; caterers; schools; hospitals; nursing homes; institutions; County, State and Federal agencies; fund-raising organizations; community groups; and the general public.
- Work closely with the food industry for the promotion and implementation of food safety training programs.
- Provide food safety consultations and advisories.
- Conduct confidential Hazard Analysis Critical Control Point (HACCP) System studies on food-suspected or confirmed in foodborne disease outbreaks.
- Provide confidential HACCP workshops and classes to food establishment impacted by foodborne disease outbreaks.
- Provide basic HACCP system workshops, classes, and consultations. Conduct non-enforcement surveillance and verification of the HACCP System in operation at requested food establishments.
- Provide in-service training in food safety for staff registered sanitarians and supervisors.

East Oahu and West Oahu Sections:

- Inspect dwellings, apartments, kindergartens and schools, day care centers, institutions, grocery stores, restaurants, soft drink dispensers, liquor dispensers, food vending operations, food manufacturers, markets, fish, meat and vegetable peddlers, lunchwagons, lunch stands, food peddlers, hog ranches, feedlots, poultry farms, vegetable gardens, barber shops, beauty parlors, clothes cleaners, laundries, secondhand dealers, mattress makers, tattoo shops, mortuaries, ceteries, amusement places, parks, playgrounds, industrial plants, general merchandise establishments, public swimming pools, individual wastewater systems and other types of premises to determine that they are maintained continuously in a sanitary condition as

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
SANITATION BRANCH

FUNCTIONAL STATEMENT

required by statutes, rules and policies to protect the public health.

- Investigate complaints of insanitary conditions, abate public health nuisances, and prevent the creation of environmental sanitation hazards among the population.
- Maintain a high standard of environmental sanitation by promoting and securing the proper disposal of refuse, garbage and household sewage.
- Present environmental sanitation information programs to students at the university, community colleges, high schools and other public and private schools; also to community groups, food-service personnel, barbers, hair dressers and tattoo artists.
- Provide technical assistance and advice to and confer with public officials, architects, developers and other private groups in matters relating to environmental sanitation.
- Assist in the evaluation of consolidation and subdivision plans, conservation district plans, shoreline management applications and environmental impact statements.
- Appraise and approve or disapprove the application for sanitary certificates and permits to operate frozen dessert dispensing establishments, markets, tattoo shops, food manufacturing plants, liquor dispensers, restaurants and other food-service and food establishments.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
INDOOR AND RADIOLOGICAL HEALTH BRANCH

FUNCTIONAL STATEMENT

The Indoor and Radiological Health Branch is responsible for statewide programs of community noise control, radiation control, air-conditioning/ventilation, indoor air quality, asbestos, and lead through the provision of services which include inspectional, educational, consultative and enforcement activities to implement the federal Clean Air Act; the Toxics Substances Control Act; Mammography Quality Standards Act of 1992; Energy Policy Act of 2005; National Emission Standards for Hazardous Air Pollutants (NESHAP); and the Hawaii Revised Statutes, Chapters 321-11(3), 321-11(21), 321 Part IV, 321 Part XXXIII, 339K, 342F, and 342P as they apply to noise, radiation, air-conditioning/ventilation, indoor air quality, asbestos, and lead through Hawaii Administrative Rules, Title 11, Chapters 11-45, Radiation Control, 11-46, Community Noise Control, 11-44, Radiologic Technology Board, 11-39, Air Conditioning and Ventilation; 11-41, Lead-Based Paint Activities, 11-501, Asbestos Requirements, 11-502, Asbestos-Containing Materials in Schools, 11-503, Fees for Asbestos Removal and Certification, and 11-504, Asbestos Abatement Certification Program, Division policies, and the policies and procedures of the State Building Code Committee as administered by the Department of Accounting and General Services.

Clerical Support:

- Provide secretarial, clerical and typing services for all segments of the organization.

Noise Section:

- Conduct surveys on noise sources and facilitate mitigation to reduce noise.
- Investigate noise complaints to secure compliance.
- Conduct special surveys on noise.
- Educate the general public regarding excessive noise and its control.
- Provide consultative services to industry on methods and procedures for the control of noise.

Radiation Section:

- Review radiation shielding plans for new and renovated radiation facilities.
- Conduct radiological health inspections of healing arts, commercial, education, and research facilities with radiation sources to assure compliance with administrative rules. This includes health care facilities providing mammography.
- Conduct assessment of radiation sources.
- Conduct radiological response operations to control the release of radioactive materials.
- Conduct environmental radiologic surveillance on air, precipitation, drinking water, and milk.
- Provide administrative support for the Radiologic Technology Board.
- Provide public information and education on ionizing and non-ionizing radiation.

Air-Conditioning/Ventilation Unit:

- Control performance of air conditioning and ventilating systems in accordance with national standards.
- Examine mechanical plans and supporting data for new and modified air conditioning and ventilating system installations to assure compliance with administrative rules.
- Conduct surveys of buildings with air-conditioning and ventilating systems to ensure performance as designed by a mechanical engineer.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
INDOOR AND RADIOLOGICAL HEALTH BRANCH

FUNCTIONAL STATEMENT

Asbestos and Lead Section:

- Conduct public outreach, information and training on federal Toxics Substance Control Act (TSCA) for asbestos and lead, and indoor air quality.
- Maintain an asbestos and lead certification program for inspectors, management planners, and project designers.
- Maintain an asbestos and lead accreditation program for training providers.
- Review and approve management plans for asbestos removal in schools.
- Conduct containment inspections to ensure proper implementation of asbestos abatement.
- Conduct a comprehensive indoor air quality assessment program of publicly owned buildings.
- Recommend appropriate mitigating measures for indoor air quality problems.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
FOOD & DRUG BRANCH

FUNCTIONAL STATEMENT

The Food and Drug Branch is responsible for implementing and maintaining the statewide Food and Drug program under the jurisdiction of HRS Chapters 321, 328, 328E, 330 and 330C, and Administrative Rules, Title 11, Chapters 11-15, Milk; 11-29, Food and Food Products; 11-30, Frozen Desserts; 11-34, Poisons; 11-35, Shellfish Sanitation; and 11-36, Sale of Prophylactics Through Vending Machines.

- Ensure the quality, sanitation and purity of shellfish raised for commercial food purposes.
- Promulgate Administrative Rules for shellfish processing, labeling and marketing.
- Enforce laws and rules directed toward promoting and maintaining the safety, standard of potency, wholesaling, distributing, and retailing of prescription drugs.
- Initiate corrective and/or enforcement actions through embargoes, conferences, recalls, administrative or court actions.

Clerical Support:

Provide stenographic, clerical and typing services for all segments of the organization.

Monitoring Section:

- Establish and maintain a list of pesticide and other chemical contaminants to be tested for, based upon current information on pesticide usage, misuse and current, new or emerging problems.
- Establish sampling priorities based upon crop production, incidents of suspected chemical misuse or other problems at local or national levels.
- Collect agricultural food samples for laboratory analysis.
- Implement recalls and oversee destruction of crops or food products adulterated with pesticide residues, chemical contaminants, or other contaminants found during routine sampling.
- Provide information and consultation to the public and private sectors.
- Establish and maintain a list of dairy establishments and farms that may be sampled routinely for contaminants and establish sampling priorities.

STATE OF HAWAII
DEPARTMENT OF HEALTH
ENVIRONMENTAL HEALTH ADMINISTRATION
ENVIRONMENTAL HEALTH SERVICES DIVISION
FOOD & DRUG BRANCH

FUNCTIONAL STATEMENT

Compliance Section I and Compliance Section II

- Enforce laws and rules directed toward promoting and maintaining the purity and standards of identity in the case of foods; safety and standard of potency in the case of drug products; safety of medical devices and cosmetics; and truthful and informative labeling and advertising of foods, devices and cosmetics.
- Enforce laws and rules relating to poisons, refrigerated warehouses, enrichment of bread and flour, storage of fish, manufacture of poi, milk and frozen desserts (with the Sanitation Branch), weight of bread, oleomargarine, importation of toxic fishes and prophylactic devices.
- Initiate corrective and/or enforcement actions through embargoes, recalls, conferences, administrative or court actions.