

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 Food Safety, 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, 342F, 342P, and 469; and Hawaii Administrative Rules, Title 11, Chapters 11-10 Public Swimming Pools; 11-15, Milk; 11-17, Tattoo Artist; 11-22, Mortuaries, Cemeteries, Embalmers, Undertakers, and Mortuary Authorities; 11-26, Vector Control; 11-29, Food and Food Products; 11-33, Hawaii Drug Formulary of Equivalent Drug Products; 11-35, Shellfish Sanitation; 11-36, Sale of Prophylactics Through Vending Machines; 11-39, Air Conditioning and Ventilation; 11-41 Lead-Based Paint Activities; 11-44, Radiologic Technology Board; 11-45, Radiation Control; 11-46, Community Noise Control; 11-50, Food Safety Code; 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.
- Arrange meetings and conferences on a statewide basis, including space, time, people, and travel.
- Review and process all division purchasing and personnel documentation.

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VECTOR CONTROL BRANCH

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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.

Support Services

Provides overall administrative support to branch personnel.

Supports day-to-day branch operational requirements with respect to office space, equipment, and supplies.

Verifies billings and makes payments for goods and services as directed and authorized by the Program Manager.

Provides technical assistance relating to the procurement and monitoring of services and goods to ensure compliance with applicable State rules, regulations and guidelines.

Oversees, manages, and ensures completion of required physical inventory efforts to account for all assets purchased and maintained by the branch.

Provides technical support and maintains personnel records, including vacation, sick and other types of leave records, employee performance appraisals, and other personnel related documents.

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.

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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.

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FOOD SAFETY BRANCH

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This program is responsible for the implementation and enforcement of the statutes, rules, and policies relating to environmental sanitation and other related products, as well as public swimming pools, tattoo artists, mortuaries, cemeteries, and embalmers.

The chief activities of this Program are to:

- Implement and enforce laws and rules that are directed toward promoting and maintaining a sanitary and healthy environment for the people of the State of Hawaii through the provision of sanitation services that include inspection, education, consultative, and enforcement activities to implement Hawaii Revised Statutes, Chapters 321, 322, and 469 as they apply to environmental sanitation through Hawaii Administrative Rules, Title 11, Chapters 11-10 Public Swimming Pools, 11-15 Milk, 11-17 Tattoo Artist, 11-22 Mortuaries, Cemeteries, Embalmers, Undertakers, and Mortuary Authorities, 11-35 Shellfish Sanitation, 11-50 Food Safety Code, etc., and Public Health and Environmental Health Services Division policies.
- Provide surge capacity for other Branches within EHA/DOH during natural, man-made or other disasters and emergency events.

Clerical Support

Provides the full range of secretarial and clerical services for all segments of the organization.

Program Standards Office

- Conducts oversight assessment of all statewide food safety programs and non-food programs under the purview of the branch.
- Determines course of action on the most problematic and/or complex cases and if necessary, conducts field inspections.
- Provides consultative services to assure various segments of the public, such as architects, engineers, contractors, management, and public officials understand the objectives and policies regarding hospitals and institutions, food education and safety, milk and shellfish certification programs.
- Introduces legislation to facilitate implementation of program procedures and interpretations.
- Develops briefs and testimony for the department on all legislative matters under the purview of the branch.
- Provides end-user evaluations of the web-based inspection system and acts as liaison between the information technology vendor and the branch.
- Works with vendors of the web-based inspection system for statewide application and ensures adherence to performance specifications in the vendor contract.

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- Works closely with the food service industry to ensure compliance with food safety regulations and any placarding or public notification system regarding inspection results.
- Conducts Hazard Analysis Critical Control Point (HACCP) System studies on foods suspected or confirmed in foodborne disease outbreaks; leads environmental investigation of food-related outbreaks.
- Coordinates food safety security for local, national, and international dignitaries upon request by other law enforcement or government agencies.
- Maintains membership as the primary voting member to the Conference for Food Protection (CFP), which provides recommendations for changes/updates to the U.S. Food and Drug Administration (FDA) Model Food Code.
- Develops inspection reports and prepares a formal documentation package with the assigned Deputy Attorney General for corrective and/or enforcement actions.
- Institutes corrective measures through informal conferences and/or formal enforcement actions through embargoes, administrative hearings, or court actions with the Deputy Attorney General.
- Drafts new or amended Hawaii Administrative Rules for public hearings.

Food Quality Assurance Staff

- Develops statewide standards for food safety and non-food environmental health issues under the purview of the branch.
- Implements a training, standardization, and orientation program for the staff.
- Evaluates and approves applications for permits to operate food establishments.
- Serves as the FDA-Certified Food Standards Training Officer, based on the FDA Model Food Code, to ensure inspections conducted by staff are standardized.
- Maintains membership as the secondary voting member to the CFP, which provides recommendations for changes/updates to the FDA Model Food Code.
- Serves as the Certified Milk Sanitation Rating Officer and evaluates the staff milk inspector to ensure inspections are done correctly and based on the FDA National Conference on Interstate Milk Shipments (NCIMS).

Milk Ratings Unit

- Inspects dairy farms and milk plants and provides consultative services to the milk industry for the development of proper procedures to ensure sanitary and safe production, processing, and distribution of milk.
- Maintains membership as a voting member to the NCIMS, which approves any changes/updates to the Pasteurized Milk Ordinance (PMO). The PMO contains

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the nationally recognized milk rules to which the FDA, State DOH, and the local milk industry adhere.

- Determines Interstate Milk Shippers (IMS) ratings for Oahu and Hawaii Island dairy farms and milk processing plants.
- Reviews plans and specifications pertaining to dairy and milk facilities submitted with applications for building permits to determine compliance with administrative rules.
- Develops inspection reports and prepares a formal documentation package with the assigned Deputy Attorney General for corrective and/or enforcement actions.
- Institutes corrective measures through informal conferences and/or formal enforcement actions through embargoes, product recalls, administrative hearings or court actions with the Deputy Attorney General.

Food Safety Education Unit

- Provides confidential technical guidance and educational services in food safety to food industry personnel, institutions of learning, government agencies, and community groups statewide.
- Develops and conducts the food protection manager certification workshop, with a minimum of 13 instructional hours, that includes general microbiology, food microbiology, foodborne diseases, food sanitation, information on local and national foodborne outbreaks, and vermin control in food establishments.
- Develops and conducts HAR-mandated certification classes for food handlers, with one to four hours of instructional time for restaurants, and other establishments under the purview of the branch, government agencies, community groups, and the general public; determines instructional content based on the needs and the level of comprehension of the participants.
- Works closely with the food industry for the promotion and implementation of food safety training programs.
- Provides in-service food safety training for staff and supervisors.

Food Safety Sections #1, #2, #3, #4, and #5

- Reviews and approves building plans and/or inspects food and non-food establishments under the purview of the branch to determine that they are maintained continuously in a sanitary condition as required by statutes, rules, and policies to protect the public health.
- Responds to disasters and emergencies by ensuring the safety and welfare of the residents and visitors of the State of Hawaii by ensuring food safety through the application of environmental sanitation principles, by changing or influencing public behavior, and through public communication, outreach, education and enforcement.

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- Investigates the causes of foodborne, waterborne, or other diseases or public health risks at facilities under the purview of the branch.
- Develops mitigation or action plans to prevent recurrences of diseases of public health significance or other public health risks.
- Investigates complaints of unsanitary conditions and prevents the creation of environmental sanitation hazards among the population.
- Presents environmental sanitation information programs to students at both public and private universities, community colleges, and high schools, and to community groups, foodservice, swimming pool operators, tattoo artists, and any other occupations that may be impacted by environmental health.
- Provides technical assistance and advice to and confers with public officials, architects, developers and other private groups in matters relating to environmental sanitation.
- Assists in the evaluation of consolidation and subdivision plans, conservation district plans, shoreline management applications and environmental impact statements.
- Appraises and approves the application for licenses or permits to operate for establishments under the purview of the branch.
- Conducts confidential HACCP System studies on food suspected or confirmed in foodborne disease outbreaks.
- Provides food safety security for local, national, and international dignitaries upon request by other law enforcement or government agencies.
- Inspects and evaluates field conditions after natural disasters such as hurricanes or tsunamis or after an act of terrorism and initiates and mobilizes staff to prevent or correct any environmental sanitation conditions that will or could endanger the health and safety of the public.
- Inspects hospitals, medical facilities, institutions, and adult residential care homes (ARCH) for compliance with rules and regulations governing food safety.
- Reviews plans and specifications pertaining to hospitals, medical facilities and ARCHs, submitted with applications for building permits to determine compliance with HAR 11-50.
- Issues HAR 11-50 permits to ARCHs, hospitals, and medical facilities.
- Ensures the quality, sanitation and purity of shellfish raised for commercial food purposes.

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- Provides consultative services to the shellfish industry, including growers, packers, distributors and shippers, in the development of proper procedures to secure sanitary and safe production, processing and distribution of shellfish.
- Conducts a sanitary survey of growing areas and evaluates all sources of actual and potential pollution in the area, including but not limited to pesticides, industrial wastes, and sewage effluent.
- Appraises and approves the application for permits to operate a plant or business engaged in growing, harvesting, shucking, packing, repacking or reshipping shell-stock for sale to the public for human consumption.
- Ensures shellfish dealers shipping products into interstate commerce are required to meet the requirements of the FDA National Shellfish Sanitation Program (NSSP) and must be certified for listing in the Interstate Certified Shellfish Shippers List (ICSSL).
- Conducts inspections of growers, harvesters, processors, packers, storage facilities and distributors of shell-stock.
- Maintains membership as a voting delegate to the Interstate Shellfish Sanitation Conference (ISSC).
- Develops inspection reports and prepares a formal documentation package with the assigned Deputy Attorney General for corrective and/or enforcement actions.
- Institutes corrective measures through informal conferences and/or formal enforcement actions through embargoes, administrative hearings, or court actions with the Deputy Attorney General.

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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

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water, and milk.

Provide administrative support for the Radiologic Technology Board.

Provide public information and education on ionizing and non-ionizing radiation.

Indoor Air Quality 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.

Conduct a comprehensive indoor air quality assessment program of publicly owned buildings.

Recommend appropriate mitigating measures for indoor air quality problems.

Conduct public outreach, information, and training on indoor air quality.

Asbestos and Lead Section:

Conduct public outreach, information, and training on federal Toxic Substances Control Act (TSCA) for asbestos and lead.

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 and lead abatement.

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FOOD AND DRUG BRANCH

FUNCTIONAL STATEMENT

Responsible for ensuring food, drugs, cosmetics, medical devices and related products are safe, effective and properly labeled and are removed from commerce should the products be determined to be contaminated or adulterated. This is accomplished through the inspection and investigation of establishments that manufacture, pack, store, distribute or sell food, drugs, cosmetics, medical devices and other related products.

The Food and Drug Branch is responsible for implementing and maintaining the statewide program under the jurisdiction of HRS Chapters 321, 328, 328C, 328D, 328E, 330 and 330C, and Administrative Rules, Title 11, Chapters 11-15, Milk; 11-29, Food and Food Products; 11-33, Hawaii Drug Formulary of Equivalent Drug Products; 11-35, Shellfish Sanitation; and 11-36, Sale of Prophylactics Through Vending Machines.

Clerical Support

Provide the full range of secretarial and clerical 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 raw 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.
- Ensure the quality, sanitation and purity of shellfish raised for commercial food purposes.

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Compliance Section I and Compliance Section II

- Ensures food products are manufactured and prepared under sanitary conditions, are fit for human consumption and free of chemical, biological and physical adulterants through the inspection of the establishment and equipment, review of the manufacturing process and by product sampling and laboratory analyses.
- Ensures recalled food products are removed from sale.
- Enforces 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.
- Institutes corrective measures through informal conferences and/or formal enforcement actions through embargoes, product recalls, administrative hearings or court actions with the Deputy Attorney General.