



State of Louisiana

Department of Health and Hospitals

Request for Information:

Office of Public Health
Center for Environmental Health Services
Sanitarian Services and Permit Unit
System Integration Project

February 5, 2009

Section I. General Information

A. Background

The mission of the Department of Health and Hospitals is to protect and promote health and to ensure access to medical, preventive, and rehabilitative services for all citizens of the State of Louisiana. The Department of Health and Hospitals is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.

DHH is comprised of the Bureau of Health Services Financing (Medicaid), the Office for Citizens with Developmental Disabilities, the Office of Mental Health, the Office for Addictive Disorders, Office of Aging and Adult Services, and the Office of Public Health. Under the general supervision of the Secretary, these principal offices perform the primary functions and duties assigned to DHH.

DHH, in addition to encompassing the program offices, has an administrative office known as the Office of the Secretary, a financial office known as the Office of Management and Finance, and various bureaus and boards. The Office of the Secretary is responsible for establishing policy and administering operations, programs, and affairs.

The State of Louisiana, Department of Health and Hospitals (DHH), Office of Public Health (OPH), Center for Environmental Health Services (CEHS), Sanitarian Services and Permit Unit sections have identified the need to migrate to an integrated off the shelf solution. This solution must include all the functionality needed to replace and augment the existing suite of products used by the Sanitarian Services and Permit Unit sections. By switching to an integrated off the shelf product, the following goals should be achieved:

- Increased administrative efficiencies
- Enhanced access to inspection data
- Eliminate double data entry
- Eliminate need to store paper
- Provide an integrated and comprehensive software package for the Sanitarian Services and Permit Unit sections
- Provide a web based portal for the public
- Provide appropriate security to ensure confidentiality of the data as needed

B. Purpose of RFI

This Request for Information (RFI) is issued by the Department of Health and Hospitals, Office of Public Health, CEHS, Sanitarian Services section and Permit Unit section for the purpose of gathering information from qualified companies which can show a demonstrated capacity to provide an off the shelf product configured to fulfill Louisiana’s needs with a customizable consolidated solution as well as provide support and ongoing maintenance of the system.

The Department welcomes all responses to this RFI which will be utilized to learn of potential interest, applications available and the estimated cost of contracting for these services when funds become available.

C. RFI Coordinator

Written questions and responses must be directed to the RFI coordinator listed below:

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Department of Health and Hospitals
Office of Management & Finance
628 North 4th Street
Baton Rouge, LA 70802
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D. Schedule of Events

(DHH reserves the right to deviate from this Schedule of Events)

Activity	Tentative Schedule
Public notice of RFI	February 5, 2009
Deadline for receipt of written questions	February 12, 2009
Response to written questions published	February 18, 2009
Deadline for receipt of RFI	March 4, 2009

- E.** The Department will not pay for the preparation of any information or response submitted in reference to this RFI. Nor will the Department award a contract from or pay for any use of response information. This Request for Information (RFI) is for planning purposes only and should not be construed as a Request for Proposal (RFP). Issuance of this solicitation does not constitute a commitment by DHH to award a contract or contracts.
- F. Proprietary Information** - Only information which is in the nature of legitimate trade secrets may be deemed proprietary or confidential. Any material identified as such must be clearly marked.

Section II. Overview of Sanitarian Services and Permit Unit Sections

The Office of Public Health, Center for Environmental Health Services, Sanitarian Services and Permit Unit sections regulate a variety of activities and processes within the state through inspections, permits and licensing.

Sanitarian Services Section

There are approximately 250 field sanitarians. The field sanitarians inspect Retail Food, Onsite Wastewater, and Buildings and Premises.

A. Buildings and Premises

The program controls environmental factors which are detrimental to the health of persons confined to, residing in, or cared for by, institutional facilities, including prisons, hospitals, and nursing homes, group homes, day care centers, and schools by annual inspections of all institutions (prisons semi-annually).

The program ensures sanitary conditions in places of public accommodation and controls the factors on private premises which may be detrimental to community health by responding to all complaints of unsanitary conditions.

The Buildings and Premises Program currently has approximately 5000 permitted establishments. Of those, approximately 200 establishments are added each year and 200 establishments are closed out each year.

6,000 inspections per year on average

B. Onsite Wastewater

The Onsite Wastewater Program's mission is to prevent untreated or improperly treated sewage from being discharged into the environment and thus to protect the health of the citizens of Louisiana. The program licenses and regulates onsite wastewater treatment system installers, haulers, sub-manufacturers, and manufacturers of wastewater systems in this state. Sanitarians located in the health units of each parish serve to inform, advise, and operate a permitting system with regard to onsite sewage treatment.

The Onsite Wastewater program also handles private water wells, oversees setbacks and testing of water samples, and location and construction of wells to ensure private water supplies are protected from any possible contamination.

The field sanitarians inspect Retail Food, Onsite Wastewater, and Buildings and Premises. There are approximately 250 field sanitarians.

The Onsite Wastewater Program currently has approximately 119,000 permits. The Program receives approximately 21,000 permits per year, but only permits approximately 17,000 permits per year.

21,000 inspections per year on average

C. Retail Food

The Retail Food Program objective is to prevent and minimize food-borne disease outbreaks through consulting, monitoring, issuance of permits and regulation of food establishments. The program also oversees the Food Safety Certification Program which consults with industry, monitors and regulates the Food Safety Certification requirements of retail food establishments.

The field sanitarians inspect Retail Food, Onsite Wastewater, and Buildings and Premises. There are approximately 250 field sanitarians.

The Retail Food Program currently has approximately 27,000 permits. In 2007, 4,000 permits were added, but 5,000 existing permits were closed out.

70,000 inspections per year on average

D. Commercial Seafood

The Commercial Seafood Program issues permits and inspects facilities for processing crabs, crawfish, shrimp, oyster, alligator, fish, caviar, and mullet roe processors and seafood distributors.

There are approximately 5 Commercial Seafood sanitarians.

The Commercial Seafood Program currently has approximately 400 permitted establishments. Of those, approximately 40 establishments are added each year and 40 establishments are closed out each year.

1,600 inspections per year on average

E. Food and Drug

The Food and Drug Unit of the Office of Public Health regulates a variety of activities and processes pertaining to food, drugs, and cosmetics in the state of Louisiana.

Food manufacturers and wholesalers

FDU regulates food manufacturers not covered by Part XXIII of Title 51 of the Sanitary Code, as well as food salvagers, re-packers, and food storage warehouses. Commercial Seafood, retail packers (bakeries, meat & poultry, etc.), wild game facilities are handled by other programs within Sanitarian Services.

Prescription and non-prescription drugs, medical devices, and medical gasses

FDU is responsible for ensuring the sanitary manufacture and storage of drugs, medical devices, and medical gasses within the state.

Cosmetics

FDU provides regulatory oversight of cosmetic manufacturers and storage facilities in the state. Internet sales are not regulated

Water and Ice Vending Machines

FDU personnel permit vending machines that provide customers with a fixed amount of filtered water from an approved water supply or ice-making machines for a small fee.

UV Tanning Facilities

FDA considers tanning beds or booths that utilize ultraviolet light (between 200 and 400 nm wavelength) to achieve their intended effect to be Class 1 medical devices. Therefore, FDU personnel inspect UV tanning facilities in the state of Louisiana to verify compliance with applicable regulations.

Commercial Body Art

FDU regulates commercial body art by conducting pre-operational inspections of CBA facilities, while contract workers (retired sanitarians) are responsible for conducting routine inspections and complaint investigations. Each facility engaging in tattooing, body-piercing, or other CBA activities is required to be permitted in accordance with State regulations and each person performing said tasks must be registered with the state.

There are approximately 15 Food and Drug sanitarians.

The Food and Drug Program currently has approximately 4000 permitted establishments. Of those, approximately 400 establishments are added each year and 400 establishments are closed out each year.

12,000 inspections per year on average

F. Milk and Dairy

The Milk and Dairy Program permits and inspects dairy farms, dairy plants, single service container plants, powdered milk plants, condensed milk plants, frozen dessert manufacturers, dairy product depots, bulk milk transport vehicles, milk hauler/samplers and milk receivers in the state.

There are approximately 12 Milk and Dairy sanitarians.

The Milk and Dairy Program currently has approximately 500 permitted establishments. Of those, approximately 30 establishments are added each year and 40 establishments are closed out each year.

2,000 inspections per year on average

G. Molluscan Shellfish

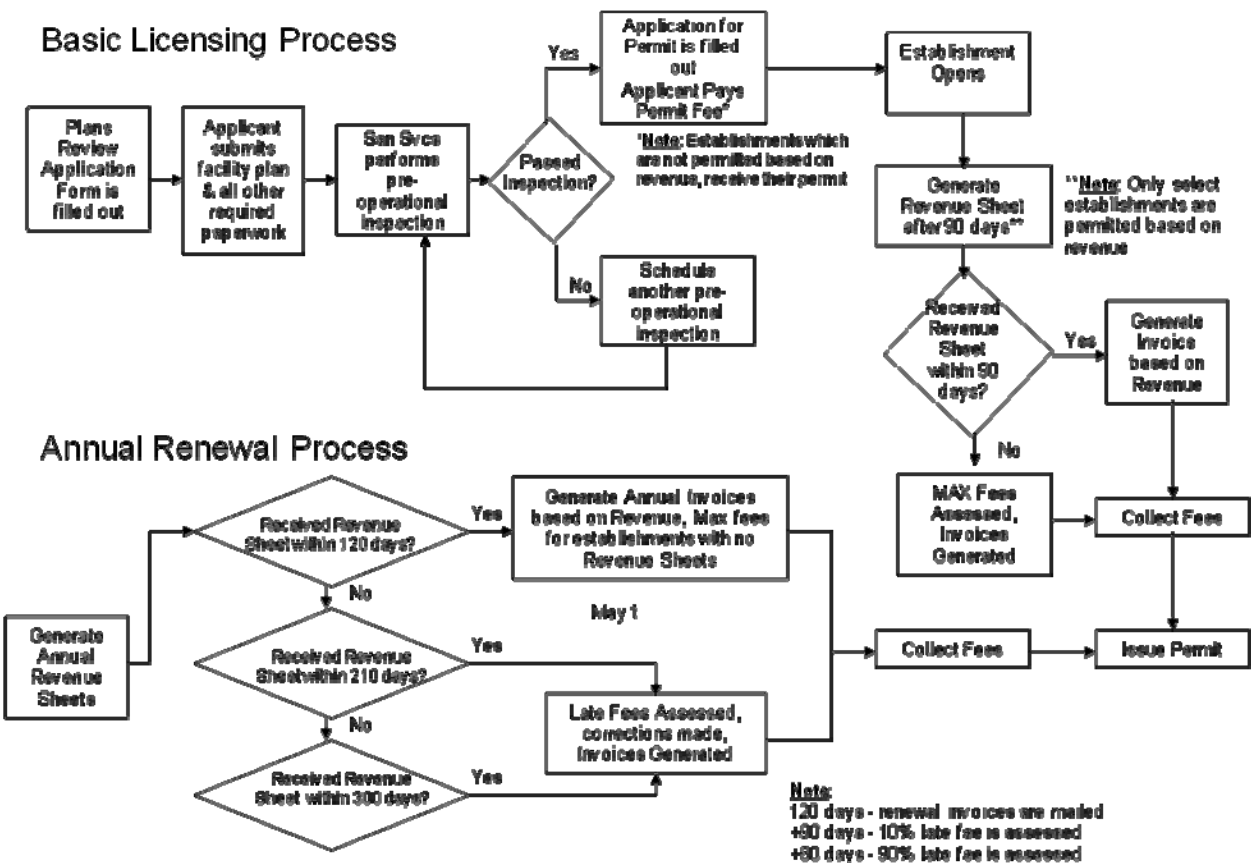
The Louisiana Molluscan Shellfish Program provides a statistical information system for compliance determination for shellfish growing areas as well as providing a geographical information system for producing classification maps of these areas. In Louisiana there are approximately eight million acres of classified shellfish growing areas and 1.2 million of these are classified as prohibited areas.

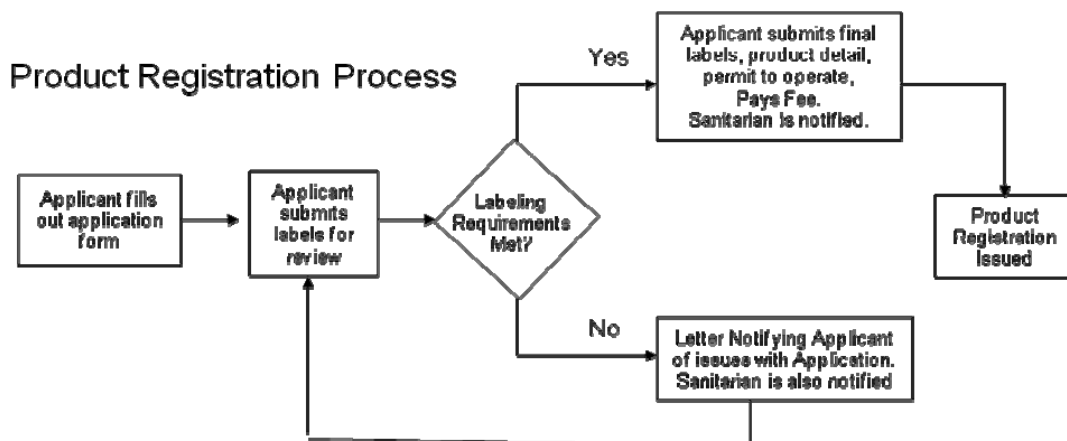
Additionally, the Molluscan Shellfish program administers the Beach Monitoring Program which is funded by EPA, along with a Camp Survey program.

H. Permit Unit

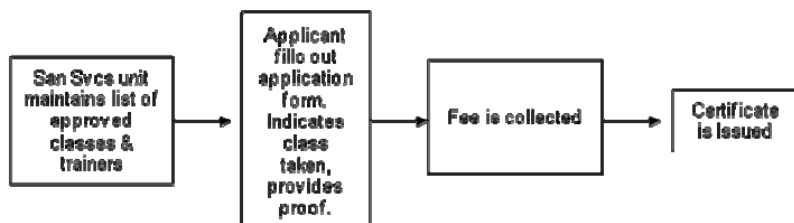
The permit program handles permit fees, generates and prints approx 25,000 annual invoices May 1st of each year; collects and posts permit payments; prints permits; generates annual sales revenue letters; enters sales revenue data; generates late fees Aug 1st and Oct 1st of each year; periodically generates maximum permit fees; enters and edits permit records; refunds payments; corrects fees and payments when necessary.

Included below are flowcharts with the main business processes.





Certification Process*



Note: There are several types of certification processes: Food Safety Certification, Installer Certification, Commercial Body Art operator certification. Certification requirements, certification frequency & dependencies vary by certification type.

Section III. Information Requested

The solution requested will replace the Sanitarian Services section's and Permit Unit section's current applications and tracking methods in order to enable the Sanitarian Services and Permit Unit sections to perform job responsibilities such as inspections, complaint tracking, and permitting through a single integrated application. For a detailed analysis of requirements, see Attachment III – System Integration Requirements Analysis.

Interfaces with other systems

The Sanitarian Services and Permit Unit sections' software package must interface with two systems: Computerized Accounts Receivable System (CARS) and Starlims.

CARS

CARS is an accounts receivable system which is used by several DHH departments. The CARS application consists of two (2) primary components: an Oracle Database and an ASP Web Front-end.

Starlims

STARLIMS is a web-based off-the-shelf LIMS (Laboratory Information Management System) designed for a wide variety of laboratory environments operating in many scientific and industrial disciplines. STARLIMS consolidates disparate business processes into a single, compliant platform with comprehensive reporting, surveillance and networking capabilities. It is used by the Louisiana Office of Public Health Laboratories. More information about the software can be found at: <http://www.starlims.com/solutions/>

Section IV. Requirements and Questions for Response

A. Server Architecture / Platform

- The architecture must provide a solution with high availability and disaster recovery options.
- The architecture must be open, flexible, scalable, and interoperable with existing IT investments.
- Requested solution may be delivered through a services model or a hardware/software infrastructure implementation. If the solution proposed is a services model, skip questions 1 – 6 below.

Please respond to the questions below:

1. What type of web server does your product operate on?
2. What type of app server does your product operate on?
3. Does the web application require additional web integration software?

4. Please describe your product’s architecture on the data server side. Please list all operating platforms your product supports.
5. How much space or overhead does your product(s) require?
6. What are the recommended operating characteristics of the platform that will most effectively operate your product(s)? Please include the ideal number and size of processors.

B. Client Architecture /Platform

The software DHH is seeking must provide a web-client architecture. Zero-admin products (i.e. products automatically installed/updated via a web application) may be taken into consideration. Please answer the following questions regarding your product(s):

1. Is the Web Client of your product a ‘zero footprint’ web client?
2. If it is not, does it require Java Applet or Active-X control? If so, what is the size of the applet or Active-X control? Is the download option built into the web client?
3. What browsers and versions of browser are supported for use by the web client?
4. Is the Administrative Tool ‘zero-admin fat client’? If so, what is the size of the client?
5. Is the Administrative Tool a ‘Standard Desktop Client/Server’ tool?

C. Mobile Architecture /Platform

The software must provide a client component which can run remotely on a laptop and meet the following requirements:

- Scalability – A Mobile Architecture must be able to be utilized with all recovery requirements on both large and small scale.
- Secure – Encryption is important, transmission protocols must support encryption (SSL) via secure transit such as HTTPS

Please answer the following questions regarding the mobile architecture/platform:

1. Does the software use version numbers to track updates during synchronization?
2. Does the software have a central administrative tool for accepting/denying changes uploaded during synchronization?
3. Is the ability to do real-time updates offered? Please provide details.
4. Does the application recognize when CPU battery is low and adjust background running to low to extend battery power or warn the user and prompt to save changes?
5. Please describe your product’s architecture on the mobile device data side. Please list all operating platforms your product supports.
6. How much space or overhead does your product(s) require?

D. Software Requirements

The solution should include the following functionality. Please respond appropriately on the chart below as to the functionality of the solution.

Functionality	Included in the software (Yes/No)	Can be built for a fee (Yes/No)	If Yes, then enter fee
1. Inspections			
1.1. Forms (inspection types)			
54 different types of inspection forms are used			
Flexibility to create/change inspection forms without software changes			
Inspection form data needs to be preserved as it was at the time when the inspection took place			
1.2. Properties			
Ability to record the inspection type (complaint, pre-operational, etc.)			
Ability to define risk categories and assign risk categories to establishments. Note: not all establishments may have a risk category			
Ability to record the inspection frequency by risk category, if a risk category is defined.			
Ability to record the inspection frequency			
Ability to schedule inspections based on frequency			
Ability to schedule complaints and ad-hoc inspections in general			

Ability for a sanitarian to view their schedule for the day, week, month			
Ability to route scheduled activities from one sanitarian to another			
Ability to capture electronic signatures			
Ability to track compliance violation steps (compliance step, comments, person responsible)			
1.3. Reporting & Printing capabilities			
Ability to generate data driven inspection reports which do not require software changes			
Ability to export to PDF, Excel, send to Email			
2. Establishment Tracking			
2.1. Owner Information			
Billing Information			
Legal Information			
Permit Information			
2.2. Establishment Information			
Ability to track establishment information by type of establishment. This drives inspection types, permit fees, etc.			
Ability to track establishment information by parish, region, district			
Link to wastewater information (data about sewage systems such as permit data, inspection data, type of sewage: private water well vs. individual sewage system)			
When changes to the establishment data are made such as owner, address, etc. and data is uploaded in the main system, changes made by the sanitarian need to be subject to Administrator approval prior to changes being stored in the central system			
Establishment rating and ranking system based on risk. Note: not all the establishments have a rating/ranking associated with them.			
2.3. Permit information			
Track Permit Fee information: previous/current balance			
Track Permit renewal schedule			
Ability to handle permits on an establishment by establishment basis as not all programs issue permits nor do they all collect permit fees			
Fee Setup: Ability to have a sliding scale based on type of facility & revenue <u>by program</u> . Note: not all the revenue is being taken into account when the fee is set, only the revenue for the specific program that is being permitted			
2. Inspector Tracking			
2.1. Inspector Information			
Track inspector data (name, address, license #)			
Track inspector standardization information (standardization dates, person who conducted the standardization, date of next standardization). Note: Standardization is a process by which inspectors are taught how to conduct an inspection, are then observed, tested and graded. Inspectors have to be standardized every 3 years			
3. Activity Tracking. Activity tracking is done for the purposes of tracking staffing needs. It is also used for calculating mileage and the reimbursement amount due to sanitarians for travel using a personal car.			
Ability to track activities on a daily basis			
Ability to calculate mileage based on activities for the day			
4. Complaint Tracking			
Ability to track complaint date, type, details, follow-up, resolution, complaint status			
5. Reports			
Performance report by Activity, by Sanitarian, by Parish, by Region, by Activity code			
Sanitarian ranking by activity code			
Sales Report Information by Establishment			
Inspection report			
Certified language translator for predefined			

comments.			
Sales Report			
Paid/Unpaid Establishments			
Establishment Payment History			
Remittance Report			
5. Letters			
Ability to generate letters on a schedule			
Letter to track when Sales Revenue numbers have not been submitted for longer than 90 days or 120 days			
Ability to generate and print application renewal notices			
Ability to generate and print annual Permit Renewal Applications			
Ability to generate and print Certificate/License (customized by establishment type)			
Ability to generate and print delinquent notices (customized by establishment type)			
Ability to generate and print mailing labels for establishments			
Ability to generate and print license renewal notices			
Ability to generate letters to notify customers that labeling requirements are met			
Ability to generate and print a registration form			
Ability to print a permit (customized by establishment type)			
Ability to generate and print application for permit to operate			
6. Web Portal for the Public			
6.1. Forms			
Application for new facility or change of ownership			
Mailing address change form			
Revenue Sales Sheet			
Product Registration Forms			
Collect fees from facilities via credit card, e-check, etc.			
Food Safety Certification (FSC) application. It is completed in order to receive the food safety certificate.			
FSC provider application. It is completed by programs who wish to provide training courses in Louisiana			
FSC instructor application. It is completed by individuals who wish to be training instructors in Louisiana			
FSC provider application. It is completed by programs who wish to provide training courses in Louisiana			
Application for installer license (installers)			
Application for wastewater unit (homeowners). Note: There are two types of applications: one for individual onsite systems and one for commercial systems.			
6.2. Documentation			
Display Information relevant to the public about each program/establishment type			
List with all registered products to allow companies to see if products they plan to carry are already registered			
Training, presentations			
FAQ about laws/regulations			
FAQ about inspection criteria			
Post beach advisories			
6.3. Other. Note: System administrator needs to have the flexibility to include or exclude inspection data and/or establishments/establishment data.			
Post inspection data selectively			
Post rating/ranking data selectively			

General Requirements

1. Provide information on professional services employees that can deploy as well as provide ongoing maintenance for the technology for which information is being provided

2. Provide information on hardware and system requirements specific to the complete solution including high availability and disaster recovery options.
3. Provide information on capacity to provide optional hosting.

E. Training, System Administration, Project Support

1. Training Requirements
 - o Do you provide training in the software?
 - o If yes, describe what the training consists of and how you deploy it.
 - o Where is the training held? List the locations of the nearest relevant training centers.
 - Can you provide on-site training?
 - o Can local modifications be made to your supplied training materials, and can these be duplicated with the purpose to use for our internal user training sessions?
2. Technical Training
 - o Specify availability of training in specific technologies to allow locally created enhancements or extensions to the system.
 - o Specify if complete documentation is available, and how distributed.
3. System Administration

Explain all system administration training available for DHH staff:

 - o Where does the training take place?
 - o How many chronologically discrete sessions?
 - o Is this provided on a 'per-head' or group basis?
4. Project Support

Do you provide assistance and or consulting services in any of the following areas?

 - o Project organization and planning
 - o Identifying staff needed in technical support areas
 - o Identifying staff needed in user (process owner) departments
 - o User training
 - o Technical training
 - o Hardware and software planning, installation, configuration, tuning, performance, network planning
 - o Product (and other software component) installation
 - o Customization and enhancements
 - o Integration into environment (network, platform, O/S, DBMS, security, other applications)
 - o Testing
 - o Data Conversion
 - o Implementation
 - o On-going support for users
 - o Product maintenance and new releases
5. What consulting/support/training is being provided as part of your response to address and assist with each of the above life-cycle elements?
 - o How many consultants are available?
 - o What is their range of experience and skill sets?
 - o What additional consulting/support/training is available to address these elements?
 - o Specify the degree to which you would conduct formal implementation reviews and evaluations at various stages in the implementation and on-going support process. To what degree do you participate in identification and assistance to correct issues with integration, support, scaling, or any other areas needing attention, either directly, or indirectly related to your application?

F. Maintenance, Support, Warranty

Describe in detail the software maintenance options available to DHH to provide ongoing coverage for your system. Respond with all options you make available.

1. Software Support
 - o On-going Maintenance and Support
 - o What services are provided as part of the product's basic license and maintenance fees, and what additional cost services are available?
 - o Describe all remaining types of support, maintenance, fixes, new releases, and new functionality, etc., that will be provided as part of your annual software maintenance fee. (Explain the services that will be provided that are part of this annual maintenance fee.)
 - o What non-peak hours support is available? Is it included in the basic fee or is it an extra charge? If so, how much?
 - o What are the problem management and escalation procedures?

- o What guarantees, commitments, or goals do you have established in terms of service levels for support?
 - o Describe what your commitment is, or how long you will support earlier releases. e.g., if a customer is using Release 1.0, and you announce Release 2.0, what support will you provide the customer for Release 1.0 and for how long?
 - o How do you handle maintenance releases to your product? How are they communicated to your customers? How are they distributed to your customers? Do you have a schedule for such changes?
 - o How do you handle emergency fixes to your product? How are they communicated to your customers? How are they distributed to your customers?
 - o How do you handle major version changes to the system? How are they communicated to your customers? How are they distributed to your customers? What is your anticipated schedule for these changes?
2. Warranty Period and Coverage
- Describe in detail the warranties provided by the company or software companies subcontracted by you for the system. Include information regarding coverage times, warranty period, and covered services.

Attachments

Attachment I: Estimated Cost Summary Schedule
Attachment II: List of Required Hardware
Attachment III: System Integration Requirements Analysis



State of Louisiana
Department of Health and Hospitals

Attachment I
Estimated Cost Summary Schedule

Cost must be provided based on the out-of-the-box solution and mandatory integration with existing applications then divided into fiscal years. Below is a template which must be used to provide total cost per line item per fiscal year (July 1 through June 30 of each year of the contract). Documentation must be provided in a spreadsheet format to indicate how the responder determined this cost in a spreadsheet format.

Table 1: Estimated Project Cost

Cost Category	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	Total
Purchase of system						
Customization (if applicable)						
Implementation of system						
Integration with CARS						
Integration with STARLIMS						
Ongoing Software Maintenance						
Optional Hosting (if applicable)						
Total by Fiscal Year:						

Interim Warranty (90 day break/fix after acceptance of system):

\$_____ (one time cost)

A breakdown of each cost component should be included. The breakdown in the appropriate sections should include but not be limited to the following:

- o Cost should include but not necessarily be confined by the following areas:
 - All training costs
 - On-site(s)
 - Resident at provider's premises
 - Provide a 'per-head' cost and any price breaks for groups
 - Professional Services
 - installation and testing of hardware and software
 - any other professional services costs if applicable
- o Documentation (In addition to delineating these costs, explain all formats that are available):
 - Printed
 - CD
 - Online
- o Cost for any and all software modules in base configuration:
 - If quote for base system includes modules or functionality not specified above, please detail, or if any of the functionality listed above is not available, please specify.
 - Cost for any and all software modules or systems not supplied in your base configuration
- o Third-party Software Requirements:
 - Identify requirements for licensing and use of any third-party software such as transaction monitors, web servers, compilers, or security systems.
 - Identify any associated costs with such third-party software suggested or necessary to the implementation and use of your product.



State of Louisiana

Department of Health and Hospitals

Attachment II List of Required Hardware

Attachment II
List of Required Hardware

If offering a non-hosted solution, responses should contain a list of hardware required by the proposed solution. Responders should utilize the table below to indicate type of hardware needed as well as the quantity. Responders should include brand and model recommendations. Responders should not include cost, as DHH will utilize the state procurement system to obtain cost and will purchase equipment separately.

Type of Hardware	Quantity	Brand	Model

Department of Health & Hospitals



Office of Public Health
Sanitarian Services

System Integration Requirements Analysis

Date Created: May 15, 2008

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1 Introduction

1.1 Project Background

The purpose of this document is to provide a list of integration requirements based on a comprehensive analysis of the existing applications and the main functions of DHH, OPH Center for Environmental Health Sanitarian Services.

1.2 Definitions, Acronyms, and Abbreviations

AIRS – Automated Inspection Reporting System

CARS – Computerized Accounts Receivable System

CBA – Commercial Body Art

CEHS – Center for Environmental Health Services

DEQ – Louisiana Department of Environmental Quality

DHH – Louisiana Department of Health and Hospitals

DHH IT – Louisiana Department of Health and Hospitals Information Technology

DNR – Department of Natural Resources

DSS – Department of Social Services

EFF - Effluent

EPA – Environmental Protection Agency

FDA – Food and Drug Administration

FDU – Food and Drug Unit

FSC – Food Safety Certification

GPD – Gallons per Day

HIT – Health Information Technology

NRDC – Natural Resources Defense Council

NSF – National Sanitation Foundation

NSF – Not Sufficient Funds

OPH – Office of Public Health

OSWW – Onsite Wastewater

SETS – Sanitarian Event Tracking System

SSPS – Social Service Payment System

UV – Ultra Violet

2 Main Business Functions

2.1 Building and Premises

Overview:
To control environmental factors which are detrimental to the health of persons confined to, residing in, or cared for by, institutional facilities, including prisons, hospitals, and nursing homes, group homes, day care centers, and schools by annual inspections of all institutions (prisons semi-annually). To ensure sanitary conditions in places of public accommodation and to control factors on private premises which may be detrimental to community health by responding to all complaints of unsanitary conditions.
Business Functions
1. Main Functions 1.1. inspections of all buildings & premises in the state on an annual basis unless noted otherwise 1.1.1. Hospital, form LHS-50 1.1.2. Nursing Homes, form LHS-37 1.1.3. Daycare, form LHS-45 1.1.4. Jails, form LHS-46 – twice/year 1.1.5. Schools, form PHE-19 or generic form PHE-36 – twice /year 1.1.6. Private Premises – as needed/requested, generic form PHE-36 1.1.7. Swimming pools, form PHE-71 1.1.8. Hotels, motels, public restrooms, gas stations, bus/railroad stations, airports - generic form PHE-36 1.1.9. LHS48 form – Q&A database is queried every month based on anniversary date/renewal month. LHS48 forms are printed & mailed out to the health units 90 days before inspections are due. They are returned to the main office by the regional offices and changes & recommendations are hand keyed into the Q&A database and the Excel spreadsheets (double data entry) 1.2. Infectious Waste Transport Vehicle, checklist 1.3. Insect Vector - Entomologist on site to answer questions. No inspections are done as part of this program. 2. Forms 2.1. Inspection forms: see 1.1 above 2.2. Kitchen inspection form in AIRS 2.3. Permit (paper) – printed by Buildings & Premises for medical waste transporters 2.4. LHS48 – Institution Report Note: Paper copies of jail & medical waste inspections are kept on file for 3 years to respond to complaints from inmates and/or other questions/complaints respectively 3. Interactions with other programs/units/entities 3.1. Department of Social Services: Day Care, Residential Facilities, Assisted Living 3.1.1. Facilities apply for a license; DSS mails them a packet of information. Facility is supposed to schedule the inspection. If they don't, DSS may contact Buildings & Premises to inform them that an inspection needs to take place. LHS48 forms are used by inspectors, then mailed to Buildings & Premises. 3.1.2. Buildings & Premises performs the inspection and makes a recommendation (Y/N) regarding the license 3.2. DHH, Health Standards: Hospitals, Clinics, Nursing Homes, Group Homes, Abortion Clinics 3.2.1. same as 4.1.1 & 4.1.2 above 3.3. Department of Environmental Quality 3.3.1. DEQ issues the permit to the medical waste facilities. They contact Buildings & Premises with questions about inspections of medical waste facilities. No forms are being exchanged/shared.

2.2 Commercial Seafood

Overview:

The Commercial Seafood Program issues permits and inspects facilities for processing crabs, crawfish, shrimp, oyster, alligator, fish, caviar, and mullet roe processors and seafood distributors.

Business Functions

1. Main Functions

- 1.1. Handle permit applications, assign temporary permit numbers, work closely with the Permit Unit to ensure permits are issued to all the seafood processing plants in the state of Louisiana
 - 1.1.1. Temporary permit numbers are stored in a ledger. Permit Unit issues permanent permit using the numbers assigned by Commercial Seafood
- 1.2. inspections of all seafood processing plants in the state
 - 1.2.1. Oyster shucking plants – FDA mandates that inspections are done every 3 months
 - 1.2.2. Oyster dealers – FDA mandates that inspections are done every 6 months
 - 1.2.3. Other seafood processing plants – every 3 months while seafood is in season
 - 1.2.4. FDA audits the inspections once per year and requires paper copies. They audit approx. 13 plants both on site & the inspection papers
- 1.3. Lab samples for new plants. Note: approx. 10 lab samples/year. No need for an electronic solution
- 1.4. Federal inspection program – contract with Federal government. Note: approx. 100 inspections/year.

2. Forms

- 2.1. Application for permit to operate (paper)
- 2.2. Permit (paper)
- 2.3. Revenue sheet (paper)
- 2.4. Inspection form (paper, Steton is in the process of converting to electronic forms)
 - 2.4.1. Oyster
 - 2.4.2. All other seafood
- 2.5. Federal Inspection program form (paper. Federal government requires paper)

Notes:

- a) Paper copies of all Inspection forms (oyster, other seafood, federal) are kept on file for 3 years.
- b) Paper copies of application forms are kept on file indefinitely. Plants give DHH authority to inspect them when they fill out the application form.
- c) Revenue sheets are kept on file for 1 year
- d) Permits are kept on file for 1 year
- e) An application form is taken at the time of the inspection. It is signed by the plant, and a copy is left with the plant. A revenue sheet is given to the plant at the time of the inspection. The plant is asked to fill out the revenue sheet within 90 days and return it to DHH - Commercial Seafood.

3. Interactions with other programs/units/entities

- 3.1. Permit Unit
 - 3.1.1. Permit application goes to the Permit Unit to issue the permit.
 - Commercial Seafood keeps a copy of the permit
 - 3.1.2. Permit unit receives "revenue sheet" from the seafood processing plants, stamps it as "posted", and returns it to Commercial Seafood
 - Commercial Seafood tracks revenue sheets manually in a spreadsheet
- 3.2. Food & Drug
 - 3.2.1. Reviews & mails paper copies of the federal inspection forms to the FDA.

2.3 Food and Drug

Overview:

The Food and Drug Unit (FDU) of the Office of Public Health regulates a variety of activities and processes pertaining to food, drugs, and cosmetics in the state of Louisiana.

Food manufacturers and wholesalers

FDU regulates food manufacturers not covered by Part XXIII of Title 51, as well as food salvagers, repackers, and food storage warehouses. Commercial Seafood, retail packers (bakeries, meat & poultry, etc.), wild gain facilities are handled by other programs within Sanitarian Services. Presently, there are 500+ permitted food and beverage manufacturers and 600+ food & beverage storage warehouses in the state.

Prescription and non-prescription drugs, medical devices, and medical gasses

FDU is responsible for ensuring the sanitary manufacture and storage of drugs, medical devices, and medical gasses within the state. Presently, there are approximately 60 drug or medical gas manufacturers, 17 medical device storage warehouses, 241 medical gas warehouses, and 78 drug storage warehouses.

Cosmetics

FDU provides regulatory oversight of cosmetic manufacturers and storage facilities in the state. Presently, there are 4 cosmetic manufacturers and 65 cosmetic warehouses. Internet sales are not regulated

Water and Ice Vending Machines

FDU personnel permit vending machines that provide customers with a fixed amount of filtered water from an approved water supply or ice-making machines for a small fee.

UV Tanning Facilities

FDA considers tanning beds or booths that utilize ultraviolet light (between 200 and 400 nm wavelength) to achieve their intended effect to be Class 1 medical devices. Therefore, FDU personnel inspect 755 UV tanning facilities in the state of Louisiana to verify compliance with applicable regulations.

Commercial Body Art

FDU regulates commercial body art by conducting pre-operational inspections of CBA facilities, while contract workers (retired sanitarians) are responsible for conducting routine inspections and complaint investigations. Each facility engaging in tattooing, body-piercing, or other CBA activities is required to be permitted in accordance with State regulations and each person performing said tasks must be registered with the state.

Business Functions

1. Main Functions

1.1. inspections as follows:

- 1.1.1. food manufacturers not covered by Part XXIII of Title 51 (MastCard, IMS, permit people enter into SETS), form FD-1
- 1.1.2. food salvagers (MastCard, IMS, permit -> SETS), FD-1 or FD-30
- 1.1.3. repackers (MastCard, IMS, permit -> SETS) , FD-1 or FD-30
Note re 1.1.2 & 1.1.3: If the food product is exposed or removed from its original packaging during the process, it is inspected using a manufacturer's form (FD-1); if the product packages are simply relabeled, buffed, or otherwise repackaged without directly contacting the actual food product, the inspector uses an FD-30.
- 1.1.4. food storage warehouses (MastCard, IMS, permit -> SETS), form FD-30
- 1.1.5. drug or medical gas manufacturers (MastCard, IMS, permit -> SETS) , FD-1
- 1.1.6. medical device storage warehouses (MastCard, IMS, permit -> SETS) , FD-1
- 1.1.7. medical gas warehouses (MastCard, IMS, permit -> SETS) , FD-1
- 1.1.8. drug storage warehouses (MastCard, IMS -> SETS), form FD-1
- 1.1.9. cosmetic manufacturers (MastCard, IMS -> SETS), form FD-1
- 1.1.10. cosmetic warehouses (MastCard, IMS -> SETS) , form FD-1
- 1.1.11. water vending machines (MastCard, WebFD, Remit_99) , form FD-1
- 1.1.12. ice vending machines (MastCard, IMS -> SETS). Models must be approved by the central office. Pre-operational inspection is required prior to permitting. Form FD-1.
- 1.1.13. UV tanning facilities (MastCard, WebFD, Remit_99), form FD-50A, B
- 1.1.14. commercial body art facilities (MastCard, WebFD, Remit_99, IMS to store data about inspections that can not be stored in WebFD), form FD-57
- 1.1.15. 2nd hand containers (MastCard, WebFD, Remit_99). No inspection is required prior to permitting.
- 1.1.16. soft drinks (MastCard, WebFD, Remit_99), form FD-7

Note: Inspections of Commercial Body Art facilities are done by 4-5 retired sanitarians. Paperwork is turned into the Baton Rouge office and filed.

Note: The design of the FD-1 is more "open-ended," while many of the FD-30's canned violations are only applicable to food-storage operations and not to other warehousing firms.

1.2. Product registration (Food & Drug Access 97 database)

- 1.2.1. Packaged products, cosmetics, dairy products & seafood, drugs, etc.
- 1.2.2. Food & Drug Access database is used for the product registration
 - 1.2.2.1. only the # of products & fees are stored in F&D if number of products is 10 or fewer (See reference doc)

- 1.2.2.2. actual application form, labels, product detail, permit to operate, etc are stored in a paper file
- 1.2.3. registration is done initially and then annually
 - 1.2.3.1. annual renewal notices are printed out of the F&D database
- 1.2.4. in-state process
 - 1.2.4.1. FDU receives proof of label to ensure labeling requirements are met
 - 1.2.4.2. FDU notifies the company & regional sanitarian that labeling requirements are met
 - 1.2.4.3. FD-9 registration form is filled out
 - 1.2.4.4. fee is collected
 - 1.2.4.4.1. \$20/product for up to 10/year
 - 1.2.4.4.2. \$25/flavor for out of state soft drinks , no upper limit
 - 1.2.4.4.3. If fee is not received by Sept 15th, late fees are applied as follows:
 - 1.2.4.4.3.1. \$150 late fee/product is applied to non out of state soft drinks
 - 1.2.4.4.3.2. \$15 per product otherwise
 - 1.2.4.5. permit is printed out of F&D (after the fee is posted)
- 1.2.5. Out-of-state manufacturers or distributors of regulated products must submit an FD-9(N) for an initial registration, along with product labels and a listing of products to be registered. The labels are not reviewed except in cases of blatant lack of adherence to the labeling requirements of the Federal Food Drug and Cosmetic Act. Registrants of beverages of high (>7%) alcoholic content are required to submit a Certificate of Label Approval (COLA) issued by the Tax and Trade Bureau (TTB) of the U.S. Department of the Treasury along with the application in lieu of actual product labels. Registrants of legend (prescription) drug products are also referred to the Louisiana Board of Wholesale Drug Distributors to obtain a permit from that agency.

1.3. Applications for a new facility or change of ownership – FD-31/LHS-31A

The LHS-31A is being used by Food and Drug, Seafood, and Milk and Dairy to permit facilities that go into SETS. Retail Food and Buildings and Premises use a similar form that differs primarily in the establishment codes present on the back, the arrangement of certain items on the front, and in that it is a triplicate carbonless form instead of a form that requires two carbons to generate the proper number of copies. Both of these forms are supposed to be replaced in the very near future with a revised LHS-31 that is designed to be used by all programs and will be easily translatable to an electronic format; See replacement form (reference 7.7)

Documents required for review by FDU

- 1.3.1. facility plan
 - 1.3.2. a pre-opening inspection is performed
 - 1.3.3. if inspection not satisfactory, a subsequent inspection is scheduled
 - 1.3.4. when inspection finds no exceptions
 - 1.3.4.1. the application is filled on site
 - 1.3.4.2. fee is collected on site
 - 1.3.4.3. data is entered in MastCard
 - 1.3.4.4. file white copy
 - 1.3.4.5. yellow copy to Permit Unit
 - 1.3.4.6. 3rd copy is kept by the facility
- ### 1.4. Annual Permit renewals
- 1.4.1. some are based on the fiscal and others on the calendar year
- ### 1.5. Lab samples
- 1.5.1. Water machines tested quarterly. Owners of the machines take samples and send them to private or state labs. Results are sent to FDU.
 - 1.5.1.1. FDU enters results in WebFD
 - 1.5.1.2. FDU files the results
 - 1.5.1.3. FDU sends copies to the regional inspector
 - 1.5.2. Bottled water manufacturers do lab samples weekly. Results are sent to FDU. Additionally, in-state and out-of-state bottled water facilities are required to do water testing yearly. This is required on source and/or product water depending upon whether the source is a public water system (public water systems are governed by EPA regulations that in many cases are more stringent than FDA's testing regimen for private bottled water sources).
 - 1.5.2.1. FDU stores data in an Access database
 - 1.5.2.2. Query identifies facilities that are delinquent because they have not turned in the lab samples within the regulatory timeframe.

FDU sends letters using PDF templates to inform them of the fact that they are out of compliance. Facility information is entered by hand prior to letter being printed.

2. Forms

- 2.1. Inspection forms: see 1.1 above
- 2.2. Notice of violations, FD 31
- 2.3. Official notice of seizure, FD-21
- 2.4. Official release notice, FD-22

3. Interactions with other programs/units/entities

- 3.1. Labs
- 3.2. Permit Unit
- 3.3. Seafood and Milk & Dairy
 - 3.3.1. Product registration
- 3.4. Board of Wholesale Drug Distribution
 - 3.4.1. The Board issues permits to any facilities that distribute legend drugs in the state.
 - 3.4.2. FDU works only with LA facilities
- 3.5. Engineering section
 - 3.5.1. To get bottled water approved, engineering gets involved. A specific engineer has been tasked with the objective of reviewing the design summary packages (plans) for private water sources for all new bottled-water facilities and ice-vending machines and ice-manufacturing plants. (Water-vending machines are required by regulation to be connected to a public water system.) These facilities must receive and provide a copy of a letter of plans approval from the engineer before a permit or registration will be issued from this office.

2.4 Milk and Dairy

Overview:

There are 10 certified farm, plant and tanker inspectors and a Lab Technician located throughout the state of Louisiana. The Milk and Dairy Program permits and inspects dairy farms (210), dairy plants, single service container plants, powdered milk plants, condensed milk plants, frozen dessert manufacturers, dairy product depots, bulk milk transport vehicles, milk hauler/samplers and milk receivers in the state.

Business Functions

1. Main Functions

- 1.1. inspections of all milk & dairy plants in the state

Federally regulated:

- 1.1.1. dairy farms, Dairy Farm Inspection form in AIRS, Inspection frequency by risk category:
 - 1.1.1.1. category 1=good: once per quarter
 - 1.1.1.2. category 2=satisfactory: once every 2 months
 - 1.1.1.3. category 3= marginal: once per month
 - 1.1.1.4. category 4= doesn't meet standards: on notice
- 1.1.2. dairy plants, Milk Plant Inspection form in AIRS, Inspections every month
- 1.1.3. single service container plants, FDA2359d Report of Certification, monthly inspections
- 1.1.4. powdered milk plants, Inspection form off of: <http://www.fda.gov/opacom/morechoices/fdaforms/cfsan.html>
Inspection frequency: monthly
- 1.1.5. condensed milk plants, Inspection form off of: <http://www.fda.gov/opacom/morechoices/fdaforms/cfsan.html>
Inspection frequency: monthly
- 1.1.6. bulk milk transport vehicles, Tanker checklist (Word document), Inspection frequency: once/year
- 1.1.7. milk hauler/samplers, Hauler/Tanker/Sampler form in AIRS, Inspection frequency: once/year
- 1.1.8. milk receivers, Milk receiver checklist (Word document), Inspection frequency: monthly

State regulated:

- 1.1.9. frozen desert manufacturers, Inspection form off of:
<http://www.fda.gov/opacom/morechoices/fdaforms/cfsan.html>
Inspection frequency: monthly. In the process of developing a custom form
- 1.1.10. dairy product depots, inspection form in Word, no set frequency
Note: FDA audits the inspections once per year. Electronic copies are now accepted.

- 1.2. lab samples: 4 - 5,000 samples / year

- 1.2.1. sanitarian fills out basic information about the sample and submits it to the lab

- 1.2.2. within 48 hours, lab does the analysis and copies are distributed as follows:
 - 1.2.2.1. lab keeps 1 copy
 - 1.2.2.2. 1 copy is sent to the regional office to be kept on file
 - 1.2.2.3. 1 copy is sent to the sanitarian
 - 1.2.2.4. Program administrator receives 1 copy: Copy is kept on file to answer questions. If lab data were electronic, there wouldn't be a need for lab results to be kept on paper
 - 1.2.2.5. in state and out-of-state facilities receive a copy of the lab results from the district office

1.3. handle permit applications

Permit numbers are assigned and tracked in a paper ledger by the assistant located in Amite

2. Forms

- 1.6. Application for permit to operate (paper): LHS-31A
- 1.7. Permit (paper)
- 1.8. Inspection forms
 - 1.8.1. Dairy Farm (AIRS)
 - 1.8.2. Milk Plant (AIRS)
 - 1.8.3. Milk Tank Truck, Hauler Report and Sampler Evaluation (AIRS)
In AIRS but not used
 - 1.8.4. Frozen Desserts Plant Inspection Form
 - 1.8.5. Milk Receiver Checklist
 - 1.8.6. Milk Equipment test report
 - 1.8.7. Retail Food Inspection Form v.2
- 1.9. Product Seizure (AIRS) – used by all programs
- 1.10. Product Destruction (AIRS) – used by all programs
- 1.11. Product Release (AIRS) – used by all programs
- 1.12. Risk Assessment sheet developed in house

Notes:

- a) Paper copies of all Inspection forms are kept on file for 3 years as mandated by FDA
- b) Transitioning inspection data to excel as of Jan 2008
- c) Paper copies of application forms are kept on file for 3 years. Plants give DHH authority to inspect them when they fill out the app form.
- d) Permits are kept on file for 3 years along with the application forms
- e) Application form is taken at the time of the pre-opening inspection. It is signed by the plant, and a copy is left with the plant once they remit permit fee
- f) Product registration is handled by Food & Drug

3. Interactions with other programs/units/entities

- 3.1. Labs
 - 3.1.1. all interactions are done via paper
 - 3.1.2. Lab-50 form is used
 - water samples are done on a different lab form, Lab-8
 - 3.1.3. Labs don't flag the lab results that are out of compliance
- 3.2. Permit Unit
 - 3.2.1. Permit application goes to the Permit Unit to issue the permit.
 - Milk & Dairy keeps a copy of the permit
 - 3.2.2. Permits for Out of state facilities who sell products in LA
 - Milk & Dairy sends a requirements document to out of state facilities
 - Milk & Dairy reviews the application documents, including labels, approves for permit, assigns permit numbers
 - labels are cross checked against the MIF labeling manual
- 3.3. Food & Drug
 - 3.3.1. labels included with the permit application are sent to Food & Drug for product registration
- 3.4. State Dept of Agriculture
 - 3.4.1. perform heard health lab tests, send Milk & Dairy the report

2.5 Molluscan Shellfish

Overview:

The Louisiana Molluscan Shellfish Program provides a statistical information system for compliance determination for shellfish growing areas as well as providing a geographical information system for producing classification maps of these areas. In Louisiana there are approximately eight million acres of classified shellfish growing areas and 1.2 million of these are classified as prohibited areas.

Additionally, the Molluscan Shellfish program administers the Beach Monitoring Program which is funded by EPA, along with a Camp Survey program.

Business Functions

1. Main Functions

- 1.1. Classify all state waters for safe harvest of Molluscan shellfish via lab sampling. This is regulated by FDA.
 - 1.1.1. approx. 800 samples / month are sent to one of the labs in Louisiana for a chemical & biological analysis as required by NSSP. When samples are found out of compliance a new set of samples are run and/or the harvest area is closed.
 - 1.1.2. lab results are faxed to Molluscan Shellfish and entered into the lab sample Access database after a staff member in the central offices verifies that they are in compliance.
 - 1.1.3. lab results are also sent to the staff who performed the lab sampling. The staff makes sure that the lab has run each of the samples that were submitted.
- 1.2. beach water quality program, regulated by EPA
 - 1.2.1. approx 100 samples / month from April – October are sent to labs in Lake Charles & Metairie
 - 1.2.2. lab results are faxed to the Beach Monitoring Program and entered into the beach water sample Access database.
 - 1.2.3. data is run through the classification requirements report in Access. If exceptions are found, the beach segment is closed, a press release is issued, data is flagged in the database and information is posted on the website
- 1.3. camp survey program
 - 1.3.1. inspection form data is gathered on a PDA and it is exported to the camp survey Access database. This is done by memory cards. Memory cards are loaded with camp data from the Access database. New data captured on the PDA is copied off of the memory card and loaded into the Access database

Note: Sample stations are determined by possible pollution sources. These stations are randomly sampled once per month. Currently each basin crew determines a set number of samples they will perform on a set day and the date the route is run varies per month.

Note: Staff will get Toughbooks which will be used for camp surveys to replace the PDA's that are currently being used.

2. Forms

- 1.13. Molluscan Shellfish Growing Water Sample Form, LAB-46
- 1.14. Beach Program Sample Form, BMP1
- 1.15. Camp Survey form
- 1.16. Oyster meat
- 1.17. Biotoxin forms

3. Interactions with other programs/units/entities

- 3.1. The following institutions/programs submit requests for data on an ad-hoc basis. The requests vary.
- 3.2. Molluscan Shellfish
 - 3.2.1. FDA
 - 3.2.2. DNR
 - 3.2.3. Oyster Fishermen
 - 3.2.4. Wild Life & Fisheries
 - 3.2.5. Note: Data is exported from the Access 2003 database into Excel, Word or DBF file depending on the data request
- 3.3. Beach Monitoring Program
 - 3.3.1. EPA – every year they request a full copy of the data. The format is different each year and often times the

- 3.3.2. programmer is contracted to create the extract.
- 3.3.2. NRDC – this is a watch group that monitors EPA. Data requests by NRDC are sent to EPA first to ensure no sensitive information is being provided. EPA shares the information with NRDC
- 3.3.3. DEQ – enterococci indicator

2.6 Onsite Wastewater

Overview:

The Onsite Wastewater Program's mission is to prevent untreated or improperly treated sewage from being discharged into the environment and thus to protect the health of the citizens of Louisiana. The program licenses and regulates onsite wastewater treatment system installers, haulers, sub-manufacturers, and manufacturers of wastewater systems in this state. Sanitarians located in the health units of each parish serve to inform, advise, and operate a permitting system with regard to onsite sewage treatment.

Also, handle private water wells. Oversee setbacks and testing of water samples, location and construction of wells, to ensure private water supplies are protected from any possible contamination.

Business Functions

1. Main Functions

1.1. License and regulate onsite wastewater:

1.1.1. system installers (450-460 installers in Louisiana)

1.1.1.1. installer fills out paper application

1.1.1.2. clerical staff/sanitarian enters info in SETS

1.1.1.2.1. if this is a renewal, clerical staff/sanitarian makes corrections if needed in SETS

1.1.1.3. all applications processed show up in a "PIV"

1.1.1.4. PIV along with checks are used for the deposit slip (have to do hand written deposit slips to go along with PIV)

1.1.1.5. licenses are printed one-by-one

1.1.2. haulers – DEQ will take over in July 2009

1.2. Provide programmatic guidance to field sanitarians and training for new sanitarians.

1.3. Monitor all individual sewage and private water well related activities including compliance orders.

1.3.1. Homeowner submits application + home site plans

1.3.2. Sanitarian inspects property & gives homeowner temporary permit

The temporary permit is generated in SETS at the time the applicant goes into the parish office if they have all necessary information that is needed. The sanitarian will let them know, based on several differing factors, what type of system and the size of the system the applicant will need.

Before the applicant receives the temporary permit, a sanitarian will conduct a site visit of the property. If everything is satisfactory with the site visit, then the temp permit is released to the applicant. The applicant can then show his temp to the installer he hires (installer is not supposed to install a system until he has the temp permit in hand).

1.3.3. Final permits are then issued to the applicant once a "Certification by Installer Form" and State ID tag is submitted to the parish health unit. Permits are issued for individual onsite wastewater treatment systems

1.4. Sewage Inspections

1.4.1. Installers have to do maintenance every 6 months for two years after a new system is installed and offer an extended service contract to the homeowner. The homeowner is required to maintain an extended service contract.

DEPARTMENT OF HEALTH & HOSPITALS
OFFICE OF PUBLIC HEALTH
**INDIVIDUAL MECHANICAL PLANT
INITIAL WARRANTY INSPECTION / SERVICE REPORT**

Date of Installation: _____ LSH-47 Permit # _____
Owner's Name: _____ ID Tag # _____
Address: _____ Aerator Serial # _____
Site: _____ Make: _____
Maintenance Provider/License #: _____
Phone #: _____

Check the appropriate box - (S) Satisfactory or (U) Unsatisfactory

PRE-TREATMENT TANK

Size: ☐ Satisfactory ☐ Unsatisfactory
Condition of Tank: ☐ Satisfactory ☐ Unsatisfactory
Condition of Baffles or Tees: ☐ Satisfactory ☐ Unsatisfactory
Comments: _____

PLANT:

Overall Appearance:	☐ S ☐ U	Filters (if applicable):	☐ S ☐ U
Aeration Chamber:	☐ S ☐ U	Timer (if applicable):	☐ S ☐ U
Blower:	☐ S ☐ U	Sample Port:	☐ S ☐ U
Warning Light/Alarm:	☐ S ☐ U	Odor:	☐ S ☐ U
Wiring Condition:	☐ S ☐ U	Turbidity:	☐ S ☐ U
Diffuser:	☐ S ☐ U	Scum Overflow:	☐ S ☐ U
Riser / Access Ports:	☐ S ☐ U	Color:	☐ S ☐ U
Comments: _____			

CHLORINE CONTACT CHAMBER/PUMP CHAMBER

Chlorinator:	☐ Satisfactory	☐ Unsatisfactory
Tablet Feeder Tube(s):	☐ Satisfactory	☐ Unsatisfactory
Chamber Condition:	☐ Satisfactory	☐ Unsatisfactory
Size:	☐ Satisfactory	☐ Unsatisfactory
Alarm:	☐ Satisfactory	☐ Unsatisfactory
Chlorine Present:	☐ Satisfactory	☐ Unsatisfactory
Comments: _____		

EFFLUENT REDUCTION SYSTEM

Type:	☐ Satisfactory	☐ Unsatisfactory
Condition:	☐ Satisfactory	☐ Unsatisfactory
Comments: _____		

DATE OF INSPECTION: _____ ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th

I hereby certify that the owner has been provided with a copy of this inspection report.

MAINTENANCE PROVIDER: _____
Signature

Acknowledgement by Owner: _____
(when available)

This report is evidence of the two year Initial Service Warranty and shall be maintained by the Manufacturer/or Maintenance Provider. [LA State Sanitary Code, Chapter 13, Appendix A:6.4.2(u) and ANSI/NSF Standard 40, 1996, as applicable]

EH-12 (12/98)

Installer File - White

Parish Health Unit - Blue

Homeowner - Green

Note: The warranty/inspection form data is supposed to be input into SETS when the installer sends it to the parish office. They may back up and not get put into SETS in a timely manner dependent on how busy the parish office is or shorthanded

with help.

Wastewater system tags - Current Process:

- Engineering generates wastewater unit tags (\$100/piece)
- Engineering licenses manufacturers
- Manufacturer buys wastewater unit tags in bulk from Engineering, places tags on the mechanical plant/septic tank
- Manufacturer sells sewage system to the installer
- Installer charges the homeowner the price of the tag
- Homeowner takes the top part of the tag and the Certification by Installer form and takes it into the health unit. The installer may do this as well. Installers may not give the homeowner the tag and certification form until they receive payment.
- Sanitarian enters data into SETS, prints permit and gives it to the homeowner
- Sanitarian sends back to the central office the tag along with a copy of the permit
- Engineering receives them, cross-references them against tags issued, and files them

2. Forms

2.1. Application for license (installers)

2.1.1. Note: Engineering application form is different than OSWW's

2.2. Application for wastewater unit (homeowners)

Two type of applications: one for individual onsite systems and one for commercial systems. The one for individual systems is the temp permit in SETS. The one for commercial systems is a Design Summary Package not in SETS.

2.3. Inspection forms

8 different inspections forms for different types of systems and whether they are existing or unapproved, etc. however, we have numerous other forms that are used on a routine basis such as the forms that an applicant who applies for a permit must sign.

2.4. See Operating Procedures Manual for all types of forms

Note: many different types of forms are used across the state. Forms need to be standardized before they can be converted to an electronic form.

3. Interactions with other programs/units/entities

3.1. Engineering – responsible for commercial & community wastewater systems

3.1.1. approve/disapprove plans for commercial & community sewage systems > 3000 gpd

3.1.2. approve residential/individual onsite wastewater treatment systems and all associated components of these units for compliance with NSF 40 standards

- data is distributed via a memo and entered into SETS by hand

3.1.3. license manufacturers and sub-manufacturers of wastewater systems

3.1.4. Approve wastewater systems > 3,000gpd

3.1.5. OSWW approves and permits commercial and community systems < 3,000gpd and NSF 40 approved residential systems

- OSWW program is responsible for inspecting & monitoring ALL wastewater systems regardless of size
- Engineering is also responsible for the Operator Certification Program where they license individuals to work on or do maintenance on large commercial facilities and/or city municipalities. There are 3 levels of certification (I, II, III) based on the size or gallons per day of the commercial facility the individual is licensed for.

2.7 Retail Food

Overview:
The Retail Food Program objective is to prevent and minimize food-borne disease outbreaks through consulting, monitoring, issuance of permits and regulation of food establishments. The program also oversees the Food Safety Certification Program which consults with industry, monitors and regulates the Food Safety Certification requirements of retail food establishments.
Business Functions

1. Main Functions

- 1.1. laws and regulations for food safety
 - 1.1.1. monitor regulatory/law changes at the federal level and take the steps needed to follow the changes
- 1.2. waiver requests
 - 1.2.1. review requests, make recommendations to the Louisiana State Health Officer (dr. Jimmy Guidry)
 - 1.2.2. prepare & send letters to those requesting waivers
 - 1.2.3. letters have to be signed by the Louisiana State Health Officer
- 1.3. compliance orders (fines & penalties)
 - 1.3.1. if a facility has violations, the regular compliance procedures are followed
 - 1.3.2. compliance procedures are standard across all Sanitarian programs and include 7 steps (re-inspection, penalties, etc. leading down to closing the establishment)
- 1.4. standardization testing for the inspectors
 - 1.4.1. standardization is a process by which inspectors are taught how to conduct an inspection, are then observed, tested and graded
 - 1.4.2. inspectors have to be standardized every 3 years
- 1.5. training for industry, associations & sanitarians
 - 1.5.1. requests for training, presentations, questions about laws/regulations, questions about inspection criteria come in on a daily basis and are handled by Retail Food
- 1.6. food safety certification
 - 1.6.1. LA restaurants (30,000 facilities, 100's or 1,000's/week)
 - 1 or more employees go to training, take a test & receive certification of completion of training
 - employees fill out the application for certification which can be found on the web at: <http://www.dhh.louisiana.gov/offices/publications.asp?ID=216&Detail=1054>
 - Retail Food enters data in the FSC Access database and issues the certification
 - o cost is \$25
 - o duplicates \$12.50
 - o certification is good for 5 years
 - 1.6.2. nationwide training programs (2-3 applications/week)
 - 1.6.3. nationwide training instructors (2-3 applications/week)

2. Forms

- 2.1. FSC application. It is completed in order to receive the food safety certificate.
 - o Kept on file for 6 years along with a copy of the check
- 2.2. FSC provider application. It is completed by programs who wish to provide training courses in Louisiana
 - o Kept on file indefinitely
- 2.3. FSC instructor application. It is completed by individuals who wish to be training instructors in Louisiana
 - o Kept on file indefinitely
- 2.4. FSC provider application. It is completed by programs who wish to provide training courses in Louisiana
 - o Kept on file indefinitely
- 2.5. Retail food inspection form (AIRS)
- 2.6. Seizure form (AIRS)
- 2.7. Destruction form (AIRS)
- 2.8. Release form (AIRS)
- 2.9. Permit application (paper)

3. Interactions with other programs/units/entities

- 3.1. Permit Unit

2.8 Permit Unit

Overview:

The permit program handles permit fees, generates and prints approx 25,000 annual invoices May 1st of each year; collects and posts permit payments; prints permits; generates annual sales revenue letters; enters sales revenue data; generates late fees Aug 1st and Oct 1st of each year; periodically generates maximum permit fees; enters and edits permit records; refunds payments; corrects fees and payments when necessary.

Business Functions	
1.	Main Functions 1.1. access permit fees (SETS) 1.2. generate and print approx 25,000 annual invoices May 1st of each year (Permit unit module) 1.3. collect and post permit payments (SETS/Permit Unit module) 1.3.1. approve & cash on hand 1.4. print permits (Permit unit module) 1.4.1. 3 part paper, 2 copies of the Permit, 1 part has instructions 1.4.2. 1 copy of the permit is kept on file by each of the programs & parish health units 1.5. generate annual sales revenue letters (Permit unit module) 1.6. enter sales revenue data from the Revenue Sheets (SETS) 1.7. generate late fees Aug 1st and Oct 1st of each year (Permit unit module) 1.8. periodically generate maximum permit fees (Permit unit module) 1.9. enter and edit permit records (SETS) 1.10. corrections/adjustments/write-offs • refund payments; • correct fees and payments when necessary • transfer from one owner to another • owner changes (this creates a new record, one record is closed, the new record doesn't carry the payment information) • e-code corrections (this generates a new permit fee which then requires a fee correction) Note: paper copies of printouts from SETS with detailed information about the adjustments are kept on file for tracking & auditing purposes Renewal Sales Letters • Go out in January for Retail Food, Food and Drug, and Seafood. • Renewal Sales Letters go out on a yearly basis. Three main dates for the Permit Unit: May 1 – Renewal invoices are mailed August 1 – 10% late fee is assessed October 1 – 90% late fee is assessed The 10% late fee and 90% late fees are done using the Daily Maintenance option. The Daily Maintenance calls the database procedure/function which runs both the 10% late fee and the 90% late fee based on the current date. Based on current date and fiscal year date (07/1/yyyy) from the table SET_LOCAL_VALUE_STORAGE, it calculates what percent late fee should be assessed. So, if your run/click Daily Maintenance after 8/1/2008, the program will know 30 days passed from 7/1/2008 and will assess 10% late fee.
2.	Interactions with other programs/units/entities 2.1. Milk & Dairy 2.2. Retail Food 2.3. Food & Drug 2.4. Commercial Seafood

3 Program Specific Requirements for Automation

3.1 Building and Premises

Existing Electronic Apps/Tracking mechanisms:
- Q&A DOS application, used for medical waste transports & facilities. All data comes from LHS-48 - Excel spreadsheets for tracking same data as Q&A as a backup in case Q&A breaks and for ease of conversion to a new system
Requirements for automation:
- Convert inspection forms to electronic forms. <u>Note</u>: training considerations – minimal, inspectors use tablets already <u>Note</u>: printing capabilities required in the field – this is already available - Eliminate Q&A and spreadsheets. <u>Note</u>: not all the facilities have license #s. If they don't receive state funding, then they are not required to apply for a license. The following data needs to be stored in an electronic system: - Facility Name - Physical Address - City - State - Zip Code - Region - Parish - DHH License # - OPH Permit # (parish # - assigned # - e-code) – not in the permit DB - Inspection Date (keep history) - Recommendation (Y/N) - Anniversary/Renewal Month - E-Code - Mailing Address - City - State - Zip Code - Main Contact name - Main Contact phone - Main Contact Fax - Notes - Latitude - Longitude - GeoResult - GeoResult_Notes - o Rating system – risk assessment (exists in AIRS, needs to be set up) - o Query capabilities (exists in AIRS, needs to be set up) ▪ By Parish ▪ By Region - o Ability to keep history ▪ Owner changes ▪ Revoked licenses - o Purge capability of historical inspection data ▪ Question: data retention needs

- Track complaints
- LHS48 form – convert to electronic format. This would eliminate paper, double data entry and the need to mail the form from the regional office to Baton Rouge.
Requirements:
 - ability to print form in the field to leave with the facility
 - ability to print form to mail to DHH or DSS

3.2 Commercial Seafood

Existing Electronic Apps/Tracking mechanisms:

- Excel spreadsheet for tracking inspection dates
- Excel spreadsheet for tracking revenue sheets

Requirements for automation:

- Inspection forms
 - o Oyster – on tablet (AIRS)
 - o All other seafood – on tablet (AIRS)
 - o Federal inspection form – not on tablet yet
- Eliminate paper:
 - o Switch to using electronic inspection forms
 - o App forms, revenue sheets – convert to electronic forms
- AIRS:
 - o Administration:
 - track inspection frequency to ensure FDA regulatory requirements are met
 - Alert when the deadline for an inspection for an Oyster shucking plant vs. Oyster dealer is approaching
 - o Inspector:
 - Enhance report to show when inspections / re-inspections due to violations are due
- SETS
 - o Currently working on getting the scheduling fixed so that it can be integrated with AIRS. This way inspection frequency will be stored electronically and the next inspection dates would be set automatically
- Revenue sheet tracking mechanism
 - o Track when the Sales revenue sheets are mailed out
 - o Alert when a plant has not turned in the Revenue Sheet within the required timeframe to avoid penalty fees.
 - o This is needed in order to avoid additional issues – plants call when they are assessed a late fee and create more work for the program.
 - o SETS can produce a list of delinquent facilities.
- Permit Unit
 - o Renewal sales/invoice letter
 - Automate the creation of the letters
 - o Commercial Seafood keeps a paper copy of the permit in case someone loses it.
 - o Temporary permit numbers are stored in a paper ledger. Permit Unit issues permanent permit using the numbers assigned by Commercial Seafood.

3.3 Food and Drug

Existing Electronic Apps/Tracking mechanisms:

- **WebFD**
The WebFD program is a web-based database administered through the Portal. The database contains detailed information on some of the Food and Drug Program's establishments (water vending machines, UV tanning facilities, commercial body art, 2nd hand containers, soft drinks). Fees can be collected in WebFD for these

establishments, but remittance cannot be printed for the fees.

- **Food & Drug**
The Food & Drug Database is an Access 97 database which contains detailed information of all Food and Drug establishments which have registered labels with Sanitarian Services. The database does not contain specific info on the labels themselves.
- **IMS DOS Database**
The Inventory Management System (IMS) is a DOS application used by the Food & Drug Program to track establishment inspection dates for the following: food manufacturers, food salvagers, re-packers, food storage warehouses, drug or medical gas manufacturer, medical device storage warehouses, medical gas warehouses, drug storage warehouses, cosmetic manufacturers, cosmetic warehouses, ice vending machines
- **MastCard**
The MastCard program is an Access 97 database which contains general information (i.e. mailing address) on active establishments within the Food and Drug Program. It includes the physical address (unlike IMS) and it's easier to use and search for data
- **Remit 99**
The Remittance program is used for storing remittance information for water vending machines, UV tanning facilities, commercial body art facilities, 2nd hand containers, soft drinks. (see remittance references)
- **Spreadsheet for lab results for water machines**
Results are entered into a spreadsheet to ensure they comply with the regulations
- **Access database for storing weekly lab results for bottled water**

Requirements for automation:

- Give consideration to an electronic document management system to handle paper files across the Sanitarian programs
 - o Store Application forms electronically, make them available on the internet
 - o Store registration forms electronically, make them available on the internet as editable forms which can be filled and saved online
- Convert inspection forms to electronic forms. (see 1.1 above)
 - o Ability to customize each inspection line item on a form by form basis
 - o Store facilities, inspection frequency requirements
 - o Identification # / establishment codes? to differentiate among the types of facilities which drives the type of inspection
- Support needed for Commercial body art & UV tanning (Garrison mentioned they used it in NC, need proof/references)
- Support for product registration
- Ability to generate letters
- Across all Sanitarian programs:
 - o Web portal:
 - Display Information
 - Post application forms on the web
 - Collect fees from facilities via credit card, e-check, etc
 - List with all registered products to allow vendors to see if products they plan to carry are already registered
- WebFD
 - o Reports are hardcoded
 - o Doesn't print labels in order
 - o All reports print data for closed facilities
- Fee setup
- Application renewal notices sent out on a schedule
 - o Set up types of applications
 - o Set up renewal schedule

3.4 Milk and Dairy

Existing Electronic Apps/Tracking mechanisms:

- Each inspector keeps a spreadsheet with their plants, category, next inspection date
- Word document inspection forms & checklists, word/pdf templates for notices, etc (see document template & paper file inventories)

Requirements for automation:
• need ability to make customizations (comments, etc), create new forms without the help of a developer and/or vendor (i.e. free of charge) • risk assessment • convert inspection forms (Word documents) to electronic forms as part of a system • system must have inspection frequency tracking & scheduling abilities • Lab samples - o Use barcodes, transmit & store results electronically, flag lab results that are out of compliance

3.5 Molluscan Shellfish

Existing Electronic Apps/Tracking mechanisms:
• Molluscan shellfish sample data, Access 2003 The database is used for storing sample locations where water samples are collected, record water sample data, run decision process and ancillary statistics and produce data that gets loaded automatically into GIS for closure analysis and reporting purposes Water sample data is received on paper and it is entered into the database by hand. • Beach water quality, Access 2003 The Beach program stores all location data that the state and EPA needs in order to determine beach boundaries. It stores notification data, advisories, as well as water sample data by location, by collector. • Camp Survey, Access 2003 The Camp Survey database facilitates storage of camp locations and exchange of this data with a GIS handheld device. Data is stored in dbf files and exchanged via memory cards. All the Access databases reside on the GIS computer, are maintained by the Molluscan Shellfish staff, and are backed up monthly. The decision points & statistical analysis for the Molluscan Shellfish and Beach Water programs are unique to Louisiana, comply with EPA guidelines and are approved by EPA. These databases have been in place since 2000 and have been used for statistical analysis and the complex tri-annual reports.
Requirements for automation:
Everything works as intended. Unit is specialized and standalone. The only integration points are: 1) Activity monitoring (daily activity) 2) Lab sampling, data exchange with the Labs

3.6 Onsite Wastewater

Existing Electronic Apps/Tracking mechanisms:
• SETS: - o information on installers, maintenance providers, haulers, etc. - o permit information which is entered at the parish level

- o daily activity
- Number of system installations that are verified (Excel)
- Problem installation tracking (Excel)
 - o 1 spreadsheet / month per region (9 regions)
 - o Sanitarian consolidates monthly spreadsheets into one monthly summary spreadsheet
 - o Sanitarian consolidates monthly summary spreadsheets into one yearly summary spreadsheet (one tab per type of problem)
 - o Data is used to
 - determine renewal/non-renewal of installer's license
 - inform manufacturer of problems with their system

Problems Spreadsheet with drop downs

Parish (Includes all parishes)
 Date
 Installer's Name
 Installer's License Number
 Permit Number
 Coordinator's summary of why the system is out of compliance.
 Category of Problem (Categories listed in Incident Report)
 Manufacturer (System Brand) (All approved units)

Numbers Spreadsheet

Region
 Installer (Last name, First name)
 Installer License Number
 No. LHS-47 Received
 No. LHS-47 Verified by Coordinator
 No. LHS-47 Verified by Other Staff
 No. LHS-47 Reinspected by Coordinator
 No. LHS-47 Reinspected by Other Staff

Incidence Report

Category
 January
 February
 March
 April
 May
 June
 July
 August
 September
 October
 November
 December
 Category Total
 access port
 accident hazard
 Aerator
 Alarm
 blockage or slope issue
 clean out
 component connection

Do Not Renew List

Installer (Last name, First name)
 Installer License No.
 Permit No.
 Homeowner & Address of Site
 Compliance Issue
 Requested by (Regional Coordinator)
 Date Requested
 DO NOT RENEW letter sent on (date)
 Supporting documentation received Y/N
 Notification letter sent to Mfg.
 Date Remedied

ULL Workshop

FIR_NAME
 LAS_NAME
 Company
 CONFIR_ADD
 CITY
 STATE
 ZIP
 GRADE
 SETS1
 NOTES
 Active

2008 Applications Log In

Name
 Date Received
 Status
 COMMENTS
 License Printed

2008 Applications Returned

Name
 Insurance
 Basic License
 Combination License
 Affidavit
 Endorsements
 Check
 Training
 Notes
 Date Returned

Discharge distance requirement effluent reduction electrical hazard fire ants Location manual override no backwater valve not running overland flow plant size Procedural sample port septic tank spray irrigation sump pump tag, paperwork Tank unapproved modification Utility Wrong material question mark Monthly Total	Application ReSubmitted
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- Retired: SIMS. SIMS was replaced with SETS in 2000.

Requirements for automation:

- Track approved manufacturers, sub-manufacturers, approved wastewater models/systems, schematic drawings of what the systems look like and the components associated with a particular unit, information about each model
 - o Make information available on the tablet to the sanitarians
 - o Track the following:
 - manufacturer & sub-manufacturers
 - model
 - size (gpd)
 - components
 - inspection dates
 - maintenance contracts
 - Information on commercial systems installed (above data and records of permits to be able to track installations).

Note: Currently this data is distributed via a memo, entered in SETS and Excel and distributed via Excel to the regional offices

Note: Plans & detailed information about the systems and their components are in books stored at the central office. Sanitarians call the central office if they have any questions

Note: Security is of concern to protect sensitive information at the manufacturer level
- store electronically wastewater information for all commercial/community facilities in the state. Note: Engineering tracks this information currently and OSWW doesn't have access to it. Track the following at the facility level:
 - o See above.
 - o Would be nice to have something equivalent to the individual onsite system permit database for commercial and community systems but have them combined instead of two separate databases.
 - o Track DEQ discharge results for commercial and community systems.
 - o Ability to link records to other programs within the department.
 - o Have the ability to search ID tags entered in SETS to cross reference with manufacturer who purchased tags.
- Application forms
 - o Standardize forms and enforce the usage of standard forms across the state!
 - o Make applications for license forms available on the web
 - Currently the applications are filled out by hand, sanitarians or clerical staff enter the information

in SETS

- Convert inspection forms to electronic forms and make them available on tablets
- Permits – currently staff has to do hand written deposit slips to go along with the PIV. Understand why written deposit slips are necessary and how this could be automated.
- Currently in SETS
 - o Complete information about installers, haulers
 - o Residential permit information, type of systems installed, address, the date the system was installed, whether the system is being maintained, etc.
 - o Search for permits, search for number of re-inspections conducted on systems, etc., is done by a specific activity code. Inaccurate activity codes lead to inaccurate search results.
SETS was programmed to search by activity code. You can search by other parameters as well. OSWW monitors the number of systems re-inspected or installed, the different types of systems installed, etc. All the activities have specific codes, i.e. plans reviewed is X34, site inspection is X34A, new septic tank installed is X36, notice of violation issued is X85A, and so on.
- Capture data about sewage systems for all facilities (Retail Food, Buildings & Premises, Wholesalers, etc.)
 - o Permit data
 - o Inspection data
 - o Type of sewage: Private water well vs. individual sewage system
- Track problem installations (data comes from inspections)
 - o Parish (Includes all parishes)
 - o Date
 - o Installer's Name
 - o Installer's License Number
 - o Permit Number
 - o Coordinator's summary of why the system is out of compliance.
 - o Category of Problem (Categories listed in Incident Report)
 - o Manufacturer (System Brand) (All approved units)
- Track number of verified installations. Installations can be verified by Coordinator/ Verified by Other Staff/ Re-inspected by Coordination / Re-inspected by Other Staff
 - o Report on the following:
 - Region
 - Installer (Last name, First name)
 - Installer License Number
 - No. LHS-47 Received
 - No. LHS-47 Verified by Coordinator
 - No. LHS-47 Verified by Other Staff
 - No. LHS-47 Re-inspected by Coordinator
 - No. LHS-47 Re-inspected by Other Staff
- Module where the installers and maintenance providers can add their own maintenance reports to the system; information on when they need to do maintenance on the systems they install; installer profile information; see when they need to take the installer's class; see when their insurance expires, etc.
- Track sewage complaints
 - o Web form for the public to enter sewage complaints
 - o Upload data into a central system, and have individual parishes work the complaints
- Need ability to print installer licenses in batch, change the design to look more professional
- Website for installers
The installers would only have access to their own profile information and the maintenance information on the systems they install. They would have access to the warranty/inspection form that could be filled out electronically instead of doing them by hand and mailing them into the parish offices for sanitarians to input the info into SETS; their database would auto populate this info into SETS when they save the information. The website would also have a link to news and information, applications, class info, etc.
The profile page will have a notice section that will inform the installer that he has a message or notice on one of his installations if there is a problem with it.

3.7 Retail Food

Existing Electronic Apps/Tracking mechanisms:

- **FSC, Access 2003**
The Food Safety Certification Program is an Access 97 database which contains information about the Food Safety

Certification details of retail food establishments.

- **SETS**
SETS is used for looking up permit information and inspection data for facilities and for entering the daily activity information. It is also used for running reports (in the Daily Activity section)
- **AIRS**
AIRS is used for looking up detailed inspection information in order to respond to complaints or questions about facilities. It is also used for making corrections to inspection forms.
- **Inspector standardization**
Inspectors have to be standardized every 3 years. The tracking of standardization dates, person who conducted the standardization, date of next standardization is done manually in Excel.

Requirements for automation:

- Make applications forms available electronically
 - Payment for certifications
 - o Need to be able to charge different amounts for generating a certificate for the 1st time vs. duplicate certification forms
 - o Government agencies don't incur a charge, therefore the system needs to allow for certificates to be generated with a payment amount of \$0
 - Need to be able to identify whose certifications expire – Retail Food & Inspectors need access to this information
 - Track complaints and their resolution in one central system (SETS/AIRS/FSC)
 - SETS
 - o Add permit # to facility screen
 - o Upload information from inspection form into the daily activity report
 - o Activity Log.
 - Load the following data automatically from the inspection form:
 - # of violations
 - # of violations corrected
- Make violation information data easily searchable/available to Retail Food staff

3.8 Permit Unit

Existing Electronic Apps/Tracking mechanisms:

Permit unit module

SETS

CARS

Excel spreadsheet to capture multiple fiscal year permit fee collections and percent change by Program

This information is stored for reporting purposes

Note: Excel applications reside on personal workstation, no backups exist

Requirements for automation:

Fixes to the current system & enhancement needs

- Ability to run renewals problem-free;
- Partial Payments relative to automatically triggering an invoice to print. (in Permit Module)
- Owner Lookup / right side of screen. (in SETS)
- Delinquent Sales Report - shows closed establishments, should only show delinquent active establishments (in SETS)
- Prints zeros on Renewal Invoices for permits that do not owe anything. (in Permit Module)
- Establishment Lookup - Does not show the open pending permits with 237 ecodes when you mark "Show Only Active E-Codes". (in SETS)
- When manually printing permits - should only see active ecodes attached to the permit not ecodes that are closed. (in Permit Module)

- Refunds - The permit unit module is manually adjusting fees in order to process a refund. The refund adjustment does not show up in CARS, so this is a potential auditing issue. (in SETS/CARS)
 - o Information about the refund is stored in the 2nd address line.
- Notes section on the Details page from the Establishment screen (in SETS)
- Transfer money to other permits with no risk of losing receipt record in SETS (in SETS)
- Delete an owner or establishment (in SETS)
- Purging inactive files and storing it in archives (SETS)
- Ability to stop automatic mailings (in Permit Module)
- Tie sanitarian inspections relative to a closure and automatically close permit record as well (in SETS).
- Application for permit to operate – permit #'s are assigned automatically for Retail Food in SETS. All others are assigned by hand, and written on the app for permit.

4 Infrastructure Assessment

4.1 SETS – Sanitarian Event Tracking System

Overview:

The SETS application is web-based with a Database back-end, SETS is primarily used for registering, recording and tracking permits and establishment inspections. The application has three (3) system environments: a Development environment, a Test environment and the Production System. End users access the system via the OPH Intranet. The application is built primarily using ASP code that accesses the back-end Oracle 8i database shared with the Computerized Accounts Receivable System (CARS). Some of SETS combined components are written in Visual Basic and/or JavaScript.

- **Development** – The Development System for SETS consist of a single (1) Dell Power Edge 2650 Server. The Database and Application reside on this single physical server. The tables below provide a breakdown of the physical server configuration for the application & database structure within the development area.
 - o **Database Version** – Oracle 8i - 8.1.74.1
 - o **Web Server** – IIS 6.0 (Windows 2003 Server)
- **Test** – The Test System for SETS consist of a single (1) Dell Power Edge 2650 Server. The Database and Application reside on this single physical server. The following table at the bottom of the page is a breakdown of the physical server configuration for the application & database in order to test developments before being incorporated into the live Production environment.
 - o **Database Version** – Oracle 8i - 8.1.74.1
 - o **Web Server** – IIS 6.0 (Windows 2003 Server)
- **Production** – The Production system consists for three (3) total servers, the tables below detail all server specifications. The Database resides on a single server, configured and running Windows 2000 Advanced Server. The application resides on two (2) Windows 2003 servers that utilize a load balancing device that directs traffic across each server minimizing the front end work load. Data recovery and backup is handled through the Enterprise Tivoli Backup system.
 - o **Database Version** – Oracle 8i - 8.1.74.1 (Windows 2000 Advanced Server)
 - o **Web Server** – IIS 6.0 (Windows 2003 Server)

Server Overview:

Server Role / Function	Server Type	Operating System
Development	Dell Power Edge 2650	Windows 2003 Server - SP2
Test	Dell Power Edge 2650	Windows 2003 Server - SP2
Production - Database	Dell Power Edge 2650	Windows 2000 Adv. Server - SP4
Production - App 1	Dell Power Edge 1850	Windows 2003 Server - SP2
Production - App 2	Dell Power Edge 1850	Windows 2003 Server - SP2

Hardware Specifications:

Server Role / Function	Processor	Memory	Hard Drive's	RAID
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Development	4 - Intel Xeon 2.8 Ghz	4 GB RAM	4 - 72 GB SCSI	RAID 5
Test	4 - Intel Xeon 2.8 Ghz	4 GB RAM	4 - 72 GB SCSI	RAID 5
Production - Database	4 - Intel Xeon 2.8 Ghz	4 GB RAM	4 - 72 GB SCSI	RAID 5
Production - App 1	2 (Dual) - Intel Xeon 3.6 Ghz	4 GB RAM	2 - 72 GB SCSI	RAID 1
Production - App 2	2 (Dual) - Intel Xeon 3.6 Ghz	4 GB RAM	2 - 72 GB SCSI	RAID 1

4.2 CARS - Computerized Accounts Receivable System

Overview:		
The CARS application is identical to hardware infrastructure for SETS, consisting of two (2) primary components: The Oracle Database and the ASP Web Front-end. CARS shares the same infrastructure that SETs does and is hosted on the same equipment which includes three (3) environments for: development, test and production. Development – The Development System for CARS consist of a single (1) Dell Power Edge 2650 Server. The Database and Application reside on this single physical server. The tables below are a breakdown of the physical server configuration for the application & database structure within the development area. This is the same physical development server for SETS. Database Version – Oracle 8i - 8.1.74.1 Web Server – IIS 6.0 (Windows 2003 Server) Test – The Test System for CARS consist of a single (1) Dell Power Edge 2650 Server. The Database and Application reside on this single physical server. The tables below are a breakdown of the physical server configuration for the application & database in order to test out developments before being incorporated into the live Production environment. This is the same physical test server for SETS. Database Version – Oracle 8i - 8.1.74.1 Web Server – IIS 6.0 (Windows 2003 Server) Production – The Production system consists for three (3) total servers, the table below details all specifications. The Database resides on a single server, configured and running Windows 2000 Advanced Server. The application resides on two (2) Windows 2003 servers that utilize a load balancing device that directs traffic across each server minimizing the front end work load. The three (3) server production environment is shared between the CARS and SETS applications. Other applications may reside on these servers as well. Data recovery and backup is handled through the Enterprise Tivoli Backup system. Database Version – Oracle 8i - 8.1.74.1 (Windows 2000 Advanced Server) Web Server – IIS 6.0 (Windows 2003 Server)		
Server Overview:		
Server Role / Function	Server Type	Operating System
Development	Dell Power Edge 2650	Windows 2003 Server - SP2
Test	Dell Power Edge 2650	Windows 2003 Server - SP2
Production - Database	Dell Power Edge 2650	Windows 2000 Adv. Server - SP4

Production - App 1	Dell Power Edge 1850	Windows 2003 Server - SP2
Production - App 2	Dell Power Edge 1850	Windows 2003 Server - SP2

Hardware Specifications:				
Server Role / Function	Processor	Memory	Hard Drive's	RAID
Development	4 - Intel Xeon 2.8 Ghz	4 GB RAM	4 - 72 GB SCSI	RAID 5
Test	4 - Intel Xeon 2.8 Ghz	4 GB RAM	4 - 72 GB SCSI	RAID 5
Production - Database	4 - Intel Xeon 2.8 Ghz	4 GB RAM	4 - 72 GB SCSI	RAID 5
Production - App 1	2 (Dual) - Intel Xeon 3.6 Ghz	4 GB RAM	2 - 72 GB SCSI	RAID 1
Production - App 2	2 (Dual) - Intel Xeon 3.6 Ghz	4 GB RAM	2 - 72 GB SCSI	RAID 1

4.3 Web FD – Web Food & Drug

Overview:

WebFD is a web application with an integrated Oracle database running on a combined Oracle web server. The Web FD application continues the three (3) system environments, including: development, test and production. Each of these environments is contained within the same database and server structure; different applied schemas control the modifications between the three (3) systems. This is accomplished using an Oracle HTML DB Suite that generates all HTML dynamically from records within the Database.

The server is running Windows 2000 Advanced Server with Service Pack 4 installed. The system is comprised of the Oracle Database and HTML DB Suite, which includes the Oracle HTTP Server. WebFD is utilizing **Oracle 9i - version 9.2.03** and **HTML DB version 1.44.00.32**. Data recovery and backup is handled through the Enterprise Tivoli Backup system.

End users connect to the application through a web page, linked provided on portal. The site is used to review Food & Drug Program's Establishment fees that can be collected within the application.

Server Overview:

Server Role / Function	Server Type	Operating System
Web FD - Single Server	Dell Power Edge 2650	Windows 2000 Adv. Server - SP4

Hardware Specifications:

Server Role / Function	Processor	Memory	Hard Drive's	RAID
Web FD - Single Server	4 - Intel Xeon 3.06 Ghz	4 GB RAM	5 - 72 GB SCSI	RAID 5

4.4 AIRS – Automated Inspection Reporting System

Overview:

The AIRS application is a vendor hosted .NET & ASP web application with a SQL Server 2005 database back-end. The vendor is Steton (www.steton.com) whose corporate headquarters is located in St. George, Utah. The five (5) physical servers that comprise the AIRS environment are housed at a secured datacenter in Salt Lake City, Utah. The vendor runs two (2) identical systems for production and staging, all testing for the Application and the Operating System are handled within the staging environment before moving to Production. The application is developed within Visual Studio on individual workstations before testing is performed within the staging environment.

The servers are all running Windows 2003 Server – SP2 (The Database server is 64 bit and running the 64 bit Operating System). The system is a normal Web application with Database backend, with the addition of three (3) Enterprise Intelligence servers. The front-end web server is Internet Information Services (IIS 6.0) that is included with the Windows 2003 Server OS. ASP and .NET frameworks 1.1 and 2.0 are both installed on this machine as well. The Database Server is Microsoft SQL 2005 – SP2 (64 bit) and attached via iSCSI to a SAN/NAS device for data storage. Individual LUNs are configured off the SAN/NAS unit for individual databases, separating: log, temp_db and the production data.

The three (3) Enterprise Intelligence servers are running Micro Strategies components (www.microstrategy.com) that include:

1. **Web Services** - Complete XML-based, open and server-centric architecture makes it a superior business intelligence platform for Web Services. Self-contained, modular business applications based on open standards that allow streamlined integration among multiple disparate applications and environments through a common channel - the Internet. Through the use of common standards, primarily XML and SOAP, Web Services dramatically diminish integration costs making it feasible to share bits and pieces of software functionality over the Internet. For business intelligence (BI), Web Services can unleash value locked away in proprietary systems or departmental applications, while lowering integration costs and increasing deployment speed.
2. **Narrow Cast** - Proactive information delivery server that distributes personalized business information to users via email, printers, file services, SMS and mobile devices. It creates the ideal environment for true enterprise-class BI by automating monitoring, reporting and analysis of business performance. The most efficient reporting solution available for complex, distributed environments, with a proven, high-volume enterprise-class reporting engine for generating reports and processing data. A distributed processing architecture delivers unparalleled scalability and performance, and a robust infrastructure deploys reports in the most demanding environments and extends to easily produce any conceivable report for distribution to diverse audiences. Addressing the most difficult data access, report processing and layout complexities, turns vast volumes of data into insightful information to drive business performance.
3. **Data Mining** - Delivers the results of predictive models to all users in familiar, highly formatted and interactive reports and documents. It empowers business users to leverage sophisticated predictive models that describe the likelihood of a future event. Allows organizations to use predictive functions that are natively available, or import models. Users can access highly formatted, data-rich, predictive reports through all the user interfaces, as well as perform standard report manipulations and create new reports on the fly.

Server Overview:

Server Role / Function	Server Type	Operating System
AIRS - Web Server	Dell PowerEdge	Windows 2003 Server - SP2
AIRS - Database Server	Dell PowerEdge	Windows 2003 Server - SP2 (64 bit)
AIRS - E.I. Web Servicing	IBM x336	Windows 2003 Server - SP2
AIRS - E.I. Data Processing	IBM x345	Windows 2003 Server - SP2
AIRS - E.I. Narrow Band (Mobile)	IBM x336	Windows 2003 Server - SP2

Hardware Specifications:

Server Role / Function	Processor	Memory	RAID
AIRS - Web Server	2 - (Quad) - Intel Xeon 1.86 Ghz	4 GB RAM	RAID 1, 5

AIRS - Database Server	2 - (Quad) - Intel Xeon 1.86 Ghz (64 bit)	16 GB RAM	RAID 0, 1
AIRS - E.I. Web Servicing	2 - (Dual) - Intel Xeon 2.8 Ghz	4 GB RAM	RAID 1
AIRS - E.I. Data Processing	2 - (Dual) - Intel Xeon 3.0 Ghz	4 GB RAM	RAID 1E
AIRS - E.I. Narrow Band (Mobile)	2 - (Dual) - Intel Xeon 2.8 Ghz	4 GB RAM	RAID 1

4.5 Buildings & Premises: Medical Waste Transports & Institution Database

Overview:	
1.	Type of application: DOS
2.	Where does the database reside (e.g. personal workstation, shared location on a server, etc): Shared Location on server
3.	Is the database backed up? If, yes, how often and who does the backups? Backed up twice a day
4.	How many users? 2
5.	User manual available (Y/N)? No
6.	How many records does the database contain? 4214 files

4.6 Buildings & Premises: Complaint Log

Overview:	
The purpose of the application is to document complaints from DSS & DHH	
1.	Type of application (e.g. Excel, Access, DOS, etc): EXCEL
2.	Where does the database reside (e.g. personal workstation, shared location on a server, etc): Personal workstation
3.	Is the database backed up? If, yes, how often and who does the backups? Backed up twice a day
4.	How many users? 2
5.	User manual available (Y/N)? No
6.	How many records does the database contain?

4.7 Food & Drug: LA_FD_CD.MDB, runs in conjunction with SYSTEM.MDA

Overview:	
1.	Type of application (e.g. Excel, Access, DOS, etc): Access
2.	Where does the database reside (e.g. personal workstation, shared location on a server, etc): Both. Files reside on the local drive of the end-user's computer under C:\LA_FD_CD\ but the database apparently requires access to files stored on a network drive (possibly W:\FD_reg\).
3.	How many users? 4
4.	User manual available (Y/N)? No
5.	How many records does the database contain? 4,564 registration records

4.8 Food & Drug: IMS

Overview:	
The actual application is A4NET6.BAT - This is a batch file that runs the Alpha4 main program from the end-user's computer and directs it to open a data file found in W:\ALPHA4V4 called MAINLEDG.APP and use the configuration file found in W:\ALPHA4V6.	

1. Type of application (e.g. Excel, Access, DOS, etc): **This database is built using the Alpha4 database creation system. The developer (<http://www.alphasoftware.com/AlphaFour/>) describes this as “a networkable relational database management and application development system for both novice and expert users. There is no expertise in-house with the use of Alpha4 at this point in time.**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **files reside on local drives as well as network; all data appears to be stored on network drives**
3. How many users? **4**
4. User manual available (Y/N)? **Unknown**
5. How many records does the database contain? **The database appears to contain a total of 7,305 establishment records. However, this includes an indeterminate number of discontinued (closed) establishments. The number of inspection records is also not easy to ascertain.**

4.9 Food & Drug: MasterCard

Overview:

The actual application is MASTCARD.MDB that is located in W:/Mastercard and is run in conjunction with SYSTEM.MDA located in C:\LA_F_D\

1. Type of application (e.g. Excel, Access, DOS, etc): **Access**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **Both. The add-in file is located on a local drive and the main database is on a shared network drive (W:)**
3. How many users? **4**
4. User manual available (Y/N)? **No**
5. How many records does the database contain? **The database appears to contain a total of 16, 379 records. This is a combination of permitted facilities and firms with product registration records. It includes all discontinued establishments because the database has no way of automatically compiling a subset of records containing only active or inactive establishments.**

4.10 Food & Drug: Remit_99

Overview:

The actual application is Remit99.MDB and it is located in W:/FD_remit/ and it is run in conjunction with SYSTEM.MDA located in C:\LA_F_D\

1. Type of application (e.g. Excel, Access, DOS, etc): **Access**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **Both. The add-in file is located on a local drive and the main database is on a shared network drive (W:)**
3. How many users? **3**
4. User manual available (Y/N)? **No**
5. How many records does the database contain? **The database appears to contain 10,504 records of facilities that have made payments that cannot be put into SETS/CARS; this includes UV Tanning, Commercial Body Art, Water Vending, Secondhand Containers, and Out of State Soft Drink Registrations. Many of these permits or registrations may be discontinued; there is actually no way, short of cross-referencing the establishment name and address with a paper file or another database record in WebFD or Food and Drug, to ascertain whether a facility listed in this database is active or not.**

4.11 Food & Drug: Complaints database

Overview:

Complaint D1.mdb is currently stored on a user's computer, as she is actively maintaining the records.

This is an Access database designed by a former Food and Drug Administrator. It includes all information we would

need to incorporate a complaint from the public regarding a registered product or regulated facility into our records. The database is used to track complaints; we only expend substantial resources investigating a product complaint if we receive several complaints within a short span of time about the same product.

1. Type of application (e.g. Excel, Access, DOS, etc): **Access**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **user's hard drive**
3. How many users? **1**
4. User manual available (Y/N)? **No**
5. How many records does the database contain? **230 records**

4.12 Food & Drug: Bottled Water Documents

Overview:

Bottled Water Documents.mdb is a database used for tracking compliance by bottled-water manufacturers with requirements to submit file copies of testing records to this office.

1. Type of application (e.g. Excel, Access, DOS, etc): **Access**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **user's hard drive**
3. How many users? **1**
4. User manual available (Y/N)? **No**
5. How many records does the database contain? **The database contains records for 17 bottled-water facilities over a three-year period of time.**

4.13 Food & Drug: Inspection Tracking Database

Overview:

Inspection Tracking – District Ilc.mdb is a database used for tracking inspections of permitted FDU facilities made in District Ilc (shared by 2 users) for the purpose of time management. It functions in a similar way to the inspection-tracking utilized in SETS for retail-food establishments. Queries exist that allow the user to quickly see which warehouses have not been inspected in 6 months, manufacturers in 3 months or tanning facilities in 12 months.

1. Type of application (e.g. Excel, Access, DOS, etc): **Access**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **user's hard drive**
3. How many users? **3**
4. User manual available (Y/N)? **No**
5. How many records does the database contain? **The database contains records for 32 establishments. Note that the database is designed only to contain information on the most recent inspection of a facility, so multiple inspection dates are not recorded or stored permanently unless the facility has multiple establishment codes.**

4.14 Molluscan Shellfish: Beach Monitoring Program

Overview:

Database is used for monitoring the Beach Water Quality.

1. Type of application (e.g. Excel, Access, DOS, etc): **Access 2003**
 2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **personal workstation & server**
 3. How many users? **3**
 4. User manual available (Y/N)? **Yes**
- How many records does the database contain? **2692 samples**

4.15 Molluscan Shellfish: Camp Survey

Overview:

1. Type of application (e.g. Excel, Access, DOS, etc): **Access 2003**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **personal workstation (GIS computer)**
3. How many users? **3**

4. User manual available (Y/N)? **Yes**
How many records does the database contain? **1880 camps**

4.16 Molluscan Shellfish: Molluscan Shellfish Sample Data

Overview:

1. Type of application (e.g. Excel, Access, DOS, etc): **Access 2003**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **personal workstation (GIS computer)**
3. How many users? **3**
4. User manual available (Y/N)? **No**
How many records does the database contain? **166,951 Sample Records**

4.17 Retail Food: Food Safety Certification Program (FSC)

Overview:

The purpose of the application is to track and generate food safety certificates to the LA establishments

1. Type of application (e.g. Excel, Access, DOS, etc): **Access 2003**
2. Where does the database reside (e.g. personal workstation, shared location on a server, etc): **personal workstation / shared, 3 people have access to it.**
3. How many users? **3-5**
4. User manual available (Y/N)? **No**
How many records does the database contain? **Approx. 20,000**

4.18 Permit Unit: Permit Unit module

Overview:

The Permit Unit Module is a desk-side only application, meaning that it is not installed on any servers, and runs directly on the user's PC. It fetches and writes data from and to the SETS database and is not technically part of the SETS application, but is a stand-alone **Visual Basic** application. It is normally used by only a couple of Sanitarians in Baton Rouge for controlling permit billing, invoicing, etc. It is normally updated and deployed by a local IT person in Baton Rouge or the Sanitarian Services IT person. They install Oracle and copy the application folder to the PC.

- Permit Unit Module does not have its own database, it connects to SETS and CARS databases. To access the Permit Unit Module, user needs to have the same User ID and Password for both SETS and CARS.
- When adding a new user to Permit Unit Module, the user also needs to be added as a user for CARS and SETS because the Permit Unit Module uses the CARS and SETS databases.
- Once the user has been added in both SETS and CARS, the two logins need to be synchronized
- Hardware specification is **Windows XP**
- Application is hosted on **standalone workstations**
- The programming language that the application was written in is **Visual Basic 5.0**
- The SETS and CARS databases are Oracle databases.
- The software requirements for development are the following:
 - Windows XP
 - Machine must have a minimum of 1GB RAM
 - Oracle Client 8.0 (minimum)
 - Visual Basic 5.0
- Currently versioning is not being used.
- Currently there is no data manual or data dictionary, User Manual, or any other information.

5 System Integration Requirements

5.1 Inspections

5.1.1. Forms (inspection types)

All

- 1) notice of violations
- 2) official notice of seizure
- 3) official release notice
- 4) product destruction

Buildings & Premises

- 5) hospital
- 6) nursing homes
- 7) daycare
- 8) jails
- 9) schools
- 10) private premises
- 11) swimming pools
- 12) hotels, motels, public restrooms, gas stations, bus/railroad stations, airports
- 13) infectious Waste Transport Vehicle
- 14) kitchen inspection form i

Commercial Seafood

- 15) oyster
- 16) all other seafood
- 17) federal Inspection program form (Commercial Seafood, Food & Drug)

Food & Drug

- 18) food manufacturers not covered by Part XXIII of Title 51
- 19) food salvagers
- 20) re-packers
- 21) food storage warehouses
- 22) drug or medical gas manufacturers
- 23) medical device storage warehouses
- 24) medical gas warehouses
- 25) drug storage warehouses
- 26) cosmetic manufacturers
- 27) cosmetic warehouses
- 28) water vending machines
- 29) ice vending machines
- 30) UV tanning facilities
- 31) commercial body art facilities
- 32) 2nd hand containers
- 33) soft drinks

Milk & Dairy

- 34) dairy farms
- 35) dairy plants
- 36) single service container plants
- 37) powdered milk plants
- 38) condensed milk plants
- 39) bulk milk transport vehicles (Tanker checklist)
- 40) milk hauler/tanker/samplers
- 41) milk receivers
- 42) frozen dessert manufacturers
- 43) dairy product depots

Molluscan Shellfish

- 44) camp survey inspections

45) Vessel Sanitation Survey

Onsite Wastewater

46) Onsite Wastewater: 8 different inspections forms for different types of systems and whether they are existing or unapproved

Retail Food

47) Retail food inspection form

5.1.2. Properties

5.1.2.1. Inspection Type

- Complaint
- Pre-opening (pre-operational)
- Re-inspection
- Routine
- High count (milk & dairy only)
- Standardization (milk & dairy only)
- Appendix N

5.1.2.2. Frequency

- ability to record the inspection frequency by risk category:
category 1=Pre-packaged, non-potentially hazardous foods only. Limited preparation of non-potentially hazardous foods only. Inspected once a year.
category 2=Limited menu (1 or 2 main items). Pre-packaged, raw ingredients are cooked or prepared to order. Retail food operations exclude deli or seafood operations departments. Raw ingredients require minimum assembly. Most products are cooked/prepared and served immediately. Hot and cold holding of potentially hazardous foods is restricted to single meal service. Preparation processes requiring cooking, cooling, and reheating are limited to 1 or 2 potentially hazardous foods. Inspected twice a year.
category 3= Extensive handling of raw ingredients. Preparation process includes the cooking, cooling, and reheating of potentially hazardous foods. A variety of processes require hot and cold holding of potentially hazardous food. Advance preparation for next day service is limited to 2 or 3 items. Retail food operations include deli and seafood departments. Establishments doing food processing at retail. Inspected three times a year.
category 4= Extensive handling of raw ingredients. Preparation processes include the cooking, cooling, and reheating of potentially hazardous foods. A variety of processes require hot and cold holding of potentially hazardous foods. Food processes include advanced preparation for next-day service. Category would also include those facilities whose primary service population is immunocompromised. Food processing at the retail level, e.g., smoking and curing, reduced oxygen packaging for extended shelf life. Inspected four times a year.
- If a risk category is not defined for a specific program, the system needs to have the ability to record inspection frequency by establishment type

5.1.2.3. Scheduling

- scheduling of complaints and ad-hoc inspections in general
- regularly scheduled inspections based on frequency by inspection type within each program
- ability for a sanitarian to view their schedule for the day, week, month
- ability to assign/re-assign inspections to sanitarians

5.1.2.4. Inspection Data

Important Note: Need flexibility to create/change inspection forms without requiring programming changes

- Establishment Information
- Inspection information: Date, Sanitarian, Inspection Type
- Audit Categories: ability to fill out/view one audit category at a time
- Ability to view compliant/non-compliant items
- Code#, Description of the code
- Answer (Yes/No)
- Correct violations by: - date –
- 2 options for Saving data:
 - Mark as work in progress
 - Mark as complete
- Ability to query inspection work in progress
- Convert to 'complete' after a time interval to be custom specified by the administrator

- Inspection Date (keep history)
- Recommendation (Y/N)

5.1.2.5. Capture signatures

5.1.2.6. License is Recommended: Yes/No

5.1.3. Compliance orders (fines & penalties)

If a facility has violations, the regular compliance procedures are followed. Compliance procedures are standard across all Sanitarian programs and include 17 steps. At any step, when compliance is achieved, the process is stopped. Paper signatures are required.

Note: Need the ability to track the compliance steps (comments, person responsible), but not the forms.

5.1.4. Reporting & Printing capabilities

- Need flexibility to generate data driven reports based on inspection type – i.e. need the ability to generate reports on the fly based on inspection data as opposed to having to create custom reports for each inspection form
- Point in time reporting, i.e. inspection form data needs to be preserved as it was at the time when the inspection took place due to FDA requirements
- List with all the inspections: Date, Establishment ID, Establishment Name, Inspection Form, Sanitarian Name
- Filter by Date, Establishment, Inspection Form
- Results hyperlinked to the actual report
- Ability to export to PDF, Excel, send to Email
- Report to show when inspections / re-inspections due to violations are due

5.1.5. Administration:

- track inspection frequency to ensure FDA regulatory requirements are met
- Alert when the deadline for an inspection for an establishment is approaching

5.1.6. Security

- Add/View – restricted by program
- Edit – restricted to specific individuals

5.1.7. Instructions

- Link inspection item to text from the Sanitarian code
- Provide overall Help/Instructions link at the top of the page

5.2 Functionality needed across all programs

5.2.1 Owner Information

- 5.2.1.1 Billing
 - Owner's #
 - Permit #
 - Business/Corporation Name
 - Mailing address
 - Billing phone
- 5.2.1.2 Legal
 - Owner/Corporation Legal Name
 - Agent for Service of Process
 - Address
 - Domicile of corporation
 - Federal Tax ID
 - Exempt status (tax exempt, discretionary exemption)
 - Partner's contact info
- 5.2.1.3 Permit information
 - Previous Balance
 - Current Charges
 - Current Penalties
 - Current Payments
 - Amount Due
 - Unapplied Funds
 - Current Adjustments

5.2.2 Establishment Information

- E-code – this is a field created for the purposes of tracking establishment types and fees
- Program (dropdown)
- Parish (dropdown)
- Region (dropdown)
- District (dropdown)
- DHH License #
- OPH Permit #
- Name of Establishment
- Address of Establishment (mailing)
- Address of Establishment (physical)
- Type of Establishment (dropdown)
- Services offered (dropdown; content is driven by the type of establishment)
- Business Hours
- Billing phone
- Main Contact name
- Main Contact phone
- Main Contact Fax
- Signed by, Title, Sanitarian signed
- Date opened
- Opened By (sanitarian name)
- Date closed
- Closed By (sanitarian name)
- Status: Active/Inactive
- Anniversary/Renewal Month
- Comments
- Latitude
- Longitude
- GeoResult
- GeoResult_Notes

5.2.3 Functionality

- ability to generate and print renewal notices
- ability to generate letters to notify the company that labeling requirements are met
- ability to post payments
- ability to indicate when late fees are due and the amounts of the late fees by product
- ability to generate and print a registration form
- ability to print a permit
- Add/View/Edit
- Search
- Close an establishment

Note: Link to wastewater information – see 5.10.1 & 5.10.2. Capture data about sewage systems for all establishments (Retail Food, Buildings & Premises, Wholesalers, etc.)

Permit data

Inspection data

Type of sewage: Private water well vs. individual sewage system

Note: when changes to the establishment data are made such as owner, address, etc) and data is uploaded in the main system, changes made by the sanitarian will overwrite the system data. A copy of the previous set of data will be retained in a historical archive. All changes are subject to Administrator approval.

5.2.4 Permit information

- Previous Balance
- Current Charges
- Current Penalties
- Current Payments
- Amount Due
- Unapplied Funds
- Current Adjustments
- Permit renewal schedule

Note: Not all programs issue permits nor do they all collect permit fees

5.2.5 Application for Permit to Operate

Note: It needs to include electronic signature functionality to preserve the legal authority granted by owners to DHH to perform inspections as needed

5.2.6 Inspector information

- Name
- License #
- Standardization dates
- Person who conducted the standardization
- Date of next standardization

5.2.7 Fee setup

- Sliding scale based on type of facility & revenue by program. Note: not all the revenue is being taken into account, only the revenue for the specific program that is being permitted

5.2.8 Establishment rating and ranking system based on risk

- Not all establishments have a rating and ranking.

5.2.9 Application Type

Set up types of applications

Set up renewal schedule in conjunction with the ability to print renewal letters

5.2.10 Ability to keep history

- Owner changes
- Revoked licenses
- Purge capability of historical inspection data

5.2.11 Activity Tracking

Activity tracking is done for the purposes of tracking staffing needs. It is also used for calculating mileage and the reimbursement amount due to sanitarians for travel using a personal car

- Activity code, permit #, date
- Routing of scheduled activities from one sanitarian to another

5.2.12 Complaint Tracking

- Complaint Date
- Contact info for person submitting the complaint
- Owner's name
- Parish
- Complaint type
- Complaint details
- Follow-up
- Resolution
- Complaint Status

5.2.13 Reports

- Performance report driven by activity codes, by Sanitarian, by Parish, by Region, by Activity code
- Sanitarian ranking by activity code
- Sales Report Information by Establishment
- Note: Revenue by program drives permit fees
- Inspection report
 - By Parish
 - By Region
- Sales Report Information by Establishment
- Paid Establishments
- Unpaid Establishments
- Remittance Report
- Establishment Payment History
- Annual Fee Reports by type of Establishment

5.2.14 Letters

- Letter to alert facilities to fill out the Revenue Sales sheet either on-line or the paper form included in the mailing
- Letter to track when Sales Revenue numbers have not been submitted for longer than 90 days or 120 days
- Application renewal notices are sent out on a schedule
- See References for all the letters generated today
- Print Annual Permit Renewal Applications (distribution schedule needs to be customized by establishment type, annual permit renewal applications are customized by establishment type)
- Print Certificate/License (customized by establishment type)
- Print Delinquent notices (customized by establishment type)
- Mailing labels for establishments
- Letter to be included with the actual permit (customized by establishment type)

Note: Scheduling functionality is needed for generating letters

5.2.15 Standardization testing for the inspectors

Standardization is a process by which inspectors are taught how to conduct an inspection, are then observed, tested and graded. Inspectors have to be standardized every 3 years

5.2.16 General Information page

- Educational Materials for Sanitarians by Program
- Repository of training materials for sanitarians

5.3 Web Portal for the Public

5.3.1 Forms

- Application for new facility or change of ownership
- Mailing address change form
- Revenue Sales Sheet

- Registration Forms
- Collect fees from facilities via credit card, e-check, etc.
- FSC application. It is completed in order to receive the food safety certificate.
- FSC provider application. It is completed by programs who wish to provide training courses in Louisiana
- FSC instructor application. It is completed by individuals who wish to be training instructors in Louisiana
- FSC provider application. It is completed by programs who wish to provide training courses in Louisiana
- Application for license (installers)
- Application for wastewater unit (homeowners)

Note: Two types of applications: one for individual onsite systems and one for commercial systems.

5.3.2 Documentation

- Display Information relevant to the public about each program/establishment type
- List with all registered products to allow vendors to see if products they plan to carry are already registered
- Training, presentations
- FAQ about laws/regulations
- FAQ about inspection criteria
- Post beach advisories

5.3.3 Other

- Post inspection data
- Post rating/ranking data

Note: System administrator needs to have the flexibility to include or exclude inspection data and/or establishments/establishment data

5.4 Buildings and Premises
No specific requirements.
5.5 Commercial Seafood
No specific requirements.
5.6 Food & Drug
Product registration is done for packaged products, cosmetics, dairy products, seafood, drugs, etc. 5.6.1. In-state product registration 5.6.1.1. External Users • First time registration: fill out electronic application form and upload electronic versions of product labels • Registration renewal: have a system that allows the client to look up his/her registration record, add/delete products or contact information as needed, and remit a payment electronically by check, credit card, or Paypal. The client attaches image files containing electronic versions of product labels where new products are added. 5.6.1.2. Internal Users Company information • Name of the company • Address of the company • Active Yes/No • Contact name • Taxpayer ID • Registration # (auto-generated) • # of products • List of all registered products that are associated with a specific registration number. Information needs to be easily viewable and searchable by clerical staff • Front end where clients could see which products they have registered with the state. • Registration expires on: Payment Information • Type of payment (ability to accept payments by check, credit card, or Paypal for renewals) • Check # (if paying by check) • Payment amount • Date Reporting & Search capabilities • ability to generate and print renewal notices • ability to generate letters to notify the company that labeling requirements are not met • ability to post payments • ability to indicate when late fees are due and the amounts of the late fees by product • ability to generate and print a registration form • ability to print a permit • ability to see # of products from previous years by company • search by establishment, owner, permit • Regional sanitarian needs to be able to run a query to see which facilities met labeling requirements

Applications need to be recorded in a database prior to the generation of a registration number; then, as the status of an application goes from received to accepted/rejected to complete, each status change would be documented and this information made available to the districts.

5.6.2. Out-of-state product registration

The same functionality is needed for out-of-state product registration as it is for in-state. The only difference is that there is no cut-off for drinks.

5.6.3. Commercial Body Art (CBA)

Note: Contractors should have View Only access to CBA establishment & inspection data. The only editable data is the inspection date.

5.6.3.1 Contractor Maintenance

- DHH Contract #
- CFMS #
- Name
- Mailing Address
- Residential Address
- Telephone #
- Email address
- Contract begin date
- Contract end date
- Contract amount \$
- Active (Yes/No)

5.6.3.2 Operator Certification information

- Certification type (operator, manager or both). This classification determines the fee amount due for the given client.
- Certification date
- Active (Yes/No)
- Certificate #
- Facility Name
- Store images of training cards

5.6.3.3 Certificate

- Certificate number (automatically generated)
- Operator status: active/inactive
- Certificate issue date
- Certification expiration date:

5.6.3.4 Payments

- Method of payment
- Source of payment (application, establishment, other)
- Fee structure by operator type, by year
- Check number
- Check date
- Notes
- Check/Money Order amount
- Payment date
- Payment id (autonumber)
- Certificate number

5.6.3.5 Reports

- List of applicants, certificate dates, certificate expiration dates
- List of training programs

5.6.4. Water Vending Machines

- Machine Serial Number
- All other establishment information
- Document the quarterly coliform testing that is legally mandated for each device
- Document the date of all inspections (each record should show at least one inspection date), as well as the name or other identifier (sanitarian number, initials) of the inspector
- Document whether a device is active or inactive.

5.6.5. Soft Drinks

- Flavor count
- Flavor description
- Pricing driven by flavor count. The system needs to automatically assess a fee for registration when the calendar year changes unless the record is deleted or marked inactive.

5.6.6. Tanning

- Number of beds
- Manufacturer
- Model number
- S.N. Bottom
- S.N. Top
- Manufacturer Date canopy
- Manufacturer Date bench
- Lamp Model
- Max Timer
- Bed Type
- N/U
- Add Date
- Region
- Parish

Tanning Installers

- Installer Name
- Installer type. This refers to whether the company is an installer, supplier and/or service agent. In most instances, one company is all three.
- System add date
- Document which person or entity is filling each of the installer type roles

Reports

- Operators
- Operators by Parish/Region
- Equipment
- Equipment by Parish/Region
- Facilities by parish/region
- active or inactive facilities
- operators by facility
- list of delinquent facilities

Operator Training Information

- Trained by (dropdown list)
- Trained date
- Associate a scanned copy of a training certificate with an operator record

5.6.7. Maintenance

- Commercial Body Art Certification Fees Administration
 - o Fee
 - o Year
 - o Fee type (renewal/new)
 - o Operator Type (Operator/Manager/Both)

- Commercial Body Art Facility Administration
 - o Fee
 - o Year
 - o Fee type (renewal/new)
- Water Vending Machine Administration
 - o Fee
 - o Year
- Tanning Administration
 - o Fee
 - o Year
 - o Fee type (renewal/new)
- Product Registration
 - o Fee
 - o Year
 - o Fee type (standard/delinquent)
 - o Number of products

5.7 Milk and Dairy

No specific requirements.

5.8 Molluscan Shellfish	
No specific requirements.	
5.9 Onsite Wastewater (OSWW)	
5.9.1 Installer/Hauler Information	
5.9.1.1	License information • License # • License Type (dropdown: Installer/Hauler) • Status (dropdown) • Last school date • License expires on • Next school date
5.9.1.2	Installer information • Name • Address • Parish • Email address
5.9.1.3	Company information • Name • Address • Phone
5.9.1.4	Payment information • Date fee was received by DHH • Check number • Description • Transaction status (Paid, Not Paid, Waived) • Fees • Balance
5.9.1.5	Dump Site (Applies to HAULERS ONLY) • Dump site name • Attention • Address • Phone • Contract Period
5.9.1.6	Reports • List of installers or maintenance providers of individual systems who are not actively licensed • List of installers or maintenance providers of individual systems who install or provide maintenance on systems they are not endorsed for
5.9.2 Individual Sewage	
5.9.2.1	Header • Permit # • Parish Permit # • Date issued • Issuing Sanitarian • Tag number
5.9.2.2	Applicant • Applicant Name

- Address, phone number, email
- 5.9.2.3 Site
- Parish
 - Region
 - Address/ 911 Address
 - Subdivision/Township
 - Lot Square #, section
 - Latitude/Longitude, range
 - Notes
- 5.9.2.4 Requirements
- Percolation Average
 - Water Supply: Community, Non-Community, Private
 - Proposed Use: Camp, Commercial, Community, Limited Use, Mobile Home, Multi-Family, Single Family Res.
 - System Type: ATU with Chlorination, ATU with ER, ATU with ER and Chlorination, Aerobic Treatment Unit, Limited Use System, Septic Tank with Field Line, Septic Tank with Oxidation Pond, Septic Tank with Sand Filter, Septic Tank with Secondary Treatment
 - Specs
 - Discharge into
 - Daily average flow
 - Design basis
- 5.9.2.5 Installer
- Scheduled Events
 - Event Type: Home Owner Maint.. Homeowner Reminder Letter, Installer Inspection 1, Installer Inspection 2, Installer Inspection 3, Installer Inspection 4, Not Scheduled Event
 - Date of Completion From: Through:
 - Unresolved Maintenance: Resolved but Late Maintenance: Homeowner Reminder Letter:
 - Installer comments
- 5.9.2.6 Maintenance scheduling to be used by installers
- By wastewater unit
- 5.9.2.7 Verification
- System Type: ATU with Chlorination, ATU with ER, ATU with ER and Chlorination, Aerobic Treatment Unit, Limited Use System, Septic Tank with Field Line, Septic Tank with Oxidation Pond, Septic Tank with Sand Filter, Septic Tank with Secondary Treatment
- System Brand
- System Brand Text
- Aerator Serial Number
- Aerator Brand Text
- Verification Date: Through:
- Include Records without Verification Date:
- Finding: Permitted by Certification, Permitted by Verification, Temporary
- Permitting Sanitarian Number:
- Verifying Sanitarian Number:
- Comments
- 5.9.2.8 Incident Tracking
- Problem found: Yes/No
 - Problem Type: access port, accident hazard, Aerator, Alarm, blockage or slope issue, clean out, component connection, Discharge, distance requirement, effluent reduction, electrical hazard, fire ants, Location, manual override, no backwater valve, not running, overland flow, plant size, Procedural, sample port, septic tank, spray irrigation, sump pump, tag/paperwork, Tank, unapproved modification, Utility, Wrong material, Unknown
 - Parish (Includes all parishes)
 - Date
 - Installer's Name
 - Installer's License Number

- Permit Number
- Coordinator's summary of why the system is out of compliance.
- Manufacturer (System Brand) (All approved units)

5.9.2.9. Installer Tracking

- Installer (Last name, First name)
- Installer License No.
- Permit No.
- Homeowner & Address of Site
- Compliance Issue
- Requested by (Regional Coordinator)
- Date Requested
- DO NOT RENEW letter sent on (date)
- Supporting documentation received Y/N
- Notification letter sent to Mfg.
- Date Remedied

5.9.3 Commercial Sewage

5.9.3.1. Owner

- Name
- Phone number
- Address
- 911 address where system will be located

5.9.3.2. Operator of the system

- Name
- Phone number
- Address
- Level of certification

5.9.3.3. System

- Proposed use of the system
- Size
- All system requirements
- Discharge location
- Ability to embed plans within the permit documentation
- Name and contact information for the designing engineer
- Plans completion
- Ability to link to associated permits

5.9.3.4. Reports/Letters

- DEQ permit with discharge limits
- Plans rejection letter
- No objection letter

5.9.4 General Information

- news and information
- applications information for installers
- class information for installers

5.9.5 Reporting

- Incidence report by month of the year
- Inspector do-not-renew list
- Track number of verified installations. Installations can be verified by Coordinator/ Verified by Other Staff/ Re-inspected by Coordination / Re-inspected by Other Staff

Report on the following:

- o Region
- o Installer (Last name, First name)
- o Installer License Number

- o No. LHS-47 Received
- o No. LHS-47 Verified by Coordinator
- o No. LHS-47 Verified by Other Staff
- o No. LHS-47 Re-inspected by Coordinator
- o No. LHS-47 Re-inspected by Other Staff

5.9.6 Letters

- Certification by Installer
- Installer license
- Temporary Permit for Onsite Wastewater Treatment System
- Final Permit for Onsite Wastewater Treatment System
- Do not Renew license letter (installers)

5.9.7 Security

5.9.7.1 Installers

- access to their own profile information
- maintenance information on the systems they install
- access to the warranty/inspection form
- alert when there are problems with one of their installations

5.10 Retail Food

5.10.1 Food Safety Certification (FSC) – linked to Establishment (1 or more individuals are certified per establishment)

Note: Not all establishments are required to have individuals with a FSC

Note: The FSC belongs to the individual, i.e. if leave one establishment and go to work for another, the FSC goes with the individual.

- Search by establishment name, permit #, city, street address, parish, region, active/inactive

5.11.1.1 Applicant Maintenance

- Name
- Address
- Telephone #
- Certificate (auto-generated)
- Establishment # & name

5.11.1.2 Training Program information

- Training program (drop down list box – approved training programs only)
- Instructor (drop down list box – approved instructors only)
- Training completion date

5.11.1.3 Certificate

- Certificate number (automatically generated)
- Applicant status: active/inactive
- Certificate issue date
- Certification expiration date: (Retail Food & Inspectors need access to this information)

5.11.1.4 Payments

- Method of payment
- Source of payment (application, establishment, other)
- Check number
- Check date
- Notes
- Certificate payment structure (1st certificate vs. duplicate certification forms, waived for government agencies)
- Payment for certifications
 - Government agencies don't incur a charge, therefore the system needs to allow for certificates to be generated with a payment amount of \$0
- Check amount
- Payment date
- Payment id (autonumber)
- Certificate number

5.11.1.5 Reports

- List of applicants, certificate dates, certificate expiration dates
- List of instructors
- List of training programs
- Track establishments that should have FSC individuals but don't
- Generate letters to the establishments which have no FSC individuals to notify them of this fact

Note: FSC conversion

- Permit # conversion will have to take into account the fact that FSC doesn't accept "-s or "0"s and thus the permit numbers in SETS (36-0008545) don't match with those in FSC (368545)

5.11 Permit Unit

5.11.1 Establishment information

- Parish
- Permit #
- Name of Establishment
- Establishment Address
- Name of Owner

- Owner Address
- Signed by
- Title
- Date signed
- Sanitarian signed

5.11.2 Financial information

- previous balance
- current charges
- current penalties
- current payments
- amount due
- unapplied funds
- total adjustments

5.11.3 Other functionality needed

- Activity history
- Mailing history
- SSPS Transaction History
- Accept on-line and credit card payments
- Integrate with Sec of State software to monitor registered entities and status of corporations, i.e. when LLC's, LLP's, Corporations etc. dissolve, merge or become inactive, it notifies our system for action;
- Delete an owner or establishment
- Purging inactive files and storing it in archives
- Ability to stop automatic mailings
- Tie sanitarian inspections relative to a closure and automatically close permit record as well
- print permits on regular paper, have the ability to re-print on demand (eliminates need to buy expensive pre-printed paper, eliminates need to keep paper copies)
- updated mailing addresses from the Post Office on a regular basis
- ability to process refunds
- ability to process write-offs

5.11.4 Business rules

- e-codes drive fees
- Only certain permits:
 - o 90 days after an establishment is permitted they are required to submit the Revenue sheet (sales).
 - o 120 days after an establishment is permitted, if the revenue sales sheet has not been submitted, the fee is maxed out
- Renew Permits function
 - o this is run once/year.
 - o all the records in the system are updated with fee information, updated balance (credit/debit), it maxes out those who have not turned in the Revenue Sheet for 120 days or longer.
 - o if the establishment was open prior to May 1st and they owe any money, the balance is moved to "previous balance"
 - o on maxed out records, if customer submits sales, fees must adjust & queue an invoice for printing
- Add safety devices to better ensure proper entry of permits; i.e. can't have a seasonal ecode and annual ecode under one permit number;
- transfer money to other permits with no risk of losing receipt record
- handle money adjustments electronically (eliminate need to keep paper copies and hand-written notes)
- ability to mark facilities as fee exempt. Two types of exemptions:
 - o non-profit
 - o discretionary (if discretionary, Notes field required)

5.11.5 Reports

- Delinquent Payment Report
- Sales Report Status
- Delinquent Sales Report - should only show delinquent active establishments
- Expected Revenue Report
- Close-out report

- Permit fee collections by fiscal year, by customizable time period, by program, by region, by parish
- Deposit summary at a point in time (daily)
- Cash on hand at a point in time (daily)
- Report to generate closed establishments with a credit
- Report to calculate comparison between actual fees invoiced and actual fees collected throughout the year;
- Query to see who hasn't turned in the Revenue Sheet
- Fiscal-end report
- Ability to export invoices & revenue Sheets to PDF, Excel, Word, email
- Ability to email invoices & revenue Sheets in bulk
- Ability to re-print Sales Revenue Sheets, permits, invoices

5.11.6 Letters

- generate NSF letters to the customers
- Invoices with balance by program
- Permits by program
- 90 day letter for new establishments
- Renewal sales letters (to get Revenue info)
- Late Permit Letter

5.12 Maintenance Screens

5.12.1 User administration

- Ability to create templates with privileges that would apply to a group of users

Sanitarian

- Login ID
- License #
- Last name, First name, Middle name
- City, State, Zip
- Parish, Region
- Status (dropdown list box)
- Notes field
- Referential Tables

5.12.2 Fiscal (Referential Tables)

- Program Name
- Inspection Frequency by program, by type within the program
- Permit establishment type
- eCodes – see References for a complete list
- eCodes identify the type of establishment within each program and drive the permit fees

5.12.3 Installer (Referential Tables)

- aerator: name, specs, manufacturer
- system brand
- system brand code
- system brand type

5.12.4 Activity (Referential Tables)

- Program
- Subprogram
- activity detail

5.12.5 Advanced (Referential Tables)

- EFF reductions
- Employee Status
- Event Type
- License Type
- Parish
- Sanitarian Employer

- Sanitarian Finding
- Sanitarian Level
- State
- Proposed Use
- Residence Type
- Water Supply Type
- Percolation Average
- Unit Expected
- Payment Type

5.12.6 Miscellaneous

- LA stamp
- Name of the governor
- Bulletin/Hyperlinks: hyperlink text, hyperlink url, bulletin text

5.13 Laboratory

5.13.1 Integration with Starlims for lab data

Note: Need information on a) what laboratory results need to be loaded into the system, b) any data validation/results flagging and c) what data needs to be submitted to Starlims

5.13.2 Water Vending Machines

- Lab Permit #
- Sample Date
- Lab ID
- Coli Present (Yes/No)
- E-coli Present (Yes/No)

5.14 General Recommendations and Considerations

- Data conversion efforts will have to be taken into account in the implementation plan for a new Sanitarian Services system. This includes the identification of data elements to be converted as well as the actual data conversion work.
- The integration between Starlims, the Lab software, and a new Sanitarian Services system needs to be a part of the implementation plan.

6 Appendix

- 6.1 Paper File Inventory**
- 6.2 Document Template Inventory**

7 References

- 7.1 E-Codes**
- 7.2 WebFD screenshots**
- 7.3 Mastercard screenshots**
- 7.4 IMS screenshots**