



Environmental Health Triennial Review Program Protocol [OAR 333-012](#)

Each county's licensed facility program is reviewed for overall compliance with Division 12 requirements. The categories reviewed include: licensing, inspection, staffing, fee setting, foodhandler training, enforcement, record keeping, reporting and epidemiology. The county supervising environmental health specialist or administrator is asked the questions from the Program Review Form and explanation is provided for any items that do not meet the requirements of the rule. Documentation is required to support items that are not in compliance.

Licensing and Fee Requirements - [OAR 333-012-0053](#):

- License applications and licenses issued on approved OHA forms
- Licensing categories are based on ORS 446.310, 448.035 and 624.490
- Fees are properly assessed by the local public health authority (LPHA) per these rules

Inspection Standards – [OAR 333-012-0055](#):

- Compliance with these standards is determined during the file review process, see “File Review Protocol” for details
- Appropriate inspection equipment is provided for food service inspections, including:
 - Small diameter food probe thermometer, such as a thermocouple
 - Sanitizing swabs
 - Test strips for chlorine and quaternary ammonium
 - Light meter for staff to share
- Appropriate testing equipment is provided for pool and spa testing, including:
 - Taylor K-2006 DPD/FAS chlorine titration test kit
 - 25 foot tape measure

Remittance – [OAR 333-012-0057](#):

LPHA collects fees from licensed facilities and remits to OHA the monies based on the requirements established in these rules.

Staffing and Training Requirements – [OAR 333-012-0060](#):

- Staff, facilities, materials and equipment are provided to comply with these rules
- Inspections must be conducted by staff registered under ORS 700
- Staff must attend required trainings, such as the New EHS Orientation
- LPHA must have at least one state standardized EHS on staff or through contract

Food Handler Training Expectations – [OAR 333-012-0061](#):

- Provide a food handler training program using minimum criteria developed by OHA

- Use Authority provided food handler training exam questions, rotate exams quarterly
- Keep records of certified foodhandler's name and date of all cards issued
- Take reasonable measures to ensure identity of food worker taking exam
- Fee for card not to exceed \$10.00

Record Keeping and Reporting – [OAR 333-012-0063](#):

- Records are maintained as required by these rules and State Archive Division rules
- Provide program information such as inspections conducted, workload indicators, fee schedules and violation summaries on request
- Respond to surveys conducted by OHA

Epidemiology/Accident Investigation and Reporting – [OAR 333-012-0065](#):

- Investigate suspected illnesses connected with licensed facilities
- Submit reports and/or notify OHA regarding confirmed illness and accidents as required by rule

Enforcement – [OAR 333-012-0067](#):

- Rules have been adopted for administrative hearings under ORS 183
- Utilize all administrative and legal means to enforce applicable statutes and rules

Minimum Standards, Program Review and Penalties – [OAR 333-012-0070](#):

- Food program ordinances are approved by OHA
- Alternative inspection or enforcement procedures must be approved by OHA
- Field staff complies with requirements of the "Field Review Protocols"