

[illegible]

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| Required Documentation | 1. Public access to information about laws and permit/license application processes | 1 | 5 years | Example 1: Food pages on website (plan review, licensing process, fees) | | | |
| Measure 6.2.3 A | Information or education provided to regulated entities regarding their responsibilities and methods to achieve full compliance with PH-related laws | | | | | | |
| Required Documentation | 1. Provision of information or education to regulated entities concerning their responsibilities for compliance with PH laws | 1 written record | 5 years | Example 1: Immunizations in schools | | | |
| Standard 6.3 | Conduct and monitor public health enforcement activities | | | | | | |
| Measure 6.3.1 A | Written procedures & protocols for conducting enforcement action | | | | | | |
| Required Documentation | 1. Authority to conduct enforcement activities | 2 | no date restriction | Example 1: Food safety Example 2: PH nuisances | | | |
| | 2. Procedures & protocols for achieving compliance w/ laws or enforcement actions | 2 - one must be communicable disease | 2 years | Example 1: Communicable disease Example 2: Food safety | | | |
| Measure 6.3.2 A | Inspection activities of regulated entities conducted and monitored according to mandated frequency and/or a risk analysis method that guides the frequency and scheduling of inspections of regulated entities | | | | | | |
| Required Documentation | 1. Protocol/algorithm for scheduling inspections of regulated entities | 2 from different programs | 5 years | Example 1: Food safety Example 2: PH nuisances | | | |
| | 2. Inspections that meet defined frequencies with reports of actions, status, follow-up, re-inspections, and final disposition | 2 must relate to #1 above | 5 years | Example 1: Food safety Example 2: PH nuisances | | | |
| Measure 6.3.3 A | Procedures and protocols followed for both routine and emergency situations requiring enforcement activities and complaint follow-up | | | | | | |
| Required Documentation | 1. Actions taken in response to complaints | 2 from different programs | 5 years | Example 1: Food safety Example 2: PH nuisances | | | |
| | 2. Communications w/ regulated entities RE: complaint or compliance plan | 2 | 5 years | Example 1: Example 2: | | | |
| Measure 6.3.4 A | Patterns or trends identified in compliance from enforcement activities and complaints | | | | | | |
| Required Documentation | 1. Enforcement programs' annual reports summarizing complaints, enforcement activities, or compliance | 2 from different programs | 14 months | Example 1: Food safety Example 2: PH nuisances | | | |

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| | 2. Debriefings or other evaluations on enforcement for process improvements | 2 | 5 years | Example 1: Food safety Example 2: PH nuisances | | | |
| Measure 6.3.5 A | Coordinated notification of violations to the public, when required, and coordinated sharing of information among appropriate agencies about enforcement activities, follow-up activities, and trends or patterns | | | | | | |
| Required Documentation | 1. Communication protocol for interagency notifications | 1 protocol | 5 years | Example 1: | | | |
| | 2. Protocol for notification of the public of enforcement activities | 1 protocol | 5 years | Example 1: | | | |
| | 3. Notifications of enforcement actions and other sharing of information concerning enforcement activities | 2 from different programs | 5 years | Example 1: Example 2: | | | |