

Duties of BERL Staff

1. Provide statewide program evaluation: update lodging rule/EHOG/forms and develop standard operating procedures.
2. Assess program needs and develop policies to address those needs.
3. Provide consultation to LPHA staff, lodging industry and the public.
4. Monitor program performance and promote uniformity through inspection report review and audits.
5. Provide training and technical assistance to LPHA staff and lodging industry.
6. Act as a liaison to LPHA staff, lodging industry and the public.
7. Conduct sanitation and safety inspections of lodging establishments in areas not covered by an Environmental Public Health Specialist.
8. Conduct routine monitoring of the LPHA to assure core contract requirements are being met.
9. Execute enforcement activities against those lodging establishments operating without a valid, current lodging license.
10. Maintain an updated inventory of lodging establishments.
11. Administer the licensing process by reviewing, approving and/or denying applications, inspections, licensing fees and ultimately issuing the license.
12. Maintain working relationships LPHA staff, other governmental agencies and lodging industry.

Common Responsibilities of Local Public Health Agency

1. Maintain working knowledge of all applicable commercial lodging laws, rules and applicable local ordinances.
2. Conduct annual sanitation and safety inspections on all approved and/or licensed lodging establishments within program timeframes.
3. Conduct inspections to assure compliance with 315.005-315.065, RSMo, 19 CSR 20-3.050 and/or applicable local ordinances.
4. Conduct an initial inspection on a new lodging establishment within 30 days of notification that the establishment is opening.
5. Conduct and document a minimum of one follow up inspection on all lodging establishments not approved during the initial inspection.
6. Conduct follow-up inspections within 10 days of the actual follow up date written on initial inspection report.
7. Submit all initial, follow up and complaint inspection reports to Assistant Manager within 30 days from the date the inspection was conducted.
8. Conduct initial and/or follow up inspections, as soon as possible, but no later than 30 days of a request to inspect from either the lodging establishment or DHSS.
9. Submit DH-50 to Assistant Manager on lodging establishments that have undergone a status change, such as, new establishment, change in owner, name and/or number of rentable rooms, or closed. DH-50's should be submitted as soon as practically possible but no later than learning of a change of status.
10. Maintain a working relationship with BERL staff, lodging industry and other governmental agencies.
11. Work with BERL staff to pursue enforcement actions against lodging establishments operating without a valid, current lodging license.