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INFORMATIONAL RELEASE NUMBER A1-12

TO: Local Public Health Administrators
Local Environmental Public Health Specialists
DHSS Environmental Public Health Specialists

FROM: Mark Jenkerson, Bureau of Environmental Health Services Chief

SUBJECT: Process for the Issuance of Technical Bulletins/Informational Releases

DATE: October 16, 2012

The Environmental Health Operational Guidelines manual, or the EHOg, was developed to be informational and aid field staff in the routine decision-making process associated with various environmental health programs within the Bureau of Environmental Health Services (BEHS).

As before, information in this manual is arranged by program in individual chapters. The majority of the text will not be updated within the Participation Agreement for State Investment in Local Public Health Services period. However, in an effort to maintain the most current policies and best practices in this manual each chapter now contains a subsection that can be updated, as needed, for ongoing technical bulletins and informational releases.

Technical bulletins differ from informational releases. Although neither imposes additional expectations, information within a technical bulletin is programmatic in nature and once incorporated into the EHOg becomes policy; while an informational release is a document used simply to disseminate newly acquired information. Examples of information that may be incorporated, includes the confidentiality agreement for specialized process materials (technical bulletin) and onsite wastewater treatment system product approval (information release).

When a technical bulletin or informational release is drafted, Local Public Health Agencies (LPHAs) will be notified via the Bureau ListServe. The technical bulletin or informational release will then be posted on the Department of Health and Senior Services internet site alongside the EHOg.

For technical bulletins, LPHAs will have a two (2) week comment period in which to submit written comments to BEHS. At the end of the comment period, BEHS will review submitted comments, modify the technical bulletin as needed, and incorporate into the EHOg. For information releases, once posted on the internet it will be incorporated into the EHOg.

Once incorporated into the EHOg, LPHAs should begin utilizing the information from the technical bulletin and/or informational release, as needed, in their daily environmental health activities.

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