

**Ohio Sanitarian Registration Board**  
**July 14, 2010**  
**10 a.m.**  
**77 South High Street, 19<sup>th</sup> Floor, Room 1918**  
**Columbus, Ohio 43215**

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1. Call to Order
2. Approval of the Minutes  
**Action Required**
3. Committee Reports
  - 3.1. Executive: Linda Aller, Richard Setty, Roger Suppes
  - 3.2. Professional: James Adams, Richard Setty
  - 3.3. Continuing Education: James Adams, Laura Kramer Kuns, Duane Snyder
  - 3.4. Examination: Linda Aller, Gary Silverman
  - 3.5. Finance: Gary Silverman, Roger Suppes
  - 3.6. Rules: Laura Kramer Kuns, Richard Setty, Roger Suppes
4. Executive Secretary Report
  - 4.1. Revenue and Expenditure Report
  - 4.2. Complaint 2010-C-01 Update
5. Assistant Attorney General Report
6. Adjudication
7. Old Business
8. New Business
  - 8.1. Policies and Procedures Review
  - 8.2. Draft CPI Rule Review
9. Continuing Education
  - 9.1. Request for Approval of Hours – Individuals (CE-2)  
**Action Required**
  - 9.2. Request for Approval of Training Agency Status (CE-3)  
**Action Required**
  - 9.3. Request for Approval of Hours – Training Agencies (CE-4)  
**Action Required**
10. Applications
  - 10.1. Sanitarian-in-Training Applications  
**Action Required**
  - 10.2. Applications for Advancement to Registered Sanitarian  
**Action Required**

10.3. Registered Sanitarian Applications

**Action Required**

10.4. Reinstatements

**Action Required**

10.5. Extension/Waiver/Accommodation Requests

10.5.1

**Action Required**

11. Guest Participation

12. Correspondence

12.1 David Budd: Mr. Budd would like to ask the Board to reconsider their previous position regarding his registration. Mr. Budd was 45 minutes short of the 18 hours of required continuing education. He was unable to provide proof that he completed an additional hour of continuing education.

13. Announcements

14. Future Meeting Dates

- September 8, 2010
- November 10, 2010

15. Adjournment

Sanitarian Registration Board

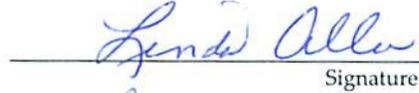
Board Meeting Roster

July 14, 2010

James Adams

  
Signature

Linda Aller, Vice Chairperson

  
Signature

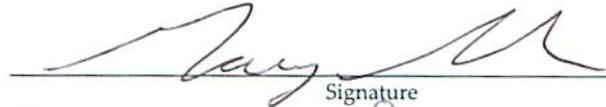
Laura Kramer Kuns

  
Signature

Richard Setty, Chairperson

  
Signature

Gary Silverman

  
Signature

Duane Snyder

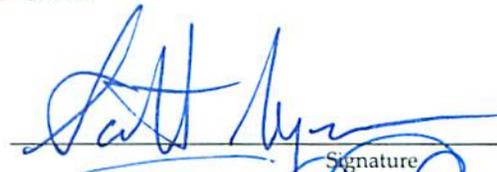
  
Signature

Roger Suppes, Secretary

  
Signature

Board Staff

W. Scott Myers, *Assistant Attorney General*

  
Signature

Stephanie Youst, *Executive Secretary*

  
Signature

Guests

David Budd

Print Name

David Budd

Sign Name

Print Name

Sign Name



## Sanitarian Registration Board

July 14, 2010

Room 1918

10:40 a.m.

### Members Present

James Adams, R.S.

Linda Aller, R.S.

Laura Kramer Kuns, R.S.

Richard Setty, R.S.

Gary Silverman, R.S.

Duane Snyder, R.S.

Roger Suppes, R.S.

### Staff

Stephanie Youst, Executive Secretary

### Legal Council

W. Scott Myers, Assistant Attorney General

### Guest

David O. Budd

### Call to Order

Richard Setty, Chairperson, called the meeting to order at 10:40 a.m.

### Approval of Minutes

James Adams moved to approve the May 19, 2010 meeting minutes as submitted. Laura Kramer Kuns seconded the motion. The motion carried.

### Executive Secretary Report

- The Executive Secretary informed the Board that the new fiscal year began on July 1, 2010. The final fiscal report for Fiscal Year 2010 is attached to the minutes for reference.
- The Executive Secretary informed the Board that budget testimony for the Fiscal Year 2012 and 2013 budgets would be coming up in the winter. Preparations for the next biennial budget will begin after the budget kick off meeting on July 15, 2010.
- The Executive Secretary informed the Board that the Auditor of State's office will conduct a biennial audit of the Board in the spring of 2011. The estimated audit costs to the agency are between \$10,000 and \$12,500.
- The Executive Secretary informed the Board that the complainant in case 2010-C-01 did not request a hearing on the proposed revocation of his/her registration. A hearing will be set for the September 8, 2010 Board meeting.
- The formal written and budgetary reports are attached to the minutes for reference.

### New Business

#### Policies and Procedures Review

- The Board tabled the discussion of the policies and procedures until the September 8, 2010 Board meeting.
- Roger Suppes requested that the continuing education committee review the continuing education policies and make recommendations and standards for items that are typically accepted or not accepted by the Board to eliminate any confusion on how the Board awards hours in the future.

#### Confidential Personal Information Rule Review

- The Board reviewed the new rules regarding confidential personal information.  
**Action:** James Adams moved to file draft rules 4736-16-01, 4736-16-02, 4736-16-03, 4736-16-04, and 4736-16-05 as presented. Roger Suppes seconded the motion. The motion carried.
  - The hearing on the proposed rules will be held at the September 8, 2010 Board meeting.

**Action:** Linda Aller moves to authorize the Executive Secretary to access confidential personal information as defined by the ORC 1347.15 pursuant to the responsibilities of the Board. Laura Kramer Kuns seconded the motion. The motion carried.

**Continuing Education**

**Individual Continuing Education Requests for Approval**

**Action:** Duane Snyder moved to approve all individual applications for continuing education approval with the following exceptions listed below. Laura Kramer Kuns seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

49: Denied

**Approved Training Agency Requests for Course Approval**

**Action:** Duane Snyder moved to approve all training agency requests for continuing education credit with the following exceptions listed below. James Adams seconded the motion. The motion carried. The approved list is attached to the minutes for reference.

11-014: 11.75 Hours  
11-015: 11.75 Hours  
11-016: 11.5 Hours and Deferred Compensation presentation is not approved

**Applications**

**Sanitarian in Training Applications**

**Action:** Linda Aller moved to approve the following applicants for sanitarian in training registration. Gary Silverman seconded the motion. The motion carried.

Brad D. Babines	Amy N. Dunn	Jennifer L. Panian
Kevin D. Craig	Anne M. Greenwald	Marland B. Sabree
Scottie J. Crooks	Erica Kuharick	Aaron D. Shear
Kelly J. Dues	Jeb A. Lowder	Karen E. Stangl

**Action:** Linda Aller moved that the Board request additional information on the application for Justin L. McCulloch. Gary Silverman seconded the motion. The motion carried.

**Registered Sanitarian Advancement Applications**

**Action:** Linda Aller moved to approve the following individuals for advancement to registered sanitarian. Gary Silverman seconded the motion. The motion carried.

Pamela S. Allen	Katie B. Burwinkel	Chad T. Kimes
Angela M. Black	Zaynab K. Fakri	Sophie L. O'Connor
	Michael R. Harris	Stacy L. Seger

**Registered Sanitarian Applications**

**Action:** Linda Aller moved to approve the following individuals for advancement to registered sanitarian. Gary Silverman seconded the motion. The motion carried.

Kelly R. Biggs Zachary M. Lustgarten

**Action:** Linda Aller moved to propose to deny the sanitarian registration application for April L. Wendling for failure to meet the minimum work experience requirement in ORC 4736.08. Gary Silverman seconded the motion. The motion carried.

**Sanitarian in Training Reinstatement Applications**

**Action:** Linda Aller moved to approve the sanitarian in training reinstatement application for Ashish H. Budev. Gary Silverman seconded the motion. The motion carried.

**Extension Requests**

**Action:** Linda Aller moved to approve an extension request for Angela DeRolph's sanitarian in training registration renewal until 7/31/2011. Gary Silverman seconded the motion. The motion carried.

**Action:** Linda Aller moved to approve an extension request for Amy Roesse's sanitarian in training registration renewal until 7/31/2011. Gary Silverman seconded the motion. The motion carried.

**Action:** Linda Aller moved to approve an extension request for Rebecca Steele's sanitarian in training registration renewal until 7/31/2011. Gary Silverman seconded the motion. The motion carried.

Special Accommodation Requests

**Action:** Linda Aller moved to approve Curtis Barth's special accommodation request for additional testing time, a reader, and a separate examination date to take the PES Examination based on the information submitted for Board review. Gary Silverman seconded the motion. The motion carried.

**Action:** Linda Aller moved to approve Philip Webb's special accommodation request for additional testing time and a separate examination date to take the PES Examination based on the information submitted for Board review. Gary Silverman seconded the motion. The motion carried.

Correspondence

**David Budd:** Mr. Budd asked the Board to reconsider the previous position regarding his registration, which expired January 31, 2010. Mr. Budd was 45 minutes short of the required 18 hours of continuing education needed to renew his registration and was unable to provide proof that he completed an additional hour of Board approved continuing education.

- Mr. Budd attended the Board meeting and spoke to the Board regarding a course that was approved by the Board for 5.25 hours at the March 26, 2009 Board meeting. This course has historically been approved for 6 hours, thus leaving Mr. Budd 45 short on the required amount of continuing education.
- The continuing education committee re-reviewed the application in question and requested that the Board grant Mr. Budd 6.75 hours for course 3/26/09-401.

**Action:** Roger Suppes moves to reconsider the continuing education application, grant the course 6.75 hours, and reinstate Mr. Budd's sanitarian registration effective February 1, 2010. Duane Snyder seconded the motion. The motion carried.

Announcements

- The Board would like to recognize Duane Snyder for his years of service to the Board. Mr. Snyder served on the Board from 1985 to present. He will be retiring at the end of July and will no longer be eligible to remain the Director's Representative from the Ohio Environmental Protection Agency. The Board members would like to thank Mr. Snyder for his many contributions over the years and wish him well upon his retirement.

Future Meeting Dates

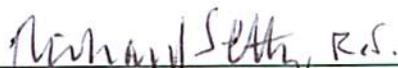
The following meeting dates were confirmed by the Board:

September 8, 2010  
November 10, 2010

Adjournment

The meeting adjourned at 1:45 p.m.

Respectfully submitted  
*Stephanie K. Youst*

  
\_\_\_\_\_  
Richard Setty, R.S., Chairperson

RS:sky

  
\_\_\_\_\_  
Witness



**Ohio State Board of Sanitarian Registration**  
77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
Ted Strickland  
Executive Secretary  
Stephanie Youst

**To:** Sanitarian Registration Board Members  
**From:** Stephanie Youst, Executive Secretary   
**Date:** July 12, 2010  
**Re:** Executive Secretary Report for July 14, 2010

**Overview of Activities since the May 19, 2010 Meeting**

- Reviewed applications for registration and continuing education credit.
- Proctored the PES examination on June 25 for one applicant.
- Processed renewal applications. Registrations expire July 31, 2010 for those individual up for renewal.
- 

**Registration Census**

The following table lists the number of individuals with active registrations as of July 7, 2010.

Registration Type	Total 3/5/10	Total 5/14/10	Total 7/7/10
Registered Sanitarian	1,279	1,314	1,300
Sanitarian in Training	123	126	137
<b>TOTAL</b>	<b>1,402</b>	<b>1,440</b>	<b>1,437</b>

**Budget Update FY 10**

The attached report reflects the monies used and received by the Board through June 30, 2010. The report is updated quarterly. The following is a listing of major expenditures, excluding payroll costs for the Board, that appear on the expenditure report:

*Exams*

- 1<sup>st</sup> Quarter: \$3,300 cost for examinations given May 20, 2009.*
- 3<sup>rd</sup> Quarter: \$4,140 cost for examination given August 18 and November 18, 2009.*
- 4<sup>th</sup> Quarter: \$1,620 cost for examinations given February 16 and May 11, 2010.*

*Central Service Agency*

- 1<sup>st</sup> Quarter: \$1,020.62 cost for Q1 payroll assessment and Q4 FY09 copier charges*
- 2<sup>nd</sup> Quarter: \$935.16 cost for Q2 payroll assessment and Q1 FY10 copier charges*
- 3<sup>rd</sup> Quarter: \$1,002.80 cost for Q3 payroll assessment and Q2 FY10 copier charges*

*Computer Services*

- 1<sup>st</sup> Quarter: \$898.35 cost for six months of OAKS service fees and general computer connections/usage for the office*
- 2<sup>nd</sup> Quarter: \$1,447.02 cost for six months of OAKS service fees and general computer connections/usage for the office*

*Ohio Ethics Commission*

- 3<sup>rd</sup> Quarter: \$440 cost for new board member ethics filing and annual board member financial disclosure filing*

# Sanitarian Registration Board Revenue/Expenditure Report FY 10

as of 6/30/10

<b>Revenue</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
	\$37,277.00	\$23,741.44	\$45,877.56	\$19,520.00	\$126,416.00

<b>Staff Payroll (500)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Basic Wages	\$18,811.41	\$13,170.43	\$15,130.02	\$14,397.18	\$61,509.04
Salaries - OT Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid Leave & Othr Compensation	\$2,817.25	\$3,477.75	\$3,658.00	\$1,200.62	\$11,153.62
Leave Balances Pd. @ Term.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Employer-Paid Benefits	\$5,028.41	\$3,977.32	\$4,617.38	\$3,887.52	\$17,510.63
DAS Payroll Charges	\$522.92	\$396.56	\$456.13	\$146.10	\$1,521.71
<b>Total Staff Payroll</b>	<b>\$27,179.99</b>	<b>\$21,022.06</b>	<b>\$23,861.53</b>	<b>\$19,631.42</b>	<b>\$91,695.00</b>

<b>Personal Services (510)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Board Member Travel	\$910.90	\$814.30	\$299.40	\$798.00	\$2,822.60
Court Reporters	\$0.00	\$75.00	\$90.00	\$60.00	\$225.00
Exams	\$3,330.00	\$0.00	\$4,140.00	\$2,970.00	\$10,440.00
Conference Registration Fees	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
Other (insurance, member dues, subscriptions)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Personal Services</b>	<b>\$4,240.90</b>	<b>\$889.30</b>	<b>\$4,679.40</b>	<b>\$3,828.00</b>	<b>\$13,637.60</b>

<b>Maintenance (520)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Office Supplies	\$0.00	\$146.54	\$0.00	\$0.00	\$146.54
Staff Travel - Mileage (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Meals (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Lodging (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Mileage (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Transportation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Meals (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Lodging (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Travel - Misc (out of st.)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Regulated Wired T-Com	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hines & Associates	\$167.70	\$75.00	\$135.45	\$100.45	\$478.60
DHL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Duplicating Paper and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing/Copying	\$0.00	\$2.11	\$5.07	\$0.00	\$7.18
Legal Notices in Newspapers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent (+space repairs, improve)	\$811.41	\$811.41	\$1,351.17	\$1,351.17	\$4,325.16
Central Service Agency	\$1,020.62	\$935.16	\$1,002.80	\$773.17	\$3,731.75
Telephone (DAS)	\$141.63	\$136.94	\$141.51	\$139.60	\$559.68
DAS Motor Pool	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
State Purchasing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DAS Centralized Mail Service	\$577.71	\$416.00	\$618.50	\$585.94	\$2,198.15
Computer Services (State)	\$898.35	\$1,447.02	\$599.19	\$611.00	\$3,555.56
Other	\$0.00	\$0.00	\$440.00	\$40.00	\$480.00
<b>Total Maintenance Cost</b>	<b>\$3,617.42</b>	<b>\$3,970.18</b>	<b>\$4,293.69</b>	<b>\$3,601.33</b>	<b>\$15,482.62</b>

<b>Equipment (530)</b>	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Computer / IT Purchases	\$0.00	\$972.00	\$0.00	\$0.00	\$972.00
All other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Equipment Cost</b>	<b>\$0.00</b>	<b>\$972.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$972.00</b>

**Board Travel & Maintenance  
(520)**

	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
Mileage (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Travel Expenses (in state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Travel Exp (out of state)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc. Expenses (non-travel)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Conference Registrations (510)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Board Maintenance</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Refunds (595)**

	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

	<b>1st Qtr.</b>	<b>2nd Qtr.</b>	<b>3rd Qtr.</b>	<b>4th Qtr.</b>	<b>Grand Total</b>
<b>Total Operational Costs</b>	\$35,038.31	\$26,853.54	\$32,834.62	\$27,060.75	\$121,787.22
<b>Total Encumbered Funds Spent</b>	\$5,938.31	\$972.00	\$0.00	\$0.00	\$6,910.31
<b>Remaining FY10 Budget</b>					\$15,123.09



## State of Ohio

State Board of Sanitarian Registration  
77 South High Street  
16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108  
E-mail: [stephanie.youst@exchange.state.oh.us](mailto:stephanie.youst@exchange.state.oh.us)  
Web Address: <http://sanitarian.ohio.gov>

To: Board Members  
From: Stephanie Youst, Executive Secretary   
Re: PES Examination Results from May 11, 2010  
Date: May 28, 2010

15 candidates took the examination on May 11, 2010. Of the 15 candidates, 53% passed (8).

8 candidates took the exam for the 1<sup>st</sup> time. Of the 8 candidates, 63% passed (5).

2 candidates took the exam for the 2<sup>nd</sup> time. Of the 2 candidates, 0% passed (0).

5 candidates took the exam for the 3<sup>rd</sup> or greater time. Of the 5 candidates, 60% passed (3)

Exam	Date	Number of Candidates	Pass Point	% of Passing
PES	12/11/03	62	175/250	39%
PES	3/11/04	54	175/250	28%
PES	7/15/04	58	175/250	29%
PES	10/28-29/04	60	175/250	38%
PES	3/24/05	64	175/250	48%
PES	7/21/05	35	175/250	20%
PES	10/20/05	46	175/250	48%
PES	3/23/06	43	175/250	37%
PES	7/20/06	35	Scaled 70% (174/250)	26%
PES	10/19/06	53	Scaled 70% (172/250)	53%
PES	3/22/07	49	Scaled 70% (175/250)	61%
PES	7/19/07	29	Scaled 70% (172/250)	31%
PES	10/18/07	41	Scaled 70% (175/250)	41%
PES	3/27/08	47	Scaled 70% (174/250)	43%
PES	5/22/08	37	Scaled 70% (172/250)	43%
PES	10/23/08	43	Scaled 70% (172/250)	47%
PES	2/17/09	26	Scaled 70% (175/250)	35%
PES	5/20/09	37	Scaled 70% (174/250)	46%
PES	8/18/09	25	Scaled 70% (172/250)	48%
PES	11/18/09	21	Scaled 70% (175/250)	57%
PES	2/16/10	18	Scaled 70% (174/250)	61%
PES	5/11/10	15	Scaled 70% (172/250)	53%

cc: Scott Bradley, R.S.  
Gerald Scott, R.S.

**\*\*\* DRAFT – NOT FOR FILING \*\*\***

4736-16-01      Definitions.

For the purposes of administrative rules promulgated in accordance with section 1347.15 of the Revised Code, the following definitions apply:

- (A) "Access" as a noun means an instance of copying, viewing, or otherwise perceiving whereas "access" as a verb means to copy, view, or otherwise perceive.
- (B) "Acquisition of a new computer system" means the purchase of a "computer system," as defined in this rule, that is not a computer system currently in place nor one for which the acquisition process has been initiated as of the effective date of the agency rule addressing requirements in chapter 4733-16-05 of the Administrative Code.
- (C) "Computer system" means a "system," as defined by section 1347.01 of the Revised Code, that stores, maintains, or retrieves personal information using electronic data processing equipment.
- (D) "Confidential personal information" (CPI) has the meaning as defined by division (A)(1) of section 1347.15 of the Revised Code and identified by rules promulgated by the agency in accordance with division (B)(3) of section 1347.15 of the Revised Code that reference the federal or state statutes or administrative rules that make personal information maintained by the agency confidential.
- (E) "Employee of the state agency" means each employee of a state agency regardless of whether he/she holds an elected or appointed office or position within the state agency. "Employee of the state agency" is limited to the specific employing state agency.
- (F) "Incidental contact" means contact with the information that is secondary or tangential to the primary purpose of the activity that resulted in the contact.
- (G) "Individual" means a natural person or the natural person's authorized representative, legal counsel, legal custodian, or legal guardian.
- (H) "Information owner" means the individual appointed in accordance with division (A) of section 1347.05 of the Revised Code to be directly responsible for a system.
- (I) "Person" means a natural person.
- (J) "Personal information" has the same meaning as defined in division (E) of section 1347.01 of the Revised Code.
- (K) "Personal information system" means a "system" that "maintains" "personal information" as those terms are defined in section 1347.01 of the Revised Code. "System" includes manual and computer systems.

**\*\*\* DRAFT – NOT FOR FILING \*\*\***

(L) "Research" means a methodical investigation into a subject.

(M) "Routine" means commonplace, regular, habitual, or ordinary.

(N) "Routine information that is maintained for the purpose of internal office administration, the use of which would not adversely affect a person" as that phrase is used in division (F) of section 1347.01 of the Revised Code means personal information relating to employees and maintained by the agency for internal administrative and human resource purposes.

(O) "System" has the same meaning as defined by division (F) of section 1347.01 of the Revised Code.

(P) "Upgrade" means a substantial redesign of an existing computer system for the purpose of providing a substantial amount of new application functionality, or application modifications that would involve substantial administrative or fiscal resources to implement, but would not include maintenance, minor updates and patches, or modifications that entail a limited addition of functionality due to changes in business or legal requirements.

**\*\*\* DRAFT – NOT FOR FILING \*\*\***

4736-16-02

**Procedures for accessing confidential personal information.**

For personal information systems, whether manual or computer systems, that contain confidential personal information, the agency shall do the following:

(A) Criteria for accessing confidential personal information. Personal information systems of the agency are managed on a "need-to-know" basis whereby the information owner determines the level of access required for an employee of the agency to fulfill his/her job duties. The determination of access to confidential personal information shall be approved by the employee's supervisor and the information owner prior to providing the employee with access to confidential personal information within a personal information system. The agency shall establish procedures for determining a revision to an employee's access to confidential personal information upon a change to that employee's job duties including, but not limited to, transfer or termination. Whenever an employee's job duties no longer require access to confidential personal information in a personal information system, the employee's access to confidential personal information shall be removed.

(B) Individual's request for a list of confidential personal information. Upon the signed written request of any individual for a list of confidential personal information about the individual maintained by the agency, the agency shall do all of the following:

(1) Verify the identity of the individual by a method that provides safeguards commensurate with the risk associated with the confidential personal information;

(2) Provide to the individual the list of confidential personal information that does not relate to an investigation about the individual or is otherwise not excluded from the scope of Chapter 1347, of the Revised Code; and

(3) If all information relates to an investigation about that individual, inform the individual that the agency has no confidential personal information about the individual that is responsive to the individual's request.

(C) Notice of invalid access.

(1) Upon discovery or notification that confidential personal information of a person has been accessed by an employee for an invalid reason, the agency shall notify the person whose information was invalidly accessed as soon as practical and to the extent known at the time. However, the agency shall delay notification for a period of time necessary to ensure that the notification would not delay or impede an investigation or jeopardize homeland or national security. Additionally, the agency may delay the notification consistent with any measures necessary to determine the scope of the invalid access, including

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which individuals' confidential personal information invalidly was accessed, and to restore the reasonable integrity of the system.

"Investigation" as used in this paragraph means the investigation of the circumstances and involvement of an employee surrounding the invalid access of the confidential personal information. Once the agency determines that notification would not delay or impede an investigation, the agency shall disclose the access to confidential personal information made for an invalid reason to the person.

- (2) Notification provided by the agency shall inform the person of the type of confidential personal information accessed and the date(s) of the invalid access.
- (3) Notification may be made by any method reasonably designed to accurately inform the person of the invalid access, including written, electronic, or telephone notice.
- (D) Appointment of a data privacy point of contact. The agency director shall designate an employee of the agency to serve as the data privacy point of contact. The data privacy point of contact shall work with the chief privacy officer within the office of information technology to assist the agency with both the implementation of privacy protections for the confidential personal information that the agency maintains and compliance with section 1347.15 of the Revised Code and the rules adopted pursuant to the authority provided by that chapter.
- (E) Completion of a privacy impact assessment. The agency director shall designate an employee of the agency to serve as the data privacy point of contact who shall timely complete the privacy impact assessment form developed by the office of information technology.

\*\*\* DRAFT – NOT FOR FILING \*\*\*

4736-16-03

Valid reasons for accessing confidential person information.

Pursuant to the requirements of division (B)(2) of section 1347.15 of the Revised Code, this rule contains a list of valid reasons, directly related to the sanitarian registration board's exercise of its powers or duties, for which only employees of the agency may access confidential personal information (CPI) regardless of whether the personal information system is a manual system or computer system:

(A) Performing the following functions constitute valid reasons for authorized employees of the agency to access confidential personal information:

- (1) Responding to a public records request;
- (2) Responding to a request from an individual for the list of CPI the agency maintains on that individual;
- (3) Administering a constitutional provision or duty;
- (4) Administering a statutory provision or duty;
- (5) Administering an administrative rule provision or duty;
- (6) Complying with any state or federal program requirements;
- (7) Processing or payment of claims or otherwise administering a program with individual participants or beneficiaries;
- (8) Auditing purposes;
- (9) Licensure [or permit, eligibility, filing, etc.] processes;
- (10) Investigation or law enforcement purposes;
- (11) Administrative hearings;
- (12) Litigation, complying with an order of the court, or subpoena;
- (13) Human resource matters (e.g., hiring, promotion, demotion, discharge, salary/compensation issues, leave requests/issues, time card approvals/issues);
- (14) Complying with an executive order or policy;
- (15) Complying with an agency policy or a state administrative policy issued by the department of administrative services, the office of budget and management or other similar state agency; or

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(16) Complying with a collective bargaining agreement provision.

(B) To the extent that the general processes described in paragraph (A) of this rule do not cover the following circumstances, for the purpose of carrying out specific duties of the Ohio sanitarian registration board, authorized employees would also have valid reasons for accessing CPI in these following circumstances:

(1) Employees of the state agency may review CPI of individuals who are subject to investigation for alleged misconduct that may result in registration discipline. Such employees may review CPI of individuals who are not the subject of the investigation, but who otherwise may be witnesses with information related to the investigation. CPI may be reviewed by such employees and members of the board in professional conduct matters that become the subject of administrative hearings.

(2) Authorized employees of the state agency may review CPI of persons who hold, are applying for, or are renewing a registration issued by the board for the purposes of verifying licensure, processing licensure and renewal applications, determining eligibility for licensure, performing financial transactions and reporting related to application processing, or any other activities undertaken for the purpose of carrying out that program.

(3) Employees assigned to fiscal and human resource positions may review CPI of vendors billing the board for services rendered and employees of the board for payroll and other human resource activities for the purpose of carrying out the board's daily activities.

**\*\*\* DRAFT – NOT FOR FILING \*\*\***

4736-16-04      Valid reasons for accessing confidential person information.

Pursuant to the requirements of division (B)(2) of section 1347.15 of the Revised Code, this rule contains a list of valid reasons, directly related to the sanitarian registration board's exercise of its powers or duties, for which only employees of the agency may access confidential personal information (CPI) regardless of whether the personal information system is a manual system or computer system:

Performing the following functions constitute valid reasons for authorized employees of the agency to access confidential personal information:

(A) Responding to a public records request;

(B) Responding to a request from an individual for the list of CPI the agency maintains on that individual;

(C) Administering a constitutional provision or duty;

(D) Administering a statutory provision or duty;

(E) Administering an administrative rule provision or duty;

(F) Complying with any state or federal program requirements;

(G) Processing or payment of claims or otherwise administering a program with individual participants or beneficiaries;

(H) Auditing purposes;

(I) Licensure [or permit, eligibility, filing, etc.] processes;

(J) Investigation or law enforcement purposes;

(K) Administrative hearings;

(L) Litigation, complying with an order of the court, or subpoena;

(M) Human resource matters (e.g., hiring, promotion, demotion, discharge, salary/compensation issues, leave requests/issues, time card approvals/issues);

(N) Complying with an executive order or policy;

(O) Complying with an agency policy or a state administrative policy issued by the department of administrative services, the office of budget and management or other similar state agency; or

\*\*\* DRAFT – NOT FOR FILING \*\*\*

(P) Complying with a collective bargaining agreement provision.

**\*\*\* DRAFT – NOT FOR FILING \*\*\***

4736-16-05      Confidentiality statutes.

The following federal statutes or regulations or state statutes and administrative rules make personal information maintained by the agency confidential and identify the confidential personal information within the scope of rules promulgated by this agency in accordance with section 1347.15 of the Revised Code:

(A) Social security numbers: 5 U.S.C. 552a., unless the individual was told that the number would be disclosed.

(B) Medical records submitted with requests for testing accommodations and/or continuing education waiver requests: 42 U.S.C. 201.

(C) College and university transcripts: 20 U.S.C. 1232g.

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4736-16-06

**Restricting and logging access to confidential personal information in computerized personal information systems.**

For personal information systems that are computer systems and contain confidential personal information, the agency shall do the following:

- (A) Access restrictions. Access to confidential personal information that is kept electronically shall require a password or other authentication measure.
- (B) Acquisition of a new computer system. When the agency acquires a new computer system that stores, manages or contains confidential personal information, the agency shall include a mechanism for recording specific access by employees of the agency to confidential personal information in the system.
- (C) Upgrading existing computer systems. When the agency modifies an existing computer system that stores, manages or contains confidential personal information, the agency shall make a determination whether the modification constitutes an upgrade. Any upgrades to a computer system shall include a mechanism for recording specific access by employees of the agency to confidential personal information in the system.
- (D) Logging requirements regarding confidential personal information in existing computer systems.

  - (1) The agency shall require employees of the agency who access confidential personal information within computer systems to maintain a log that records that access.
  - (2) Access to confidential information is not required to be entered into the log under the following circumstances:

    - (a) The employee of the agency is accessing confidential personal information for official agency purposes, including research, and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.
    - (b) The employee of the agency is accessing confidential personal information for routine office procedures and the access is not specifically directed toward a specifically named individual or a group of specifically named individuals.
    - (c) The employee of the agency comes into incidental contact with confidential personal information and the access of the information is not specifically directed toward a specifically named individual or a group of specifically named individuals.

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(d) The employee of the agency accesses confidential personal information about an individual based upon a request made under either of the following circumstances:

(i) The individual requests confidential personal information about himself/herself.

(ii) The individual makes a request that the agency takes some action on that individual's behalf and accessing the confidential personal information is required in order to consider or process that request.

(3) For purposes of this paragraph, the agency may choose the form or forms of logging, whether in electronic or paper formats.

(E) Log management. The agency shall issue a policy that specifies the following:

(1) Who shall maintain the log;

(2) What information shall be captured in the log;

(3) How the log is to be stored; and

(4) How long information kept in the log is to be retained.

Nothing in this rule limits the agency from requiring logging in any circumstance that it deems necessary.

## CE 2's for Board Review / Approval 7/14/2010

Reviewer	Course Number	Name	Course Title	Course Date	Hours
Jim	654/Re-Review	Jeffrey Gati	Qualified Individual Training	3/24/10	13.25
Jim	656/Re-Review	William Edwards	Level 1 Food Safety Training	3/30/10	2.75
Jim	001	David Budd	Asbestos Building Inspector/Management Planner Training	3/25/2010	5.25
Jim	002	David Budd	Meeting Advantage Training Course	3/9/2010	5.5
Jim	003	Wallace Chambers Jr.	Radon Measurement Course	5/18/2010	15
Jim	004	Randy Wightman	Got Mold?	5/19/2010	6
Jim	005	Darla Bokeno	2010 Government Affairs Specialty Workshop	3/11/2010	6
Jim	006	Susan Hoertt	25th Annual Ohio Environment, Energy, & Resources Law Seminar	5/1/2010	7.5
Jim	007 A	Amanda Eaton	Drip Dispersal Seminar & Field Workshop	5/13/2010	6
Jim	007 B	James Lynch	Drip Dispersal Seminar & Field Workshop	5/13/2010	4
Jim	008	Anita Thomas Karschnik	ICS for Single Resources & Initial Action Incidents	4/15/2010	3
Jim	009	Chris Smith	Advanced Incident Management/Unified Command	4/6/2010	16
Jim	010	Gayle Livecchia	Introduction to Disabilities	12/15/2009	18
Jim	011	Daniel Sinclair	Radiological Emergency Management	5/15/2010	10
Jim	012	Michael Smylie	Intermediate Spanish	5/15/2010	18
Jim	013 A	Maera Flynn	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 B	Robert Large	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 C	Matt Boyer	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 D	Dale Warner	DSIWM Inspector Group Meeting April 2010	4/28/2010	3

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Jim	013 E	Jill Olberding	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 F	Susan Hardy	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 G	Harry Smail	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 H	Clarissa Gerby	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 I	Pat Willoughby	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 J	Tracy Buchanan	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 K	Michael Reiser	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 L	Brent Goetz	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 M	Kelly Jeter	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 N	Barry Chapman	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 O	Joe Goicochea	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 P	Marie Lammers	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 Q	Bruce McCoy	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 R	Phil Farnlancher	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 S	Tyler Madeker	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 T	Column McKenna	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 U	Fanny Haritos	DSIWM Inspector Group Meeting April 2010	4/28/2010	3

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Jim	013 V	Angel Arroyo-Rodriguez	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 W	Melinda Berry	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 X	Alison Shockley	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 Y	Daniel Bergert	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 Z	David Chenault	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 AA	Jeremy Scoles	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 BB	Clint Shuff	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 CC	Trevor Irwin	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 DD	Patrick Holland	DSIWM Inspector Group Meeting April 2010	4/28/2010	3
Jim	013 EE	Sharon Gbur	DSIWM Inspector Group Meeting April 2010	4/28/2010	2
Jim	014	Tom Rutter	20th Annual NW Ohio Safety & Health Day	5/19/2010	3
Laura	015	Peter Hoffmire	Hazardous/Toxic Waste Management	3/13/2010	12.75
Laura	016	John Rothenbuhler	Wisconsin Cleaning & Sanitation Workshop	5/11/2010	7
Laura	017	Stephanie McConoughey	Health Literacy for Public Health Professionals	5/28/2010	1
Laura	018	Jacqueline Ward	2009 FDA Food Code Workshop	5/11/2010	18
Laura	019 A	Anna McCoppin	Preparedness & Response to Food & Agricultural Incidents	5/19/2010	16
Laura	019 B	Kyle Arn	Preparedness & Response to Food & Agricultural Incidents	5/19/2010	16
Laura	020	Ernest Britton	Salmonellosis Outbreaks Associated with Tomatoes 2002 to Present	5/26/2010	1

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Laura	021	Ernest Britton	Florida 2005 Cyclospora Outbreak	5/26/2010	1
Laura	022	Ernest Britton	Pandemic Planning: How to Implement a Pandemic Plan	5/26/2010	1
Laura	023	Ernest Britton	Strategies in the European Union to Control Salmonella in Poultry	5/26/2010	1
Laura	024	Ernest Britton	2004 Outbreak of E. Coli at a North Carolina State Fair Petting Zoo	5/26/2010	1
Laura	025	Ernest Britton	Disaster Management	5/26/2010	2
Laura	026	Ernest Britton	Potable Water	5/26/2010	2
Laura	027	Ernest Britton	Vector Control & Pest Management	5/26/2010	2
Laura	028	Ernest Britton	Shelters	5/26/2010	2
Laura	029	Sara Morrow	Food Safety & Food Security at the Worlds Most Watched Event	4/7/2010	1
Laura	030	Sara Morrow	Safe Body Piercing	4/5/2010	1
Laura	031	Sara Morrow	Options for Controlling Norovirus from Farm to Fork in Ready to Eat Food	4/5/2010	1
Laura	032	Sara Morrow	Disaster Strikes - Environmental Health Responds	4/5/2010	1
Laura	033	Sara Morrow	News Media: A Partner in Environmental Health	4/5/2010	1
Laura	034	Sara Morrow	Pool & Spa Water Chemistry	4/5/2010	1
Laura	035	Sara Morrow	Emergency Management of Mosquito Borne Disease Outbreaks	4/5/2010	1
Laura	036	Sara Morrow	Human Rabies Exposure from Feral Cats	4/5/2010	1
Laura	037	Sara Morrow	Water Chemistry 101	4/5/2010	1
Laura	038	Sara Morrow	Salmonellosis Outbreaks Associated with Tomatoes 2002 to Present	4/5/2010	1
Laura	039	Sara Morrow	Produce Safety	4/5/2010	1
Laura	040	Sara Morrow	Engaging Food Safety Partners	4/5/2010	1
Laura	041	Sara Morrow	Bedbug Infestation Re-Emergence	4/7/2010	1

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Laura	042	Sara Morrow	State Smoking Prohibitions	4/7/2010	1
Laura	043	Sara Morrow	Understanding the Impact of Study Design on Results	4/7/2010	1
Laura	044	Sara Morrow	Cultural Competency in Inspecting Ethnic Restaurants	4/7/2010	1
Laura	045	Sara Morrow	Avian Influenza	4/7/2010	1
Laura	046	Ghassan Tafla	Site Coordinator Forum	5/11/2010	5
Laura	047 A	Matt Beckman	Decentralized Sewer Informational Training	6/9/2010	3.75
Laura	047 B	James Mohrman	Decentralized Sewer Informational Training	6/9/2010	3.75
Laura	047 C	Donald Killinger	Decentralized Sewer Informational Training	6/9/2010	3.75
Laura	048	Melissa Storch	Various UNC Center for Public Health Preparedness Courses	6/8/2010	2.5
Laura	049	Patrick Niles	Pharmacy Tech	5/22/2010	18 *Denied
Laura	050	Jim Colleli	Indoor Radon Program Coalition Meeting	5/13/2010	6.5
Laura	051	Jim Colleli	Beaver Valley Nuclear Power Station Systems Training	2/24/2009	4
Laura	052	Jim Colleli	Nuclear Power Plant Emergency Response Overview	2/23/2010	3.5
Laura	053	Jim Colleli	Introduction to Incident Command Systems for Health Care/Hospitals	6/20/2010	3
Laura	054	Paul Buchman	ServSafe	3/15/2010	17.5
Laura	055	Scott Lenigan	Pesticide Safety	4/15/2010	1
Laura	056	Cheryl Allen	Triage	4/8/2010	6.5
Laura	057	Marty Lambert	NIMS Multiagency Coordination System	6/3/2010	5
Laura	058	Pam Allen	ASTSWMO Mid Year Meeting 2010	4/28/2010	9
Laura	059	John Pasquarette	Solid Waste Management Debris Training	6/1/2010	1.25
Duane	060	John Pasquarette	Proposed Changes to Subtitle D Solid Waste Definition	6/2/2010	1
Duane	061	Jessica Shelly	Preparedness & Response to Food & Agricultural Incidents	5/19/2010	16
Duane	062	Kimberly Hobbs	Recognizing & Treating Tick Borne Diseases	5/11/2010	1

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Duane	063	Robert Little	SEOWEA May Meeting 2010	5/27/2010	3.5
Duane	064	Jim Colleli	Intro to Continuity of Operations Planning for Pandemic Influenza	6/14/2010	1
Duane	065	Joseph Aude	Lead Hazard Abatement Risk Assessor/Inspector Refresher	6/2/2010	7
Duane	066	Jeremy Scoles	Respirator Fit Testing	5/13/2010	1
Duane	067	Christine Fienga	Annual Swimming Pool/Spa Operators Seminar	5/18/2010	3.25
Duane	068	Christine Fienga	Pool/Spa Water Chemistry & Testing	6/9/2010	.75
Duane	069	Kelli Wilkinson	Conducting Low Acid Canned Foods Inspections	1/25/2010	18
Duane	070 A	David Oakes	2010 NE Ohio RMRS Conference	6/11/2010	5
Duane	070 B	Heidi Scaife	2010 NE Ohio RMRS Conference	6/11/2010	5
Duane	070 C	Rebecca Hysing	2010 NE Ohio RMRS Conference	6/11/2010	5
Duane	070 D	Helen Hayes	2010 NE Ohio RMRS Conference	6/11/2010	5
Duane	070 E	Tom Collett	2010 NE Ohio RMRS Conference	6/11/2010	5
Duane	070 F	Cady Hutchinson	2010 NE Ohio RMRS Conference	6/11/2010	5
Duane	071	William Edwards	An Annual Update on Changes to ESF #8 & Federal Response	6/2/2010	1.25
Duane	072	William Edwards	Strength in Diversity: Catastrophic Care for All American Communities	6/2/2010	1.5
Duane	073	William Edwards	Rebuilding Public Health Structure in Haiti	6/3/2010	1.25
Duane	074	William Edwards	Disaster Deployment Sanitation & Safety	6/3/2010	1.25
Duane	075	William Edwards	Incident Response to Terrorist Bombings	6/5/2010	4
Duane	076	Jane Tomcisin	2010 MVAVA Conference	5/19/2010	5.5
Duane	077	John Harbeck	Building Stronger Bridges: Leading the Charge	6/9/2010	5.75
Duane	078 A	Gail Long-Cook	Preparedness & Response to Food & Agricultural Incidents	5/19/2010	16

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Duane	078 B	Allison Franklin	Preparedness & Response to Food & Agricultural Incidents	5/19/2010	16
Duane	079	Eric Adams	Use of Risk Assessment in Management of Containment Sites	6/25/2010	2.25
Duane	080	Eric Adams	Safety Training Session 1	6/8/2010	1.25
Duane	081	Paul D. Pardi	Inspection Documentation	6/23/2010	1
Duane	082	Joseph Comello	Bioterrorism: Mass Prophylaxis Preparedness & Planning	3/24/2010	16
Duane	083	Joseph Comello	Mass Fatalities Incident Response	12/1/2009	12
Duane	084	Joseph Comello	Resource Management	10/20/2009	11.5
Duane	085	Joseph Comello	Enhanced Threat & Risk Assessment	8/26/2009	16
Duane	086	Joseph Comello	Mass Fatality Planning 101	9/1/2009	6
Duane	087	Randall Dues	State of Indiana Board of Animal Health Staff Meeting	5/28/2010	3
Duane	088 A	Jennifer Wentzel	Montgomery County School IPM Workshop	6/16/2010	4.5
Duane	088 B	Tom Hut	Montgomery County School IPM Workshop	6/16/2010	4.5
Duane	089	Paula Cope	Public Safety WMD Response	5/25/2010	18
Duane	090	Erin Luedeke	Certified Pool/Spa Operator Course	5/26/2010	11
Duane	091	Allan Hurtt	Phytotechnologies	6/15/2010	2
Duane	092	James Lee	Planning for a Healthy & Safe Home	6/16/2010	6
Duane	093	Rita Johnson	Epi Ready for Response Teams Training	4/27/2010	18
Duane	094	Walter Phillips	ASTHO State Environmental Health Directors Meeting	10/1/28/09	8
Duane	095	Walter Phillips	NEHA Fall Conference 2009	10/26/2009	14.5
Duane	096	Joseph Matasy	Reporting CSN Audit & Verification Results to the EPA for Posting to AQS	6/16/2010	2
Duane	097	Deborah Roth	Dayton Water Conference	5/11/2010	14
Duane	098	Deborah Roth	Class A Wastewater	5/5/2010	5.5

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Duane	099	Cynthia Hogg	Continuity of Operations Planning	5/11/2010	13
Duane	100	Joseph Pink	How to Conduct Patient Interviews in an Outbreak	3/10/2010	1.5
Jim	101	Robert Bowers	Building Stronger Bridges: Leading the Charge	6/9/2010	5.75
Jim	102	Andrew Schumacher	Concepts of Environmental Health Sciences	5/31/2010	18
Jim	103	David Fischer	Kentucky Association of Milk, Food, & Environmental Sanitarians Annual Conference	2/16/2010	12.75
Jim	104	Craig McConkey	An Introduction to Hazardous Materials	7/5/2010	10
Jim	105	Robert Sproul	ServSafe	3/17/2010	14
Jim	106	Megan DeLane	Certified Pool/Spa Operator Course	5/26/2010	11.25
Jim	107	Mark Case	Anatomy of an Oil Spill: Public Health Response	6/29/2010	1.5
Jim	108	David Williams	IS 701: Multi Agency Coordination	8/6/2010	5
Jim	109	William Weis	USFDA Investigator's Training	5/10/2010	18
Jim	110	Habib Kaake	Mechanics of Stability	4/27/2010	18
Jim	111	Catherine Schmitzer	Ohio Public Health Communication System Training	6/28/2010	1.5
Jim	112	Charles Hammer	Senior Officials Workshop for All Hazards Preparedness	6/7/2010	6
Jim	113	Christy Armstrong	Basic Public Information Officer Training	6/28/2010	16
Jim	114	Bert Mechenbier	Person in Charge Food Safety Course	6/23/2010	3
Jim	115	Bert Mechenbier	EPA Draft NPDES Pesticides General Permit Webcast	6/24/2010	2
Jim	116	Brian Wise	Milk Pasteurization Controls & Tests	6/21/2010	18
Jim	117	Jane Tomcisin	Volunteer Management Training	6/22/2010	18
Jim	118	Chris Rodabaugh	Certified Livestock Manager Training	6/22/2010	9
Jim	119	Christopher Smith	2010 National UASI Conference	6/21/2010	18

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Laura	120	Marc Snitzer	AIH Conference & Expo	5/24/2010	15.5
Laura	121	Renee Cutright	R & D Competency Week: PAWS for Learning	5/10/2010	18
Laura	122	Angela Evans	Receipt, Store, and Stage Full Scale Exercise	6/7/2010	14
Laura	123	Dan Kendzierski	Lead Hazard Abatement Risk Assessor Initial Training	3/19/2010	10
Laura	124	Dan Kendzierski	Lead Hazard Abatement Inspector Initial Training	3/16/2010	18
Laura	125	Brian Richard	Environmental Health Training in Emergency Response	6/28/2010	18
Laura	126	Ryan Glerhart	OTCO Basic Wastewater Class	5/10/2010	18
Laura	127	Eric Adams	Bloodborne Pathogens: Exposure in the Workplace	6/29/2010	.25
Laura	128	Eric Adams	Avian Influenza: What You Need to Know	6/29/2010	.25
Laura	129 A	Charlene Green	Sushi	7/8/2010	3
Laura	129 B	Andrew Kupper	Sushi	7/8/2010	3
Laura	129 C	Ann Tomlinson	Sushi	7/8/2010	3
Laura	129 D	Christina Wilson	Sushi	7/8/2010	3
Laura	129 E	Stephen Meninger	Sushi	7/8/2010	3
Laura	129 F	Michelle Miller-Williams	Sushi	7/8/2010	3
Laura	129 G	James Hicks	Sushi	7/8/2010	3
Laura	129 H	Anicca Schmidt	Sushi	7/8/2010	3
Laura	129 I	Kelli Dodd	Sushi	7/8/2010	3
Laura	129 J	Robert Gyke	Sushi	7/8/2010	3
Laura	129 K	Debbie Allen	Sushi	7/8/2010	3
Laura	129 L	Vincent Fasone	Sushi	7/8/2010	3
Laura	129 M	Mike Thiel	Sushi	7/8/2010	3
Laura	129 N	Julian Perler	Sushi	7/8/2010	3
Laura	129 O	Nate Oyelakin	Sushi	7/8/2010	3
Laura	129 P	Gene Smith	Sushi	7/8/2010	3
Laura	129 Q	Carol Zubovich	Sushi	7/8/2010	3
Duane	130	Marc Snitzer	2010 Region V Emergency Response Team Workshop	6/8/2010	14.75
Duane	131	Richard Gibbs	Complex Case Development	6/25/2010	18

## CE 2's for Board Review / Approval 7/14/2010

Duane	132	Nichole Lemin	Applying ICS to Healthcare Organizations	6/22/2010	3
Duane	133	Nichole Lemin	Introduction to COOP for Pandemic Flu	6/22/2010	1
Duane	134	Nichole Lemin	Workplace Violence Awareness	6/9/2010	1
Duane	135	Gina Nicholson	Michigan Environmental Health Association Annual Education Conference	3/24/2010	6
Duane	136	Gina Nicholson	Behavior Based Food Safety	4/10/2010	5
Duane	137	Gina Nicholson	2010 USDA Food Safety Education Conference	3/26/2010	6.5
Duane	138	Gina Nicholson	Food Safety: Enhancing the Safety of Foods in a Global Market	3/11/2010	4

## CE 4 for Board Review / Approval 7/14/2010

Course Number	Course Sponsor	Contact	Course Name	Course Date	Hours
11-001	Ohio Environmental Protection Agency	Keith Riley	The Regional Air Program	8/4/10	1
11-002	Ohio Environmental Protection Agency	Keith Riley	Welcome to the Ohio Nowcast	7/7/10	1.25
11-003	Ohio Environmental Protection Agency	Keith Riley	Emerging Issues With Storm Water	6/2/10	1
11-004	OSU Center for Public Health Practice	Shirley Funt	Get Thinking Leadership	6/28/10	5
11-005	Mansfield, Ontario, Richland County Health Department	Ben Mutti	On Lot Sewage Treatment Options & Utilities	6/18/2010	3
11-006	Ohio Department of Health Division of Prevention	Larry Holbert	Cost Analysis	6/7/2010	3.5
11-007	Ohio Environmental Protection Agency	Keith Riley	Overview of the 208 Water Quality Management Plans in Ohio	4/15/2010	0.75
11-008	University of Cincinnati	Judy Jarrell	Closed PODS	6/8/2010	1
11-009	Ohio Department of Health	Pam Blais	Case Management for Lead Poisoning Prevention	Various	1.75
11-010	OSU Center for Public Health Practice	Shirley Funt	2010 Summer Program	7/12/2010	17.75
11-011	Fulton County Health Department	Kim Cupp	2010 Soil Profile Training	7/14/2010	5
11-012	Cuyahoga County Board of Health	Suzanne Krippel	Awareness & Response to Biological Events	7/19/2010	7
11-013	Ohio Environmental Protection Agency	Keith Riley	Ohio EPA's Inland Lakes Sampling Program & Harmful Algal Blooms Initiative	7/15/2010	.5
11-014	Association of Ohio Health Commissioners, Inc.	Penny Hill	AOHC 2010 Fall Conference	9/20/2010	11.75
11-015	Ohio Environmental Health Association	Sara Pitts	Southwest OEHA Fall Conference 2010	10/6/2010	11.75
11-016	Ohio Environmental Health Association	Brit Mechhofer	Northwest OEHA Fall Conference 2010	10/21/2010	11.5 **Deferred Comp Presentation Not CE Eligible**
11-017	Public Health Dayton Montgomery County	Mark Case	Recycling: An Overview	8/13/10	1

## Youst, Stephanie

---

**From:** Youst, Stephanie  
**Sent:** Tuesday, May 25, 2010 12:00 PM  
**To:** 'Budd, David O'  
**Subject:** RE: 2010 RS Certification Appeal - D. Budd RS # 586

David -

As I stated previously it is up to the Board to allow you to participate in the meeting. Typically they allow guests to briefly speak if they would like to do so, but again it's the Board's decision not mine. All meetings are open to the public and you are welcome to attend.

Steph

Stephanie Youst  
Executive Secretary  
Sanitarian Registration Board  
77 South High Street, 16th Floor  
Columbus, Ohio 43215-6108  
(614) 466-1772 (Phone)  
(614) 644-8112 (Fax)  
<http://sanitarian.ohio.gov>

-----Original Message-----

**From:** Budd, David O [mailto:dobudd@babcock.com]  
**Sent:** Tuesday, May 25, 2010 11:50 AM  
**To:** Youst, Stephanie  
**Subject:** RE: 2010 RS Certification Appeal - D. Budd RS # 586

Do I come down or not? If I can't present my case then it would be a waste of my time.

David Budd, RS, CHMM  
The Babcock & Wilcox Company  
Manager, Environmental Affairs  
Office Phone: 330-860-6482  
Cell Phone: 330-715-8141

-----Original Message-----

**From:** Youst, Stephanie [mailto:Stephanie.Youst@exchange.state.oh.us]  
**Sent:** Tuesday, May 25, 2010 11:47 AM  
**To:** Budd, David O  
**Subject:** RE: 2010 RS Certification Appeal - D. Budd RS # 586

Your matter is on the agenda at the July 14 meeting.

Steph

Stephanie Youst

Executive Secretary  
Sanitarian Registration Board  
77 South High Street, 16th Floor  
Columbus, Ohio 43215-6108  
(614) 466-1772 (Phone)  
(614) 644-8112 (Fax)  
<http://sanitarian.ohio.gov>

-----Original Message-----

From: Budd, David O [mailto:dobudd@babcock.com]  
Sent: Tuesday, May 25, 2010 11:46 AM  
To: Youst, Stephanie  
Subject: RE: 2010 RS Certification Appeal - D. Budd RS # 586

Stephanie,

The copy of the 1/18/2010 email that I attached today addresses this subject. But the bottom line is that I was unable to print the certificate and could not get UNC to fix the problem. Additionally I explained this situation in previous emails to you.

If the Board can either except this additional training course for 1 hour that I took or grant me the additional 45 clock minutes for the asbestos training that lasted more than 6 clock hours than I would not need to make the trip down to Columbus to present my case.

I hope we can work this out to my satisfaction. Thanks.

David Budd, RS, CHMM  
The Babcock & Wilcox Company  
Manager, Environmental Affairs  
Office Phone: 330-860-6482  
Cell Phone: 330-715-8141

-----Original Message-----

From: Youst, Stephanie [mailto:Stephanie.Youst@exchange.state.oh.us]  
Sent: Tuesday, May 25, 2010 11:24 AM  
To: Budd, David O  
Subject: RE: 2010 RS Certification Appeal - D. Budd RS # 586

David -

Was a copy of a certificate of completion supposed to be attached for a course you took with UNC?

Steph

Stephanie Youst  
Executive Secretary  
Sanitarian Registration Board

77 South High Street, 16th Floor  
Columbus, Ohio 43215-6108  
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-----Original Message-----

From: Budd, David O [mailto:dobudd@babcock.com]  
Sent: Tuesday, May 25, 2010 9:04 AM  
To: Youst, Stephanie  
Subject: 2010 RS Certification Appeal - D. Budd RS # 586

Stephanie,

I have attached two items to help support my position that I did take courses the provided at least 18 RS clock hours in 2009 for certification in 2010. The first attachment is a table that covers the past five years of courses taken and clock hours granted by the Board. The takeaway from the table is that the course in dispute, Asbestos Building Inspector/Management Planner has been historically granted over 6 clock hours and it has been the same identical refresher course over these years.

The second attachment is the documentation for the course I took on 1/15/10 from UNC, (Interviewing Techniques), that was taken during the 2009 course credit period. The course gave me over the 18 clock hours required for 2010 certification.

Please confirm that I am on the Board's agenda for the July 14th meeting to appeal my case. I will need the time and directions to the meeting location.

Your assistance will be appreciated.

David Budd, RS, CHMM  
The Babcock & Wilcox Company  
Manager, Environmental Affairs  
Office Phone: 330-860-6482  
Cell Phone: 330-715-8141

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This message is intended only for the individual or entity to which it is addressed and contains information that is proprietary to The Babcock & Wilcox Company and/or its affiliates, or may be otherwise confidential. If the reader of this message is not the intended recipient, or the employee agent responsible for delivering the message to the intended recipient, you are hereby notified that any

dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately by return e-mail and delete this message from your computer. Thank you.

## Youst, Stephanie

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The Babcock & Wilcox Company  
Manager, Environmental Affairs  
Office Phone: 330-860-6482  
Cell Phone: 330-715-8141

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David Budd, RS, CHMM  
The Babcock & Wilcox Company  
Manager, Environmental Affairs  
Office Phone: 330-860-6482  
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.....  
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## Youst, Stephanie

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**From:** Budd, David O [dobudd@babcock.com]  
**Sent:** Tuesday, May 25, 2010 9:04 AM  
**To:** Youst, Stephanie  
**Subject:** 2010 RS Certification Appeal - D. Budd RS # 586

**Attachments:** 20100525084821534.pdf; RS Clock Hours History 2005-2009.docx



2010052508482153 RS Clock Hours  
4.pdf (78 KB) History 2005-20...

Stephanie,

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David Budd, RS, CHMM  
The Babcock & Wilcox Company  
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Office Phone: 330-860-6482  
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**Budd, David O**

---

**From:** Budd, David O  
**Sent:** Monday, January 18, 2010 3:23 PM  
**To:** Youst, Stephanie  
**Subject:** RS CE Hours for Renewal

Stephanie,

Thanks for the list of 1 clock hour UNC courses. I decided to take the Interviewing Techniques course to make up for the 45 minute shortfall. After taking the course I was unable to print out a proof of attendance certificate. So far I have been unable to get anyone at UNC to help me with the computer glitch but I'll keep trying.

If I can't get the attendance certificate printed out then I will have to ask the Board to reconsider my request for the 6 credit hours I need to reach the 18 hours for renewal.

In the meantime I sending in my application for RS renewal with the \$74.00 registration fee today.

David Budd, RS, CHMM  
The Babcock & Wilcox Company  
Manager, Environmental Affairs  
Office Phone: 330-860-6482  
Cell Phone: 330-715-8141

**From:** Youst, Stephanie [mailto:Stephanie.Youst@exchange.state.oh.us]  
**Sent:** Friday, January 15, 2010 9:20 AM  
**To:** Budd, David O  
**Subject:** RE: RS CE Hours for Renewal

David -

I have attached the breakdown of time for the asbestos course as I figured it. The Board can always change what is awarded, so the choice on what to do is yours. I would recommend taking at least one more hour of CE. Below I have listed six one hour courses that are already approved. To receive credit for completing any of the courses listed below you will simply need to fax me a copy of your certificate of course completion. You can also do any other course you would like but if you are submitting it for Board review all of the supporting materials must be received on or before 1/22/10 for review at the 1/27/10 Board meeting.

Should you have any questions, please feel free to contact me. Have a nice day!

Continuing Education Courses [new]				
Number	Name	Hours	Effective Date	Expiration Date
	An Overview of Outbreak Investigations	1.00		
	Anatomy & Physiology of an Outbreak Team	1.00		
	Embarking on an Outbreak Investigation	1.00		
X	Interviewing Techniques	1.00	Taken 1/15/2010	10:00 - 11:00 AM
	Environmental Health Investigations: Conducting Traceback Investigations	1.00		
	Collecting Specimens in Outbreak Investigations	1.00		

## History of RS Clock Hours – David Budd #586

<b>Courses Taken by D. Budd</b>	<b>2009 Clock Hours Requested (Granted)</b>	<b>2008 Clock Hours Granted</b>	<b>2007 Clock Hours Granted</b>	<b>2006 Clock Hours Granted</b>	<b>2005 Clock Hours Granted</b>
Asbestos Building Inspector/Management Planner	6 (5.25)	5	6	8	
Hazwoper Operations Level	8 (8)	8	8	8.75	6.5
Annual Hazardous Waste Wastewater Operations	4 (4)	7	6.5	6.5	7
<b>Total Clock Hours</b>	<b>18 (17.25)</b>	<b>20</b>	<b>20.5</b>	<b>23.25</b>	<b>18.5</b>
UNC Interviewing Techniques (taken 1/15/2010)	1				
<b>Revised Clock Hour Total for 2009</b>	<b>19 (18.25)</b>				

Note: Over the past four years I have taken the same Asbestos Building Inspector/Management Planner course. The average clock hours granted, by the Board, over this time period has been 6.33 clock hours. So my request for 6 clock hours in 2009 was below the average previously granted by the Board.



**Ohio State Board of Sanitarian Registration**

77 South High Street, 16<sup>th</sup> Floor  
Columbus, Ohio 43215-6108

Governor  
*Ted Strickland*  
Executive Secretary  
*Stephanie Youst*

February 1, 2010

Budd, David  
3397 Dawley Road  
Ravenna, OH 44266

*Pend CE @  
3/10 Mtg*

RS-568

Pursuant to Ohio Revised Code section 4736.11, your license to practice as a registered sanitarian in the state of Ohio expired on January 31, 2010. If you are currently working in the state of Ohio as a registered sanitarian, you must cease practicing immediately.

If you are not practicing in Ohio or do not wish to renew your sanitarian registration, please inform the Board in writing or via email at [stephanie.youst@exchange.state.oh.us](mailto:stephanie.youst@exchange.state.oh.us). If we inadvertently made an error, please contact the Board immediately at (614) 466-1772.

If you are interested in reinstating your sanitarian registration, the Board may reinstate a certificate that has been expired three years or less upon submission of the appropriate fees and continuing education credits for each lapsed year. If you wish to apply for reinstatement of your registration, please visit the Board website (<http://sanitarian.ohio.gov>) and download and complete the following items, which can be located under "Application Forms":

- Reinstatement Application;
- Proof of completion of eighteen hours of board approved continuing education for each year your license has been expired; and
- The reinstatement fee of \$101.00 in the form of a business check, personal check, cashier's check, or money order made payable to the "Treasurer State of Ohio".

Until your sanitarian registration is reinstated, you may not engage in the practice of environmental health, as defined in Section 4736.01(E) of the Ohio Revised Code. You may not use the title or abbreviation "Registered Sanitarian" or "R.S." after your name or represent yourself as a registered sanitarian. In accordance with Section 4736.15 of the Ohio Revised Code, whoever violates this Section is guilty of a misdemeanor of the fourth degree.

Should you have any questions, please feel free to contact me at [stephanie.youst@exchange.state.oh.us](mailto:stephanie.youst@exchange.state.oh.us) or (614) 466-1772.

*By Order of the Sanitarian Registration Board*

**Stephanie K. Youst**  
Executive Secretary

**Youst, Stephanie**

---

**From:** Youst, Stephanie  
**Sent:** Wednesday, February 24, 2010 9:32 AM  
**To:** 'dobudd@babcock.com'  
**Subject:** RS CE Credit

David -

I just now noticed that your CE for the ethics training you submitted occurred prior to your 2009/2010 earning period. You will need to submit something that occurred between 2/1/09 and 1/31/2010 to be counted toward your remaining .75 hours of CE.

Should you have any questions, please feel free to contact me. Have a nice day!

Steph

*Stephanie Youst  
Executive Secretary  
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