



STORY COUNTY BOARD OF HEALTH

TENTATIVE AGENDA
TUESDAY, August 4, 2020
2:00 PM

Originating from Story County Administration Building - Public Access provided via Zoom

SPECIAL NOTE TO THE PUBLIC: Due to recommendations to social distance in order to help slow the spread of the COVID-19 virus, **public access to the meeting will be provided via Zoom. Members of the public can participate by using the information at the end of this agenda.**

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES

Documents:

[060220 MINUTES.PDF](#)
[060820 SPECIAL MEETING MINUTES.PDF](#)
[062220 SPECIAL MEETING MINUTES.PDF](#)
[062520 SPECIAL MEETING MINUTES.PDF](#)

4. CONSENT AGENDA

All items listed under the consent agenda will be enacted by one motion. There will be no separate discussion of these items unless a request is made prior to the time the Board votes on the motion.

4.I. Consideration Of Personnel Actions

Pay adjustment effective 9/13/20 for Margaret Jaynes for merit + longevity
@\$3,518.09/bw

Documents:

[EMPLOYEE ACTION AND MERIT PAY REQUEST FORMS .PDF](#)

5. PUBLIC FORUM

This is the time for members of the public to offer comments concerning matters not scheduled to be heard before the Board of Health.

6. ADDITIONAL ITEMS

6.I. Food Truck Inspection Presentation - Iowa Department Of Inspections And Appeals,
Samuel Pang

[IOWA FOOD SAFETY AND PROTECTION TASK FORCE](#)

Documents:

[MOBILE FOOD UNIT OPERATION GUIDE.PDF](#)

6.II. Discussion And Consideration Of 2020 Crushed Rock Classic Bike Race, Scott Wall

Documents:

[NARRATIVE.PDF](#)
[FLYER.PDF](#)
[COURSE.PDF](#)

6.III. Discussion And Consideration Of A Letter Encouraging Universal Face Covering Requirements

Documents:

[FACE COVERING RESOLUTION REQUEST LETTER.PDF](#)

6.IV. Discussion And Consideration Of A Recommendation For The Board Of Supervisors To Require Universal Face Coverings In Public

6.V. Discussion And Consideration Of Recommendation For Supplementing And/Or Changing The Iowa Department Of Public Health And Iowa Department Of Education Guidelines For Returning To School

Documents:

[RETURN TO LEARN.PDF](#)
[EVALUATING SICK STUDENTS AND STAFF.PDF](#)

6.VI. Discussion And Consideration Of Septic System Ordinance, Margaret Jaynes

Documents:

[SUMMARY OF CHANGES TO MARCH 2020 SEPTIC ORDINANCE.PDF](#)
[DRAFT SEPTIC ORDINANCE.PDF](#)

7. AGENCY AND DEPARTMENTAL REPORTS

7.I. Story County Public Health; Les White, Treasa Ferrari

Documents:

[PUBLIC HEALTH REPORT.PDF](#)

7.II. YSS; Denise Denton

Documents:

[NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM.PDF](#)
[VAPING AND COVID 19.PDF](#)

7.III. Story County Environmental Health; Margaret Jaynes

Documents:

[BOH STAFF REPORT.PDF](#)

8. COMMENTS

Staff
Board

9. ADJOURNMENT

10. Instructions For Participation In Zoom Meeting

“Raise Hand.” This will notify the staff that you wish to speak. When it is your turn, staff will announce your name and notify you it is your turn to speak.

- You will need to press the “unmute” button and provide your comments. Once you are complete, you will be muted again by the staff.

- **Zoom phone conferencing** – As an alternative to video conferencing, participants may call in to a phone conference using their touch-tone phone. Call-in telephone numbers are provided at the top of each meeting agenda (you can select from any of the phone numbers.) Unless otherwise indicated, the number is a long-distance phone number; charges may apply depending on your telephone provider. Once you have dialed the telephone number provided, you will be prompted to enter the Meeting ID number (found on the agenda).

- During the meeting, you will be able to hear the discussion live, but will not be able to see any content (e.g., maps, text, or other visual materials) that may be displayed for video conference users. For portions of the meeting where public input is accepted, participants interested in speaking can press *9 on their phone.” This will notify the staff that you wish to speak. When it is your turn, staff will announce the last four digits of your phone number and notify you it is your turn to speak. You will hear an automated announcement that your line has been unmuted, then you can begin your comments. Once you are complete, you will be muted again by the staff.

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.



**STORY COUNTY
BOARD OF HEALTH**
STORY COUNTY ADMINISTRATION
900 6TH STREET
NEVADA, IOWA 50201

Minutes

AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE ENVIRONMENTAL HEALTH DEPARTMENT, OR BY VISITING WWW.STORYCOUNTYIOWA.GOV

DATE: June 2, 2020

CALL TO ORDER: 2:00 p.m.

PLACE: Originating at Administration Building, 2nd Floor

Dr. John Paschen, Chair
Mark Speck, Vice-Chair
Dr. John Kluge
Dr. Louisa Tabatabai
Dr. Molly Lee
Lisa Heddens (Ex-officio)
*Absent

STAFF PRESENT: Stephanie Jones, Recording Secretary; Present by phone: Margaret Jaynes, Environmental Health Director; Cathy Bazylnski, Environmental Specialist; Matt Cory Environmental Specialist

OTHER PEOPLE PRESENT: (By Phone) Heather Bombei, Les White, Keith Morgan, Eugenia Hartsook, Jess Soderstrum, Michelle Gibson, Todd Anderson

1. CALL TO ORDER

Dr. John Paschen called the meeting to order at 2:00 p.m.

Paschen read the special note to public: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting. Board of Health members are also present by conference call.

2. APPROVAL OF AGENDA MCU

Motion by Kluge, Second by Speck to approve agenda

VOTE:

Ayes: Tabatabai, Kluge, Lee, Speck, Paschen

Nays: None

3. APPROVAL OF MINUTES

May 18, 2020

Motion by Kluge, Second by Tabatabai to approve minutes

VOTE:

Ayes: Tabatabai, Kluge, Lee, Speck, Paschen

Nays: None

4. APPROVAL OF CONSENT AGENDA



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**Motion by Speck, Second by Kluge to approve the consent agenda items consisting of:
Personnel actions for adjustments and/or step increases plus longevity for Environmental
Health Staff.**

VOTE:

Ayes: Tabatabai, Kluge, Lee, Speck, Paschen

Nays: None

5. PUBLIC FORUM

Lauris Olson stated that she has an item to be heard at a future Board of Health meeting, which is for the Board to consider giving an opinion about whether requiring individuals to wear face coverings while in County buildings can be done in preparation of opening the public buildings. This item will be discussed at a Special Board of Health Meeting June 8, 2020.

6. ADDITIONAL ITEMS:

Mental Health First Aid Presentation

Todd Anderson, Community & Family Resources stated that before COVID-19 there were plans for a face to face mental health first aid training and that it will still be available eventually, but for now the training will be done virtually. Anderson provided information on training and registration.

Guidance For Mitigating COVID-19 Risk During Story County Fair

Michelle Gibson, Fair Operations Manager, provided tentative information being planned for the Story County Fair. Gibson stated that the fair will not be open to the public and the recommendation will be made that everyone wear a mask and that hand sanitation stations be placed throughout the grounds. There has also been one extra day added to stretch out timing between livestock shows. Discussion took place about health screenings for exhibitors and judges. Paschen stated that health screenings, wearing masks, social distancing, and very good hand washing would really limit risk. Kluge asked what they would do if the Iowa State Fair is cancelled. Gibson stated that if everyone is comfortable with measures put in place that there would still be an attempt to hold the county fair if possible, unless there is increased cases or hot spots within the county. Heddens asked if the ISU Extension plans have had any changes since the last meeting. Gibson stated that the County Fair Board has not yet met with the ISU Extension, but that plans are to meet and combine plans soon.

Iowa Trail Run Series 5K Race At McFarland Park

Pasha Korsakov gave an overview of the 5K race plans. Paschen asked if there are plans to take racer's temperatures. Korsakov stated that he has not been able to purchase thermometers and he feels that if people do not feel well they will not come. Reminders will be sent to participants stating that if they do not feel well or have been in contact with anyone testing positive for COVID-19 that they should not come to the race. Paschen stated that it is difficult to take temperatures, but he would encourage that temperatures



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are taken because of the people that are not showing symptoms. Dr. Paschen stated that there might be staff from McFarland Clinic willing to volunteer to help with temperature taking. Tabatabai asked for clarification of the statement that there would not be more than 50 people present at the same time. Korsakov stated that about 230 people were present at past races, but that was for a 5K and 10K race being held at the same time. Speck asked if the volunteers would be masked. Korsakov stated that all volunteers would wear masks while interacting with participants. Les White stated that Public Health has thermometers available that can be borrowed.

Suggestions For Story County Schools To Prevent COVID-19 Infection When School Returns In Fall

Molly Lee stated that she was contacted by the Gilbert School District about the BOH providing information for schools to help with return to school guidance. Paschen stated that there is a lot of information available on this topic and the data is beginning to show that the risk of children passing on to other children is low. Paschen stated that masks, temperature screenings, and spacing lunch times would all be helpful. Paschen stated that without specific questions it is difficult to provide guidance. Lee stated that the school district wanted to give the BOH an opportunity to be involved. Paschen asked Lee to contact the school and ask them to be more specific about the kind of input they are requesting. Discussion took place about issues that could be created with giving advice and it was suggested that Ethan Anderson could be present at the next meeting when this topic can be discussed further.

Septic Tank Manufacturers Being Required To Cure Tanks For A Given Amount Of Time And Adding A Coating Or Requirement Of Plastic Tanks

Mark Speck stated that a septic tank had failed due to an issue with the dividing wall. Speck feels that there are issues with manufacturers not applying tar to the walls. Margaret Jaynes stated this would require an amendment to the code to require septic tank coating and that this would be difficult because if a tank is delivered without a coating, it would create a hardship to return. Jaynes states that she thinks this issue is best addressed statewide and suggested that contractors could request a coating be added or not purchase tanks from companies if tanks have been noted to be faulty. Speck feels that tanks are being rushed through the curing process. Discussion took place about not recommending plastic tanks because they do not hold their shape, especially while being pumped. Jaynes stated that she could ask IOWWA to do a study or offer an opinion. Tabatabai asked if there are standard recommendations for tanks. Speck stated tanks are not inspected or monitored. Jaynes stated that regulations would need to come from the state and not individual counties. Paschen asked that Jaynes look for additional information to see if other counties are having issues and bring back information to a future meeting to offer guidance to the BOH on how to move forward with this issue.

AGENCY AND DEPARTMENTAL REPORTS

a. Story County Public Health

Les White and Treasa Ferrari provided an update about COVID-19. White stated that as of today there are 112 positive cases in Story County. Paschen asked about contact tracing, specifically if anyone that has been around a positive person within the last 48 hours and less



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than 6 feet away for 15 minutes or greater, would be tested. White stated those individuals are encouraged to be tested. Ferrari stated that if people were tested, they would still need to self-isolate for 14 days even if the test is negative. White stated they are waiting for guidance from IDPH about testing in long-term care facilities. There is now a facility with three positive cases, which is considered an outbreak. White stated that there is a projection that there will be a vaccine available in October. Kluge asked if anyone is staying in touch with the homes for handicapped. White stated that they have reached out to Mosaic and other homes. Public Health has provided PPE and information for keeping the virus contained.

Ferrari stated that most of her time is spent on COVID-19 doing contact tracing. There have been many calls on businesses opening and people asking questions about best practices. There have recently been three active TB cases. Discussion took place about ISU students returning and that ISU is willing to work with public health doing contact tracing. Tabatabai asked if it is possible to use GPS tracing. White stated that is not being done, and it has only briefly been discussed at this time.

b. Story County Environmental Health

Margaret Jaynes provided a report for the Environmental Health Department that staff would be returning to the office full time on June 3, 2020. Extra precautions will be taken to prevent virus transmission. Jaynes report provided an update on septic, wells, tattoo facilities, swimming pools, CAFO's, complaints received, meetings, conceptual reviews, and miscellaneous items. The well testing has not yet resumed due to safety issues with sending staff into homes at this time during COVID-19. Jaynes provided a DNR report and stated she is concerned about the amount of septage. She will continue to gather information and report again at a future meeting.

c. YSS

Denise Denton stated that on line classes have concluded. There have been a few extra opportunities for teaching students because of COVID-19 than she would have had previously because of some schools requiring on line learning. Denton provided information about the complications associated with isolation and addiction or mental health issues. Denton provided information about child abuse potentially not being reported while schools are closed.

7. COMMENTS

Paschen proposed a special meeting be held June 8, 2020 at 6:00 pm.

8. ADJOURNMENT 3:32 p.m.

Approval of Minutes

Title and Date



**STORY COUNTY
BOARD OF HEALTH**
STORY COUNTY ADMINISTRATION
900 6TH STREET
NEVADA, IOWA 50201

Minutes

AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE ENVIRONMENTAL HEALTH DEPARTMENT, OR BY VISITING WWW.STORYCOUNTYIOWA.GOV

DATE: June 8, 2020

CALL TO ORDER: 6:00 p.m.

PLACE: Originating at Administration Building, 2nd Floor

Dr. John Paschen, Chair

Mark Speck, Vice-Chair

Dr. John Kluge

*Dr. Louisa Tabatabai

Dr. Molly Lee

Lisa Heddens (Ex-officio)

*Absent

STAFF PRESENT: Stephanie Jones, Recording Secretary

OTHER PEOPLE PRESENT: Lauris Olson

1. CALL TO ORDER

Dr. John Paschen called the meeting to order at 6:00 p.m.

Paschen read the special note to public: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting. Board of Health members are also present by conference call.

2. APPROVAL OF AGENDA MCU

Motion by Speck, Second by Kluge to approve agenda

VOTE:

Ayes: Speck, Lee, Kluge, Paschen

Nays: None

3. APPROVAL OF CONSENT AGENDA

Motion by Kluge, Second by Lee to approve the consent agenda items consisting of: Personnel actions for adjustments and/or step increases plus longevity for Catherine Bazylnski.

VOTE:

Ayes: Kluge, Lee, Speck, Paschen

Nays: None

4. PUBLIC FORUM

None

5. ADDITIONAL ITEMS:



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Whether the Story County Board of Health Shall Provide An Opinion On Requiring Face Coverings To Be Worn In Common Use Areas Of All Story County Owned Buildings Is A Reasonable Public Health Measure During The COVID-19 Pandemic.

Lauris Olson gave a summary of why this item is being brought to the Board of Health for advice. Lisa Heddens stated that she contacted ISAC and it is possible for counties to require masks as long as it is tied to public health. Olson clarified this would not be a policy, only a recommendation. Paschen stated that from a medical standpoint a mask should be required in common areas along with social distancing. Paschen referenced the recommendations in place from CDC that recommend that anyone should wear a mask if social distancing is not possible. Paschen also stated that it would be important to provide masks for public use as well. Olson stated that Facilities Management has already purchased disposable masks to provide to the public in the event that they do not have a face covering of their own. Paschen also stated that there would need to be accommodations for those that are not able to wear a mask due to breathing issues, as well as, for children under the age of two. Discussion took place on pediatric sized disposable masks. Speck stated that hand sanitizer should also be made available. Olson stated that additional dispensers have been acquired and there will be one placed at the front entrance with signs directing customers to wear a mask and use hand sanitizer. Paschen stated that additional cleaning to wipe the dispensers and surfaces such as counters would be needed.

Paschen asked each board member if there is anything to add. Lee stated that requiring face coverings is a reasonable public health measure and suggested that no touch waste receptacles should be available. Kluge stated that it would require a lot of masks and discussion took place that disposable masks would be for the public use. Speck stated all the comments and recommendations are good. Heddens stated this conversation was a good affirmation for the use of masks. Olson stated that she has not heard back from the County Attorney's Office yet as to whether this would require an ordinance or a motion by the BOS. Paschen asked if any of the board members have any objections to the requirement of face coverings. There were no objections for a recommendation to require face coverings.

6. COMMENTS

Paschen asked Lee if the schools have gotten back to her about the type of guidance information they are looking for. Lee stated she has not heard back yet. Olson stated that at last week's jurisdictional meeting almost all school districts in the county have been having discussions with Emergency Management about reopening. Kluge asked if anyone has heard about the Iowa State Fair. Lee stated she has not heard, but she believes the fair is on a similar time frame as the Story County Fair is with planning and notifying the public.

7. ADJOURNMENT 6:35 p.m.

Approval of Minutes

Title and Date



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Minutes

AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE ENVIRONMENTAL HEALTH DEPARTMENT, OR BY VISITING WWW.STORYCOUNTYIOWA.GOV

DATE: June 22, 2020

CALL TO ORDER: 6:00 p.m.

PLACE: Originating at Administration Building, 2nd Floor

Dr. John Paschen, Chair

Mark Speck, Vice-Chair

Dr. John Kluge

*Dr. Louisa Tabatabai

Dr. Molly Lee

Lisa Heddens (Ex-officio)

*Absent

STAFF PRESENT: Stephanie Jones, Recording Secretary

OTHER PEOPLE PRESENT: Ethan Anderson, Geoff Abelson, Heather Bombei, Les White, Erin Baldwin, Randy Anderson, Herman Quirnbach

1. CALL TO ORDER

Dr. John Paschen called the meeting to order at 6:00 p.m.

Paschen read the special note to public: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting. Board of Health members are also present by conference call. Paschen gave a statement about COVID being a serious matter and reminded that the BOH makes recommendations. Dr. Paschen also gave a statement about his role on the Board of Health and that it is not affiliated with McFarland Clinic.

2. APPROVAL OF AGENDA MCU

Motion by Kluge, Second by Speck to approve agenda.

VOTE:

Ayes: Kluge, Lee, Tabatabai, Speck, Paschen

Nays: None

3. PUBLIC FORUM

None

4. ADDITIONAL ITEMS:

Recommendations To Mitigate Further COVID-19 Spread in Story County

Dr. Paschen read the proposed document one paragraph at a time and asked that discussion



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take place throughout the document for edits. Much discussion took place on suggested changes including:

- Removal of N-95 and using cloth masks or masks/face shields.
- Use of face coverings instead of masks and still using N-95/surgical quality masks as appropriate use by medical workers.
- Enforcement possibilities. Recommendations only, with no enforcement possible.
- Screening in schools and daycares.
- Room size capacity for events/gatherings
- Prepackaged foods.
- Mitigation procedures to continue after event while people are congregating.
- Face coverings should be considered for students, as well as handwashing, temperature screenings.
- Add officials for sporting events for the face covering recommendation.
- ISU has recently provided recommendations. Tabatabai will forward to the BOH.
- Encourage group living to continue following published CDC guidelines.
- Face coverings in businesses.
- Self-isolation vs. social isolation vs social distancing definitions.

Public Comments

- :
- Senator Herman Quirnbach offered several comments. Does not feel that the county is doing well overall due to the recently increased number of positive COVID cases. No email address on website to contact the Board of Health. How to get the word out to the community with the final draft of document. The Board of Health does have legal authority to enforce reasonable rules and recommendations in conjunction with the Board of Supervisors if the Governor does not renew the health emergency proclamation, and even if the proclamation is extended.
 - Ethan Anderson stated that there is contact information listed on the Story County Boards and Commissions web page to contact the Board of Health. Anderson disagrees with the legal analysis regarding the Board of Health having the authority as outlined by Senator Quirnbach. Paschen asked if the Board of Health would have authority if the proclamation were lifted. Anderson stated that he is currently researching and will have additional information if the proclamation is lifted.
 - Randy Anderson stated that he is an ISU fan and does not feel future events should be cancelled using current knowledge about the virus and suggested that the financial aspects of the economy of Story County should be considered with cancelling event recommendations.



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Lee made changes to the draft document and will prepare the final draft. Discussion took place about scheduling another meeting to approve a final document and asking the Board of Supervisors to then approve, as well as, how to get the word out to the community. Heddens stated that at several times throughout the meeting there was someone calling to be sure there was availability to call in for the meeting, and was able to get through without difficulty. Discussion took place about using the 100-call phone line at future meetings.

5. COMMENTS

Kluge asked if contact should be made with ISU for input before the final draft is approved. Paschen stated that it sounds like the university is working on their own policies and they are aware of the special board meeting. Tabatabai stated it is important to remain in contact with ISU and for Ames City Council to be involved. Paschen stated it is important if they want to be involved, but the Board of Health needs to get the information out to the public stating what they believe is important. Speck asked about the age group that the increase in cases has been in. Les White stated the increase has been in the 19-25 age group. Paschen thanked the Board for their input, time and expertise.

ADJOURNMENT 8:32 p.m.

Approval of Minutes

Title and Date



**STORY COUNTY
BOARD OF HEALTH**
STORY COUNTY ADMINISTRATION
900 6TH STREET
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Minutes

AN AUDIO RECORDING OF THE FULL MEETING MAY BE FOUND IN THE ENVIRONMENTAL HEALTH DEPARTMENT, OR BY VISITING WWW.STORYCOUNTYIOWA.GOV

DATE: June 25, 2020

CALL TO ORDER: 6:01 p.m.

PLACE: Administration Building, 2nd Floor

Dr. John Paschen, Chair

Mark Speck, Vice-Chair

Dr. John Kluge

Dr. Louisa Tabatabai

Dr. Molly Lee

Lisa Heddens (Ex-officio)

*Absent

STAFF PRESENT: Stephanie Jones, Recording Secretary

OTHER PEOPLE PRESENT: (By Phone) Les White, Deb Schildroth, Erin Anderson, Ethan Anderson, Katherine Kealey, Brandy Howe, Senator Herman Quirnbach

1. CALL TO ORDER

Dr. John Paschen called the meeting to order at 6:01 p.m.

Paschen read the special note to public: Due to recommendations to limit gatherings to no more than ten (10) people in order to help slow the spread of the COVID-19 virus, public access to the meeting will be provided via conference call to listen to the meeting. Board of Health members are also present by conference call.

2. APPROVAL OF AGENDA Motion by Kluge, Second by Tabatabai MCU

Vote: Kluge, Lee, Tabatabai, Speck, Paschen

3. PUBLIC FORUM

None

4. ADDITIONAL ITEMS

Final Draft Of Recommendations To Mitigate Further COVID-19 Spread In Story County

Paschen read the COVID-19 Mitigation Guidance for Story County- Recommendations from the Story County Board of Health. Paschen asked each of the Board of Health members individually for any changes or suggestions to the document.



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Discussion took place on the following suggested changes:

- Minor wording changes.
- Face coverings being worn during strenuous activity.
- New Iowa State University and City of Ames guidelines.
- Minor typo edits.
- Event participant's congregation in the area after events.
- Contactless temperature screening.
- Hand cleansing frequently practiced and encouraged
- Recommendations for bars and restaurants could be addressed in a separate document.

Public Comments/Concerns:

- Brandy Howe - asked about the emails received in opposition vs in favor of a mask recommendation, about time not being mentioned in the guidelines, and blood oxygen.
Time recommendations for temperatures to be taken if crowds are gathering.
Blood oxygen saturation levels for children while wearing face coverings.
- Senator Quirnbach – suggested language be added to guidelines to build an alliance with Iowa State University, specifically requiring face coverings. Additional focus on Pre-K-12 guideline responsibilities, testing, tracing and follow up, business compliance with guidelines.
- Deb Schildroth – Clarified that the Ames City Council has not adopted any regulations for area businesses. The legal department is currently researching what options the city has.

Heddens commented on the wording in the Board of Health Recommendations about the Department of Education Guidelines being forthcoming and suggested that the Board may want to consider changing wording since the Department of Education has now provided recommendations. Paschen does not feel that it is necessary to make changes since they are only guidelines and they provide suggestions for schools to consider. Heddens asked for clarification on differentiating between gatherings for Iowa State and high school athletics. Paschen stated that the difference is that the Centers for Disease Control places different types of gatherings at increased risk, and the athletic events at the college level are considered to be at the highest risk. A high school athletic event would be between the second highest and third highest risk. Heddens stated that she had received a few calls with suggestions to recognizing bars and restaurants in the recommendations.

Ethan Anderson stated this document is intended as guidance and recommendations, and therefore no enforcement mechanism can be applied. Anderson stated the emergency proclamation was extended for another month today and the Governor has legal authority to handle a disaster emergency. Anderson clarified that a rule or regulation is not being passed with this, and again that the document is only for the purpose of recommendations and guidance. The Board of Supervisors are also not able to pass this as rules and regulations as long as the emergency proclamation is in effect. Heddens asked for clarification about the unincorporated jurisdiction of the county. Anderson stated that the Board of Supervisors could not pass rules or regulations inside cities. Anderson stated that contact has been made with the Attorney General's office for



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insight before written suggestions are provided to the Board of Supervisors.

Additional discussion took place about Pre-K to 12 schools forthcoming recommendations from the Department of Education. Paschen suggested changing the wording in the first sentence about Pre-K to 12 schools to state when schools resume in the fall that we recommend the following minimum measures.

Motion by Kluge, Second by Lee to approve the Recommendations To Mitigate Further COVID-19 Spread In Story County as corrected.

VOTE:

Voting Aye: Kluge, Lee, Tabatabai, Speck, Paschen

Voting Nay: None

Not Voting: None

(5-0)

Paschen asked if approval should be received from the Board of Supervisors before publishing the guidelines. Heddens stated she would share the information and did not feel it was necessary for approval by the Board of Supervisors.

Discussion took place about ways to get the recommendations out to the public. Stephanie Jones will coordinate with Leanne Harter to place the recommendations on the County Website as well as on social media.

COMMENTS

None

5. ADJOURNMENT 7:11p.m.

Approval of Minutes

Title and Date



EMPLOYEE ACTION FORM

Action Requested

- New Hire
- Re-hire
- Re-evaluation of Position
- Promotion
- End of Assignment
- Inactive/Leave of Absence
- Pay Adjustment 3% + 27yrs longevity
- Active
- Termination
- Resignation
- Retirement
- Transfer
- Credit Card User
- Resign in lieu of Termination
- Military Leave

Job Status Information

Effective Date 09 / 13 / 2020

Employee Name Margaret Jaynes

Department Environmental Health

Title of Position Env. Health Director

Line Item Number _____

Elected Official/Department Head John Paschen, M.D

Proposed Salary \$ 3,518.09 *MW* BW Hourly Grade: _____

Full Time Part Time $\frac{3}{4}$ Temp

$\frac{1}{2}$

$\frac{1}{4}$

Authorizing Signatures

Department Supervisor Signature _____

Approved _____

Date _____

Boards/Commissions

_____ Func

_____ Category

373 Employee Number



Story County Merit Pay Request Form

Employee Name: Margaret Jaynes

Date of Request: 08/04/2020

Department: Environmental Health

Position: Environmental Health Dir.

Current Base Pay: \$3,384.55

Hire Date: 09/10/1993

Merit Increase % Requested: 3%

Effective Date of Requested Increase: 09/13/2020

Date of employee's last performance evaluation: 07/29/2020

Provide justification for the requested merit increase below. Include accomplishments, achievements, special projects completed and any other factors taken into consideration when determining the percentage of requested merit increase.

Margaret has shown herself to be a leader over the years. Under her guidance the environmental health department has grown in it's responsibility and prestige. We can all be proud of we are represented by the environmental health department.

Elected Official/Department Head Signature. John J Paschen Date: 07/29/2020

Approved _____ Date _____ Merit Increase % Approved: _____
Chair, Board of Supervisors

Print

Clear Form

MOBILE FOOD UNIT OPERATION GUIDE

Guidelines for Mobile Food Unit Establishments



Iowa Department of Inspections and Appeals
Food and Consumer Safety
321 E 12th Street
Des Moines, IA 50319

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Definitions

Approved: Means acceptable to the Regulatory Authority based on a determination of conformity with principles, practices, and generally recognized standards that protect public health.

Commissary: A food establishment used for preparing, fabricating, packaging, and storage of food or food products for distribution and sale through the food establishment's own food establishment outlets

Consumer: A person who is a member of the public, takes possession of food, is not functioning in the capacity of an operator of a food establishment or food processing plant, and does not offer the food for resale.

Easily Cleanable: A non-absorbent surface that allows effective removal of soil by normal cleaning methods.

Equipment: An article that is used in the operation of a food establishment. Includes, but is not limited to, items such as a freezer, grinder, hood, ice maker, meat block, mixer, oven, cooler, scale, sink, slicer, stove, table, thermometer, and vending machine.

Food: A raw, cooked, or processed edible substance, ice, a beverage, an ingredient used or intended for use or sale in whole or in part for human consumption, or chewing gum

Food-Contact Surface: A surface of equipment or a utensil with which food normally comes into contact with and from which may drain, drip, or splash into a food, or onto a surface normally in contact with food.

Food Establishment: An operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption. Further defined in IAC 481-30.2

Hazard: A biological (microorganism), chemical (cleansers, pesticides), or physical (fingernail, plastic) property that may cause an unacceptable consumer health risk.

Home Base of Operation: Where the licensed mobile unit will be stored when not in operation.

License holder: An individual, corporation, partnership, governmental unit, association or any other entity to whom a license was issued under Iowa Code chapter 137C, 137D or 137F.

Mobile food unit: A food establishment that is self-contained, with the exception of grills and smokers, and readily movable, which either operates up to three consecutive days at one location or returns to a home base of operation at the end of each day.

Packaged: Means Bottled, canned, cartoned, securely bagged, or securely wrapped, whether packaged in a food establishment or a food processing plant.

Permit: The document issued by the Regulatory Authority that authorizes a person to operate a food establishment.

Plan Review: Conducted by the Regulatory Authority by reviewing the menu, equipment list, and layout of the unit for several reasons; 1) To make sure the unit will be in compliance with the regulations, 2) to prevent any misunderstandings by the applicant/owner, and 3) allows the RA to become familiar with the operation, the owner, and potential for future problems before the unit is permitted.

Potentially hazardous food: A food that is natural or synthetic and is in a form capable of supporting the rapid and progressive growth of infectious or toxigenic microorganisms, or the growth and toxin production of clostridium botulinum. “Potentially hazardous food” includes an animal food that is raw or heat-treated, a food of plant origin that is heat-treated or consists of raw seed sprouts, cut melons, and garlic and oil mixtures.

Pushcart: A non-self-propelled vehicle food establishment limited to serving non-potentially hazardous foods or commissary-wrapped foods maintained at proper temperatures or precooked foods that require limited assembly, such as frankfurters.

Pre-packaged Food: Food that is packaged or made up in advance in a container, or wrapped and ready for offer to the consumer. Additional licensure may be needed.

Ready-To-Eat Food: Food that is in a form that is edible without washing, cooking, or additional preparation. Examples are sandwiches, uncooked fruits and vegetables, foods on a buffet, and sushi.

Regulatory Authority: The local, state, or federal enforcement body or authorized representative having jurisdiction over the food establishment.

Self-contained mobile food unit: A vehicle on wheels which meets the same requirements as a permanent facility where all the food preparation is done on the unit. At a minimum the unit must have: Mechanical hot and cold holding units, gas or electric cooking equipment, water tanks, hand sinks, three compartment sinks, storage for all food, single service items, and cleaning supplies.

Servicing Area: An operation base location to which a mobile food establishment returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, and refilling water tanks.

Temporary food establishment: means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. An “event or celebration” is a significant occurrence or happening sponsored by a civic, business, educational, government, community, or veterans’ organization and may include athletic contests. For example, an event does not include a single store’s grand opening or sale

Warehouse: A commercial operation that stores food for human consumption, and provides food for sale or distribution to other business entities such as food processing plants or food establishments. Potentially hazardous, as well as non-potentially hazardous food may be stored.

Utensil: A food-contact tool or container used in the storage, preparation, transportation, dispensing, sale, or service of food. Examples are tongs, ladles, gloves, thermometers, and deli paper.

Chapter 1: Basic Information

A summary of the Food Sanitation Rules relating to mobile food units

The Mobile Food Unit Operational Guide is intended to help you set up and operate your mobile food unit in a safe and sanitary manner. By focusing on foodborne illness risk factors and public health interventions the possibility of foodborne illnesses will be greatly reduced in your operation. While this guide provides some detailed information about operating a mobile food unit, it does not contain all the requirements for your unit. Inspection standards for Food Establishments can be found in the Iowa Code Chapter 137F and Iowa Administrative Code Chapter 481-30 and 481-31 and is available at: <https://dia.iowa.gov/food-consumer-safety>

What is a Mobile Food Unit?

Mobile food units are a type of annually licensed food establishment that are a readily movable vehicle (on wheels) that is self-propelled (driven), or can be pulled or pushed down a sidewalk or street. They vary in equipment and design, depending upon the type of food and service intended by the operator. Pre-approved menu items may be prepared or processed on the vehicle which is used to sell and dispense food to the consumer. Mobile food units may park and operate up to three consecutive days at one location or return to a home base of operation at the end of each day.

Home Base and Service Area Requirements

Mobile food units must return to their Home Base of Operation a minimum of every three days for thorough cleaning and sanitizing of the facility, disposal of waste water, and general maintenance of the unit. Mobile units may need to return to their home base of operation on a more frequent basis depending on business demands. Water supplied to the mobile food unit shall be from a public water source. If water is supplied from a private source, the water must be tested annually with test results provided to the regulatory authority. If on-site power is required for the mobile unit to function overnight, then the plug shall be secured to an outlet to prevent loss of power. If not secured, all perishable foods shall be removed and stored in a licensed commissary. Any storage or handling of food at a home base would require a license.

A home base of operation may include a licensed Commissary or licensed Warehouse. The mobile unit permit holder and the commissary or warehouse permit holder must be the same person or company.

A home base of operation may include a servicing area. A servicing area may be an unlicensed facility if there is no food preparation or storage of any kind. This type of service area must be pre-approved by the regulatory authority during the plan review and pre-operational inspection. A mobile food unit may have the ability to operate without a commissary. The decision will be made by the Environmental Health Specialist during the plan review and pre-operational inspection.

How is a Mobile Food Unit Classified?

There are four types of mobile food units. The mobile food unit classifications are based on the menu. A mobile unit can serve menu items within its classification number or below. For example a Class III unit may also sell items allowed in a Class II and Class I.

A mobile unit cannot serve menu items from a higher classification number. Example, a Class III unit cannot serve menu items from a Class IV unit.

Training and equipment requirements are located in table 1.

Class I Non-Refrigerated Vending Units- These units can serve **only intact, non-potentially hazardous commercially prepackaged food and drinks.**



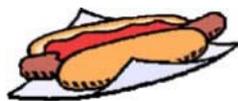
No preparation or assembly of food or drinks may take place on the unit. Examples include chips, crackers, cookies, soda, and sweets in manufacturers packaging. These units **DO NOT** require a permit to operate but may require an additional warehouse license.

Class II Refrigerated or Hot Vending Units- These units serve **potentially and non-potentially hazardous commercially Prepackaged foods.**



No preparation, assembly, cooking, or open packages of food or beverage on the unit is allowed. The food items may be prepared commercially or in the permit holder's licensed restaurant or commissary. Examples: packaged sandwiches, ice cream bars, individually wrapped and cooked hot dogs.

Class III These units serve **potentially and non-potentially hazardous packaged foods and unpackaged foods with limited assembly.** Preparation, assembly, or cooking of raw animal foods is *not allowed* on this unit. Commercial or Commissary prepared foods may be *reheated* on the unit. Self-service by customers of unpackaged food is *not allowed*. Menu items must be approved and processes must be reviewed at a pre-operational inspection. Examples: Pushcart Operations, packaged salads, hot dogs, shaved ice.



Class IV These units serve **potentially and non-potentially hazardous foods that are prepared, cooked, cooled, or reheated, and assembled on the unit** using pre-cooked and/or raw products. The menu is unlimited, but processes must be reviewed at a pre-operational inspection. Examples: Self-Contained Mobile Food Units, Food Trucks. All meats, fish, poultry, plant foods, and dairy products.



Table 1: Mobile Food Unit General Requirements and Limitations

Requirements	Class I	Class II	Class III	Class IV
Plan Review	NO	YES	YES	YES
Commissary or Warehouse	*	*	*	*
CFPM	NO	NO	YES	YES
Employee Health Policy	NO	NO	YES	YES
Assembly or preparation allowed	NO	NO	***YES (Limited)	YES
Cooking allowed	NO	NO	(Reheating ONLY)	YES
Barbecue operation allowed	NO	NO	NO	YES
Cold holding equipment	NO	**YES	**YES	**YES
Hot holding equipment	NO	**YES	**YES	**YES
Water supply required hot & cold	NO	NO	YES	YES
Waste water tank	NO	NO	YES	YES
Hand washing sink required	NO	NO	YES	YES
Dish washing sinks required	NO	NO	*YES	*YES
Adequate Ventilation	NO	NO	YES	YES
Examples	Pre-packaged non-potentially hazardous foods. Snacks, sodas, cookies, chips, crackers	Pre-packaged potentially hazardous foods. Ice cream, frozen meats, sandwiches	Pre-cooked foods with limited assembly. Hot dogs, shaved ice, coffee	No Menu Limitations

* An additional licensed commissary or warehouse may be required based upon the Environmental Health Specialist's plan and menu review and pre-operational inspection.

** Holding equipment is based on food type.

***Limited food assembly. On site- menu and processes shall be provided at plan review and pre-operational inspection for approval.

There is no size limit to mobile food units, but they must meet the following basic requirements:

1. A non-mobile unit, or structure, cannot be licensed as a mobile unit. The intention is to be mobile and not a permanent fixture. For example, a temporary food establishment set up using tables and tents cannot be licensed as a mobile unit.
2. All self-contained mobile units and pushcarts, Class III and IV, must have a hand washing sink equipped to provide water at a temperature of at least 38°C (100°F) through a mixing valve or combination faucet. Sinks must be stocked with hand washing soap and disposable towels or other approved means of hand drying.
3. A mobile food unit can serve at a temporary event lasting 3 or less days without the issuance of a separate permit.
4. Additional coolers (igloos) that are not attached to the unit may **ONLY** be used to store bottled drinks and ice.
5. Cleaning supplies and soiled utensils may be stored in additional tubs or containers that are non-absorbent, covered and stored in a manner as to prevent contamination or infestation.
6. A smooth and easily cleanable table may be assembled next to the unit **ONLY** for the purpose of serving condiments, napkins, and straws. This table must be visible from inside the mobile unit so it can be visually monitored.
7. Mobile units **must** be positioned to keep the general public away from the food preparation and cooking areas of the unit.
8. Mobile units **do not** include automobiles, trucks, or vans not designed for food preparation (this includes the trunk of your car). No food products may be stored in your vehicle such as extra supplies of breads, packaged hotdogs in a cooler, or prepared foods stored in insulated units. You may be required to return to your commissary several times a day.
9. Class IV Mobile Food Units may cook on a covered grill or smoker that is set up outside of the unit. *No other outside cooking equipment or food preparation is allowed.*

Example of a Class III Push Cart

Food prepared on a push cart is limited to non-potentially hazardous foods or commissary prepared and wrapped foods maintained at proper temperatures or precooked foods that require limited assembly, or precooked foods that require limited assembly, such as frankfurters.



The push cart is self-contained and readily movable. All equipment is attached to the unit.

Overhead protection is required to protect food from contamination.

Cold holding equipment shall be approved and easily cleanable. Cold holding may be mechanical or done by an approved method. Equipment must be capable of holding foods below 41° even on the hottest days or conditions. Additional cold holding equipment that is not attached to the unit is not allowed.

Equipment used to reheat and hot hold commercially processed or commissary prepared foods shall be approved and easily cleanable. Additional hot holding or reheating equipment that is not attached to the unit is not allowed.

Water tanks shall be large enough to supply fresh water for the duration of service times. Waste water tanks shall be 15% larger than fresh water tanks. A working water heater shall be installed. Water may be pressurized or gravity fed.

A separate hand washing sink shall be used for hand washing only. It shall have 100° water and be stocked with soap and disposable hand drying.

Each compartment in the 3 compartment sink needs to be large enough to submerge the biggest utensil that is used. If the pushcart is commissary based, a 3 compartment sink is not required as long as replacement utensils are available.

Push Cart Requirements (Class III)

Menu is limited to non-potentially hazardous foods or commissary-wrapped foods maintained at proper temperatures or precooked foods that require limited assembly, such as frankfurters.

- The unit shall be self-contained. One piece. All equipment shall be enclosed within the unit or mounted to the unit. Unit shall be readily moveable (on wheels).
- No Cooking of raw animal foods is allowed
- A hand washing sink is required.
- Warewashing sinks (if required) shall meet code requirements for depth and fixtures. Each compartment in the 3 compartment sink needs to be large enough to submerge the biggest utensil that is used. If the pushcart is commissary based, a 3 compartment sink is not required as long as replacement utensils are available and washing utensils on the cart is not necessary.
- Water supply hot/cold shall be adequate for the operation. A general rule of thumb for a supply would be 2 gallons/employee for handwashing as defined in the temporary rules. A tank or an on demand system could be used for hot water. Water supply shall also include the water used for warewashing (if applicable).
- Water pressure hot/cold shall be adequate for the operation. Gravity fed systems may be approved on Pushcarts if they are able to provide adequate water pressure.
- Pushcarts are exempt from floors, walls, and ceilings requirements. Overhead protection is required due to environmental factors. The food shall be protected at all times.
- If clean in place equipment is allowed then items to be cleaned shall be limited and the process shall be demonstrated to be adequate.
- Cold holding (if required) shall be adequate. Non mechanical means of temperature control may be approved if the time products are held is limited, adequate temperatures are maintained, and the unit remains self-contained.
- Hot holding (if required) shall be done by mechanical means and must be adequate to maintain product temperatures for the duration of service. Grills, fryers, microwaves, etc. may be used to reheat commercially processed foods if 135* can be achieved within 2 hours, or commissary prepared food if 165* can be achieved within 2 hours.
- Pushcarts are exempt from restroom requirements.
- If the push cart does not have an additional commissary license, then all food, including condiments (other than individual single use packets) must be purchased and prepared daily. Receipts shall be made available upon request by inspectors.
- Pre-opening inspections shall include a menu and documentation of any limitations of the unit (refrigeration/cold holding, water supply, etc.).

Example of a Class IV Self-Contained Mobile Food Truck or Trailer

Water tanks shall be large enough to supply fresh water for the duration of service times. Waste water tanks shall be 15% larger than fresh water tanks. A working water heater shall be installed. Water shall be pressurized.

Refrigeration must be mechanical and capable of maintaining food temperatures below 41° even on the hottest days or conditions.

Each compartment in the 3 compartment sink needs to be large enough to submerge the biggest pot or utensil that is used.

Hand washing sink is for hand washing only. The sink should be stocked with soap and disposable hand drying.

Serving windows and doors shall be equipped with tight fitting screens, air curtains, or another (preapproved) adequate means to prevent the entry of pests while in operation.

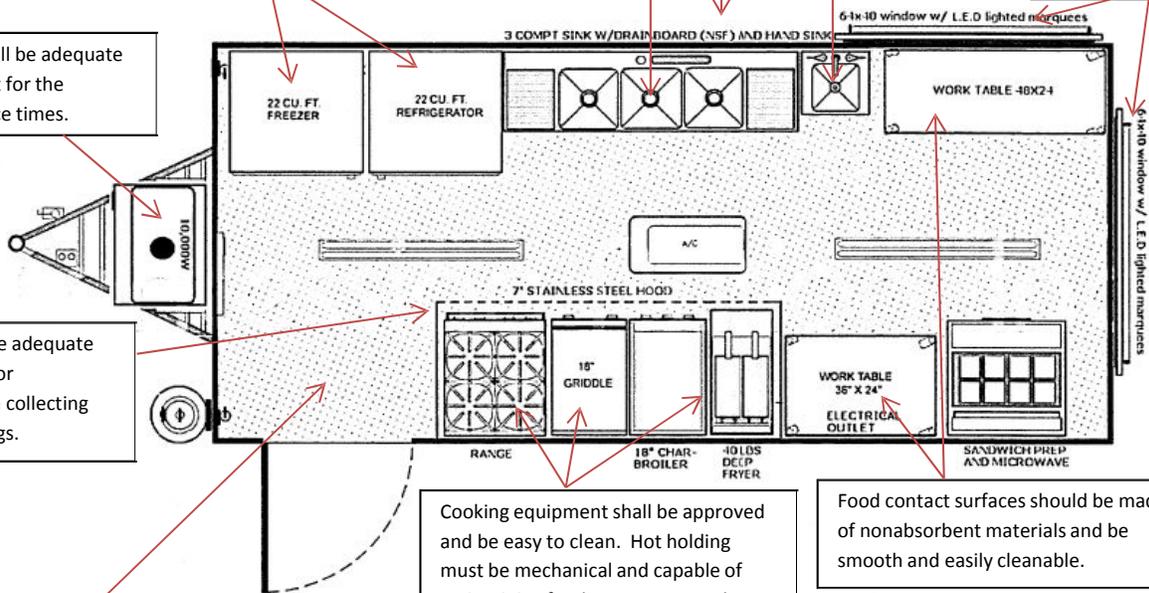
Power supply shall be adequate to power the unit for the duration of service times.

Ventilation must be adequate to prevent grease or condensation from collecting on walls and ceilings.

Wall, floor, and ceiling coverings shall be smooth and easily cleanable.

Cooking equipment shall be approved and be easy to clean. Hot holding must be mechanical and capable of maintaining food temperatures above 135*- even on the coldest days or conditions.

Food contact surfaces should be made of nonabsorbent materials and be smooth and easily cleanable.



Mobile Food Units (Class IV)

- Physical Facilities for mobile units shall meet Food Code requirements for floors, walls, and ceilings. This includes protection of outer openings.
- Unit must be self-contained aside from a grill or smoker. All equipment including dry, freezer, and refrigerated storage shall be on one unit.
- Refrigeration (if required) shall be mechanical. Refrigeration units shall be provided to keep potentially hazardous food (Time/Temperature Control for Food Safety) at 41°F or below and shall be equipped with thermometers to monitor holding temperatures.
- Hot holding (if required) shall be done by mechanical means. Hot food storage units shall be used to keep potentially hazardous food (Time/Temperature Control for Food Safety) at 135°F or above.
- All food, equipment and supplies must be stored on the unit and at least 6 inches off the ground and must have overhead protection such as a truck ceiling, umbrella, canopy, awning, etc. Self-service condiments must be on display in covered containers, squeeze bottles, or packets to protect against contamination.
- A designated hand washing sink equipped to provide water of at least 100° shall be provided.
- A pressurized water supply (hot/cold) and water tanks shall be adequate for operation. There should be enough water to fill each compartment of the three-compartment sink and enough water for each employee to wash hands as needed throughout the day- a general rule is 2 gallons/person for handwashing. Water supply shall also include the water used for warewashing (if applicable).
- Units that handle unpackaged food shall have a three-compartment warewashing sink or have daily access to a three-compartment sink located in the owner's licensed commissary, where utensils can be adequately washed and sanitized. Three compartment sinks shall meet code requirements for depth and fixtures as well as have water of at least 110° and drainboards that are sloped to drain. Sink compartments shall be large enough to accommodate immersion of the largest piece of equipment or utensil.
- Restrooms: In the case of a temporary event, the mass gathering criteria (IAC Chapter 19) can apply which would allow the use of port-a-potties. In the event of a mobile unit setting up at a fixed location, a plumbed restroom shall be required. A written agreement with a neighboring business is required.
- A home base of operation needs to be adequate and free of gross insanitary conditions.
- A plan review and pre-operational inspection, including menu review, shall occur prior to a license approval.

Water Supply and Sewage

An adequate supply of clean water (potable) shall be provided from an approved source.

1) Water Supply Tanks - Standards for water supply tanks are as follows:

- a) The materials that are used in the construction of a mobile food unit water tank and accessories shall be safe, durable, corrosion resistant, nonabsorbent, and finished to have a smooth and easily cleanable surface.
- b) The water supply tank shall be sloped to drain at a discharge outlet that allows complete drainage of the tank.
- c) An access port for inspection and cleaning shall open at the top of the tank, flanged upward at least one-half inch and equipped with a secure port cover, which is sloped to drain.
- d) A fitting with V-type threads is allowed only when the hose is permanently attached.
- e) If provided, a water tank vent shall end in a downward direction and be covered with 16 mesh when the vent is not exposed to dust or debris or with a protective filter when the vent is exposed to dust or debris.
- f) The tank and its inlet and outlet shall be sloped to drain. The inlet shall be designed so that it is protected from waste discharge, dust, oil or grease.
- g) Hoses used to fill potable water tanks should be dedicated for that one task and should be identified for that use to prevent contaminating the water. The hoses are usually clear, white with a blue stripe, or labeled by the manufacturer as “food grade”.
- h) A filter that does not pass oil or oil vapors shall be installed in the air supply line between the compressor and the drinking water system.
- i) The water inlet, outlet or hose shall be equipped with a cap and keeper chain or other adequate protective device. This device must be attached when the system is not in use.
- j) The water tank, pump and hoses shall be flushed and sanitized before being placed into service after construction, repair, modification or periods of nonuse.
- k) Water supply systems shall be protected against backflow or contamination of the water supply. Backflow prevention devices, if required, shall be maintained and adequate for their intended purpose.
- l) The water supply tank, pump and hoses shall be used to convey drinking water and shall be used for no other purpose.

2) Wastewater Disposal. The sewage holding tank shall be 15 percent larger in volume than the water supply tank and shall be sloped to drain. The drain hose (1inch) shall be larger than the supply hose (3/4 inch). Liquid waste shall be removed at an approved servicing area. The liquid waste retention tank shall be thoroughly flushed and drained during the servicing operation. Wastewater shall be disposed of in an approved wastewater disposal system sized, constructed, maintained and operated according to law.

5-3 MOBILE WATER TANK AND MOBILE FOOD ESTABLISHMENT WATER TANK

MATERIALS

5-301.11 Approved.

Materials that are used in the construction of a mobile water tank, mobile food establishment water tank and appurtenances shall be:

- (A) Safe;
- (B) Durable, corrosion resistant and nonabsorbent; and
- (C) Finished to have a smooth, easily cleanable surface.

DESIGN AND CONSTRUCTION

5-302.11 Enclosed System, Sloped to Drain.

A mobile water tank shall be:

- (A) Enclosed from the filling inlet to the discharge outlet; and
- (B) Sloped to an outlet that allows complete drainage of the tank.

5-302.12 Inspection and Cleaning Port, Protected and Secured.

If a water tank is designed with an access port for inspection and cleaning, the opening shall be in the top of the tank and:

- (A) Flanged upward at least 13 mm (one-half inch); and
- (B) Equipped with a port cover assembly that is:
 - (1) Provided with a gasket and a device for securing the cover in place, and
 - (2) Flanged to overlap the opening and sloped to drain.

5-302.13 "V" Type Threads, Use Limitation.

A fitting with "V" type threads on a water tank inlet or outlet shall be allowed only when a hose is permanently attached.

503.14 Tank Vent, Protected.

If provided, a water tank vent shall terminate in a downward direction and shall be covered with:

- (A) 16 mesh to 25.4 mm (16 mesh to 1 inch) screen or equivalent when the vent is in a protected area; or
- (B) A protective filter when the vent is in an area that is not protected from windblown dirt and debris.

5-302.15 Inlet and Outlet, Sloped to Drain.

- (A) A water tank and its inlet and outlet shall be sloped to drain.

- (B) A water tank inlet shall be positioned so that it is protected from contaminants such as waste discharge, road dust, oil or grease.

5-302.16 *Hose, Construction and Identification.*

A hose used for conveying drinking water from a water tank shall be:

- (A) Safe;
- (B) Durable, corrosion-resistant and nonabsorbent;
- (C) Resistant to pitting, chipping, crazing, scratching, scoring, distortion and decomposition;
- (D) Finished with a smooth interior surface; and
- (E) Clearly and durably identified as to its use if not permanently attached.

NUMBERS AND CAPACITIES

5-303.11 *Filter, Compressed Air.*

A filter that does not pass oil or oil vapor shall be installed in the air supply line between the compressor and drinking water system when compressed air is used to pressurize the water tank system.

5-303.12 *Protective Cover or Device.*

A cap and keeper chain, closed cabinet, closed storage tube or other approved protective cover or device shall be provided for a water inlet, outlet and hose.

5-303.13 *Mobile Food Establishment Tank Inlet*

A mobile food establishment's water tank inlet shall be:

- (A) 19.1 mm (three-fourths inch) in inner diameter or less; and
- (B) Provided with a hose connection of a size or type that will prevent its use for any other service.

OPERATION AND MAINTENANCE

5-304.11 *System Flushing and Sanitation.*

A water tank, pump and hoses shall be flushed and sanitized before being placed in service after construction, repair, modification and periods of nonuse.

5-304.12 *Using a Pump and Hoses, Backflow Prevention*

A person shall operate a water tank, pump and hoses so that backflow and other contamination of the water supply are prevented.

5-304.13 *Protecting Inlet, Outlet and Hose Fitting.*

If not in use, a water tank and hose inlet and outlet fitting shall be protected using a cover or device as specified under § 5-303.12.

5-304.14.1 Tank, Pump and Hoses, Dedication.

- (A) Except as specified in ¶ (B) of this section, a water tank, pump and hoses used for conveying drinking water shall be used for no other purpose.
- (B) Water tanks, pumps and hoses approved for liquid foods may be used for conveying drinking water if they are cleaned and sanitized before they are used to convey water.

Chart 4-D FDA Food Code Mobile Food Establishment Matrix

This table is a plan review and inspectional guide for mobile food establishments based on the mobile unit's menu and operation. Mobile units range in type from push carts to food preparation catering vehicles.

To use the table, read down the columns based on the menu and operation in use. For example, if only prepackaged potentially hazardous food (time/temperature control for safety food) is served, then requirements listed in the Potentially Hazardous (TCS food) Menu - *Prepackaged* column apply. Likewise, if only food that is not potentially hazardous (time/temperature control for safety food) is prepared on board, then requirements listed in the Not Potentially Hazardous Menu (TCS) - *Food Preparation* column apply. Note that if a mobile food establishment has available for sale to the consumer both prepackaged potentially hazardous food (time/temperature control for safety food) and potentially hazardous food (time/temperature control for safety food) prepared on board, then the more stringent requirements of the Potentially Hazardous (TCS) Menu- *Food Preparation* column apply.

It is important to remember that mobile units may also be subject to all Food Code provisions that apply to food establishments. Consult the local regulatory authority for specific local requirements.

The local regulatory authority's decision to require auxiliary support services such as a commissary or servicing area should be based on the menu, type of operation, and availability of on-board or on-site equipment.

NOTE: The Food Code definition of "Food Establishment" does not include an establishment that offers only prepackaged foods that are not potentially hazardous (time/temperature control for safety foods). Example: Class I Units

FDA FOOD CODE MOBILE FOOD ESTABLISHMENT MATRIX			
<i>Food Code</i>	<i>Potentially Hazardous Food (TCS food) Menu</i>		<i>Not Potentially Hazardous Food (TCS Food) Menu</i>
<i>Areas/Chapter</i>	<i>Food Preparation</i>	<i>Prepackaged</i>	<i>Food Preparation</i>
Personnel	Applicable Sections of Parts 2-2 - 2-4	Applicable Sections of Parts 2-2 - 2-4	Applicable Sections of Parts 2-2 - 2-4
Food	3-101.11 3-201.11-.16 3-202.16; Applicable Sections of Part 3-3; 3-501.16 3-501.18(A)	3-101.11 3-201.11-.16 3-303.12(A) 3-501.16 3-305.11; 3-305.12 (Applicable to Service Area or Commissary)	3-101.11; 3-201.11 3-202.16; Applicable Sections of Part 3-3
Temperature Requirements	3-202.11; Applicable Sections of Parts 3-4 & 3-5	3-202.11 3-501.16	NONE
Equipment Requirements	Applicable Sections of Parts 4-1 - 4-9 and 5-5	Applicable Sections of Parts 4-1 - 4-2; 4-6 and 5-5	Applicable Sections of Parts 4-1 - 4-2; 4-5 - 4-6 and 5-5
Water & Sewage	5-104.12 5-203.11(A) & (C) Part 5-3; 5-401.11 5-402.13-.15	5-104.12 5-203.11(A) & (C) Part 5-3; 5-401.11 5-402.13-.15	5-104.12 5-203.11(A) & (C) Part 5-3; 5-401.11 5-402.13-.15
Physical Facility	6-101.11; 6-201.11 6-102.11(A) & (B) 6-202.15; 6-501.11 6-501.12; 6-501.111	6-101.11 6-102.11(A) & (B) 6-202.15 6-501.111	6-101.11; 6-201.11 6-102.11(A) & (B) 6-202.15; 6-501.11 6-501.12; 6-501.111
Toxic Materials	Applicable Sections of Chapter 7	Applicable Sections of Chapter 7	Applicable Sections of Chapter 7
Servicing	6-202.18/ As necessary to comply with the Food Code	6-202.18/ As necessary to comply with the Food Code	6-202.18 / As necessary to comply with the Food Code
Compliance and Enforcement	Applicable Sections of Chapter 8 and Annex 1	Applicable Sections of Chapter 8 and Annex 1	Applicable Sections of Chapter 8 and Annex 1

Mobile Food Establishments

Q&A

Q: What foods can be prepared with a Mobile Food Unit License?

A: A Class I Mobile Food Unit is exempt from licensing. A Class II Mobile Food Unit may not cook, prepare, or handle unpackaged food. These units are licensed to sell only prepackaged foods that come from an approved source. A Class III Mobile Food Unit is limited to pre-cooked foods or pre-package foods from an approved source. No cooking of any foods is allowed in a Class III Mobile Unit. A Class IV Mobile Food Unit may prepare any food that is capable of being produced in the mobile unit or its licensed commissary.

Q: Do menus need to be approved and do menu changes need to be submitted for approval?

A: All menus will be reviewed for approval during a pre-open inspection. Class I Units are not required to submit a menu for approval. Class II Units are required to submit menu changes if the type of food for sale changes. Class III Units are required to submit all menu item changes due to the limitations of their units. Class IV Units are required to submit menu changes only if the changes require equipment changes.

Q: Can food that is prepared or stored in my home be used or sold in my licensed mobile food unit?

A: No, all ingredients and foods must come from, be prepped, or be stored in, a licensed and approved facility except for whole uncut fruits and vegetables and honey.

Q: What type of facility is required to obtain a Mobile Food Establishment License?

A: An easily movable fully enclosed truck, pull behind enclosed trailer, or a pushcart can be licensed as a mobile unit as long as the facility meets all requirements.

Q: Can I obtain a mobile food establishment license for my mobile tent and table set up?

A: No- A tent and table set up is not a permanent structure and cannot be licensed as a mobile food establishment. A table and tent set up may apply for a Temporary Food Establishment license if it is operating in conjunction with an event.

Q: I live in a rural area. Can I fill my mobile unit water tanks from my private well?

A: Hot and cold water under pressure must be provided from a public water system or private well that is tested annually for nitrates and coliform and must meet Iowa drinking water standards. Records of water tests must be maintained in the mobile unit and made available to the regulatory authority.

Q: Can I use the same water from my home (that I use to fill my water tanks) to make ice to use in my mobile unit?

A: Ice may be made inside the licensed mobile unit (using the water from the water tanks) or purchased from an approved source. Ice may not be made inside a home kitchen and used by the licensed mobile unit.

Q: Can I use my home kitchen as my commissary or home base of operation?

A: Your home kitchen cannot be licensed as a food preparation commissary because it does not meet the requirements of a food establishment. Your home address may be used as your home base of operation for cleaning, servicing, and storage of your mobile unit.

Q: What are the health and hygiene requirements for a Mobile Food Establishment?

A: A Certified Food Protection Manager must work in the mobile unit. There must be a verifiable employee health policy in place for all employees. The mobile establishment is required to have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment. Food handlers must be free of contagious or communicable diseases, sores or infected wounds. Hair restraints must be worn. Food handlers must keep themselves clean and wear clean outer clothing. Smoking is not permitted while handling or preparing food. Hands must be washed as frequently as necessary to maintain good sanitation.

Q: Do I need a restroom in my mobile unit?

A: If a mobile unit is operating at a temporary event, the mass gathering criteria (IAC Chapter 19) can apply which would allow the use of port-a-potties. If the mobile unit is operating at a fixed location, a plumbed restroom is required. A restroom *inside* the mobile unit is not required. An agreement with a neighboring business would be acceptable. Pushcarts are exempt from restroom requirements.

Q: Can I use my licensed Mobile Food Unit as a commissary kitchen for my catering operation?

A: Mobile Food Units are somewhat restricted in their operations due to equipment and space limitations. Contact your local regulatory authority with any changes in your business that was not approved during the plan review and pre-operational inspection.

Q: Can I operate my Mobile Food Unit in a state other than Iowa?

A: The Mobile Food Unit license is issued for operation in the State of Iowa. Contact the Regulatory Authority in the state you wish to operate if you have further questions.

Q: How is a Mobile Food Unit License obtained?

A: A completed application with appropriate fee must be received by the food inspection agency covering your geographic region at least 30 days prior to the intended opening date. Once the application is processed your unit and commissary (if applicable) must be inspected and approved to operate before production begins.

CHAPTER 2: Administrative Requirements

Licensing Your Mobile Food Unit- Class II, III, & IV

A license is required for all Class II, III, and IV units. Before a Mobile Food Establishment is licensed, it must go through a plan review and pre-operational inspection. Contact your local Regulatory Authority early in your planning process. Determine the county where your home base of operation will be located and contact that county's Environmental Health Program.

<https://dia.iowa.gov/food-and-consumer-safety-bureau>

Prior to licensing, there may be other local agencies from which you will be required to obtain approvals. These include, but are not limited to planning (zoning), building codes (structural, electric, plumbing), Fire Marshall, and other city or county authorities.

Licenses are valid for one year and must be posted in public view during all hours of operation along with the most recent inspection report. Mobile unit licenses are non-transferable.

Certified Food Protection Manager (CFPM)-Class III&IV

A Certified Food Protection Manager is required for all Class III and IV Mobile Units.

As of January 1, 2014, Iowa requires that there be at least one Person in Charge in each food establishment who has completed a Certified Food Protection Manager course and shows food safety proficiency by passing a test that is part of an accredited program.

Class I and II Mobile units are not required to have a CFPM.

Person-In-Charge (PIC)- Class II, III, & IV

Someone in the mobile unit must be in charge during all hours of operation. This person is responsible for knowing the food sanitation rules and the procedures within your unit. This person needs to be able to provide employees with information they need to perform their job. The Person-In-Charge (PIC) must inform employees to notify the PIC when the employee is experiencing fever, sore throat, or gastrointestinal symptoms such as vomiting, diarrhea, and nausea. The PIC must have the authority to send an employee home (Sections 2-101.11; 2-201.12). The PIC must also be able to describe the major food allergens and the symptoms that they could cause if a customer had an allergic reaction.

All employees shall be under the direction of the person in charge. The person in charge is required to demonstrate knowledge of rules applicable to the food service operation. The person in charge shall ensure that workers are effectively cleaning their hands, that potentially hazardous food is adequately cooked, held or cooled, and that all multiuse equipment or utensils are adequately washed, rinsed and sanitized.

Demonstration of knowledge can be met by having no violations of Risk Factor Priority Items during the current inspection, being a CFPM, or by correctly answering the inspector's food safety questions.

Employee Health Policy- Class III & IV

All food establishments and Mobile Food Units are required to have a verifiable employee health policy. Employees that are ill with diarrhea, fever, vomiting, jaundice, sore throat with fever, or discharges from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils, linens or unwrapped single service items.

Clean-up of Vomiting and Diarrheal Events- Class III & IV

A food establishment shall have procedures for employees to follow when responding to vomiting or diarrheal events that involve the discharge of vomitus or fecal matter onto surfaces in the food establishment. The procedures shall address the specific actions employees must take to minimize the spread of contamination.

Chapter 3: Personal Hygiene Requirements



Employee Hygiene

- Hand-washing is very important when working with food and drinks. Twenty (20) seconds of proper hand washing removes microorganisms that are known to cause illness.
- Hand sinks must have running water of at least 38° (100°F), dispensed soap, disposable hand drying, a hand washing sign, and wastebasket. Class III and IV mobile unit must be plumbed to provide hot and cold running water at hand sinks.
- No jewelry on the arms or hands should be worn with the exception of a plain wedding band.
- Employees shall have clean garments, aprons and effective hair restraints.
- Cuts must be kept covered with an impermeable clean cover such as a finger cot or bandage and a single-use glove over the impermeable cover.
- Smoking, eating or drinking in the mobile food unit/pushcart is not allowed
- An employee may drink from a closed beverage container if the container is handled to prevent contamination of the employee's hands, the beverage container, and exposed food, equipment, utensils, and single service/use articles. Example: a drink with a lid and a straw.
- All unauthorized persons are to be kept out of the mobile food unit/pushcart.



Handling of Ready-To-Eat Foods

Employees may not handle ready to eat food with their bare hands. In place of hands, use suitable utensils such as deli tissue, spatulas, tongs, single-use-glove, or dispensing equipment.

*Single used gloves shall be used for only one task such as working with ready-to-eat food or working with raw animal food, used for no other purpose, and discarded when damaged or soiled, or when interruptions occur during the operation. Hand washing shall occur prior to putting on new gloves.

CHAPTER 4: Food Source and Temperatures

Food Source

All food products must be wholesome and free of spoilage, microorganisms, toxic chemicals, and other harmful substances that can make people sick. All food must either be prepared in the unit or obtained from an approved source. All food supplies shall come from a commercial manufacturer or a source that complies with both state and federal laws. Home canned or home processed foods are not allowed and cannot be stored in the unit or served to the public. The use of food in hermetically sealed containers that is not prepared in an approved Food Processing Plant is prohibited. The only alternative to preparing the food in the unit is to prepare the food in an approved licensed facility such as the owner's commissary. If you plan to prepare food off the unit, a separate commissary license is required.

Potentially Hazardous Foods/Time Temperature Control for Safety

Potentially hazardous foods are:

- Food of an animal origin (raw or cooked)
- Cooked plant products
- Raw seed sprouts, cut melons, garlic and oil mixtures, cut leafy greens and tomatoes

Potentially Hazardous Foods require FATTOM in order to survive and multiply. Food borne illnesses can be prevented by removing one of these elements and monitoring time and temperature. FATTOM stands for:



- F - food (nutrients)
- A - acidity ($\text{pH} \geq 4.6$)
- T - time (10-20 minutes)
- T - temperature (food in TDZ, 4 hour rule)
- O - oxygen (aerobic, anaerobic, facultative)
- M - moisture ($A_w \geq .85$)

The following foods are identified by the FDA Model Food Code as potentially hazardous foods (PHF)		
Milk and Milk Products	Shell eggs-except those heat treated to eliminate salmonella spp.	Meats-Beef, Pork, and Lamb
Poultry	Fish	Shellfish and Crustacea
Tofu	Garlic in oil Mixtures	Sliced Melon
Baked or Boiled Potatoes	Raw Sprouts and Seeds	Soy-Protein Foods
Cooked Rice and Cooked Beans	Sliced Tomatoes or Cut Leafy Greens	Other Heat-Treated Plant Foods

Chapter 5: Cleaning and Sanitizing Requirements

Dishwashing

A three compartment sink with drain boards is required for Class III and IV mobile food units.

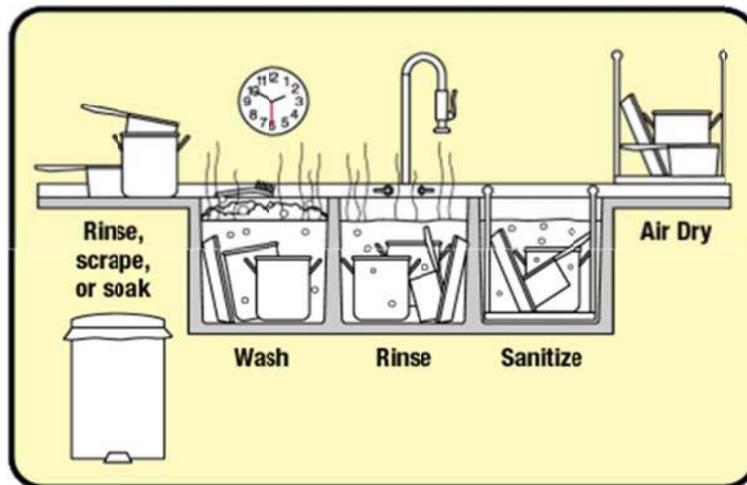


All food contact surfaces shall be washed, rinsed, and sanitized at least every four (4) hours.

The approved chemical sanitizers are Chlorine, Quaternary Ammonium Compounds (Quat), and Iodine. Surfaces may be sanitized using a clean wiping cloth stored in a sanitizing solution bucket or a spray bottle of sanitizer (as long as it is used with a disposable towel or the towel is stored in sanitizer solution between uses.)

Use test strips that are made for the sanitizer that you are using. The test strips will ensure that the sanitizer has been mixed according to the manufacturer's directions.

Do not use sponges to clean a food contact surface.



Toxic Materials

- Only those toxic items necessary for the operation of the mobile food unit/pushcart shall be maintained or used.
- Toxic materials and poisonous materials shall bear the manufacturer's label. Working containers of toxic items shall be identified with the common name of the material.
- Toxic materials and poisons shall be adequately separated from food, equipment, utensils, linens, and single-service and single-use items.
- Only those toxic materials or poisons permitted by law in food establishments shall be used. These materials shall be used according to the manufacturer's use instructions.

Chapter 6: General Food Protection

- Store food and utensils at least six inches off the ground/floor.
- Store food only in food grade containers.
- Keep ready-to-eat foods away from raw food products.
- All mobile food units must have overhead protection (truck roof, umbrella, canvas, canopy)
- Store chemicals such as detergents and sanitizers below and separate from the food and utensils.
- Properly label all chemical containers.
- Keep all garbage in a water tight container with lid.
- Protect food, equipment, and outer openings from insects, rodents, and other environmental contamination.
- The food products storage and preparation areas of the mobile unit must be protected from public access.
- Condiments shall be dispensed in individual packets, squeeze bottles, or served by the employee.



Food Protection

All food shall be covered and stored off the floor. During operation, food shall not be displayed or stored in or served from any place other than the licensed mobile food unit/pushcart. Condiments such as ketchup, mustard, coffee creamer and sugar shall be served in individual packets or from squeeze containers or pump bottles. Milk shall be dispensed from the original container or from an approved dispenser. Ice used as a food ingredient or a cooling medium shall be made of drinking water and be obtained from an approved source. Fruits and vegetables must be washed before used or sold. All food shall be protected from customer handling, coughing or sneezing by wrapping, sneeze guards or other effective means. All cooking and serving areas shall be adequately protected from contamination.

Lighting

Adequate lighting shall be provided. Lights above exposed food preparation areas shall be shielded.

Garbage Containers

An adequate number of cleanable garbage containers with covers shall be provided.

Thawing Foods

Foods may be thawed under refrigeration, under cool running water, as part of the cooking process, or in a microwave if it will be cooked immediately.

Date Marking

Date mark all ready-to-eat potentially hazardous foods that will be kept longer than 24 hours at 41°F or lower with a date of preparation or expiration. Date marks shall not exceed 7 days, including the preparation day. Discard foods held longer than 7 days.

Consumer Advisory

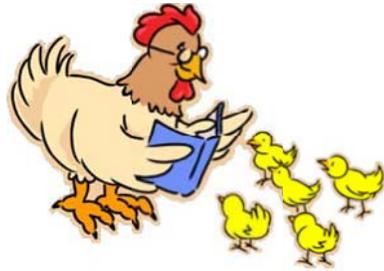
If raw or undercooked animal food such as beef, eggs, fish, lamb, poultry or shellfish is offered in ready-to-eat form, the license holder (or person in charge) shall post the following language as a reminder to consumers:

“Thoroughly cooking foods of animal origin such as beef, eggs, fish, lamb, pork, poultry, or shellfish reduces the risk of food are consumed raw or undercooked. Consult your physician or public health official for further information.”

Identification of the animal-derived foods shall be disclosed by asterisking them to a footnote on the menu that states that the items are served raw or undercooked, or contain (or may contain) raw or undercooked ingredients.

Cooking

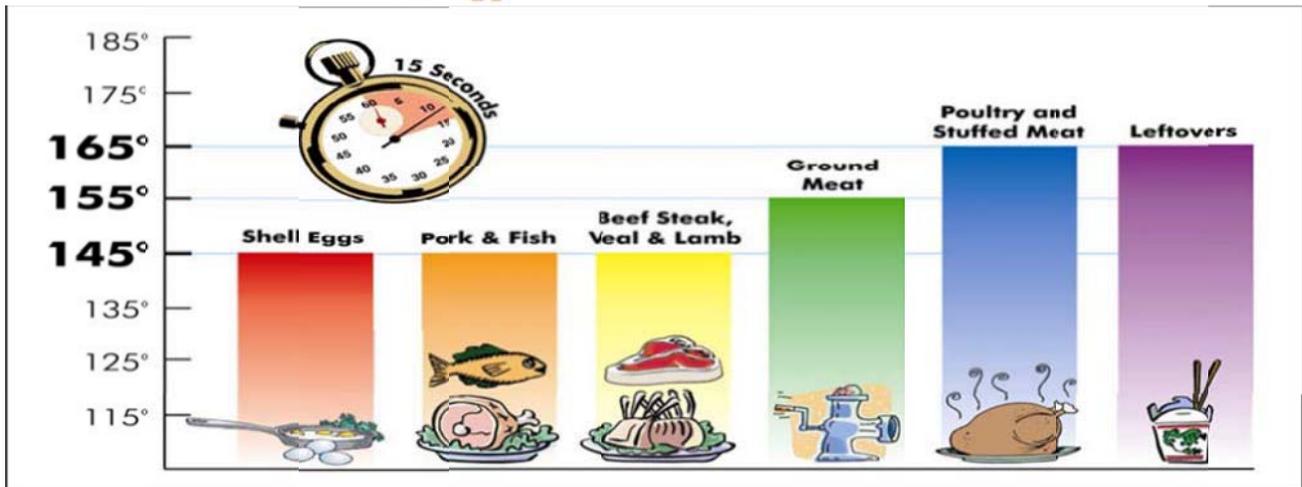
Cook raw animal products to the following internal temperatures:



Poultry, stuffed meats, stuffed fish, stuffed pasta 165° (74°) for 15 seconds

Ground beef and other ground meats 155°F (68°C) for 15 seconds

Beef steak, veal, lamb, pork, fish, shell eggs 145°F (63°C) for 15 seconds



Hot and Cold Holding

Potentially hazardous foods must be kept cold at 41°F or colder or kept hot at 135°F or hotter. Temperatures between 41°F and 135°F allow for the rapid growth of bacteria that can make people sick.

Always Remember

Keep Hot Foods Hot!
Maintain hot foods at a temperature of 135°F or hotter

Keep Cold Foods Cold!
Maintain cold foods at a temperature of 41°F or colder

Section 3-501.16, 2005 Food Code

For Additional Information Contact
Your Local Health Department

Cooling

The best way to keep food safe is to make it fresh each day before you serve it. If you have food that has been held hot and is left over or cooked in advance, you must cool it from 135* to 70* within the first 2 hours. Food must then be cooled from 70* to 41* or below within the next 4 hours, for a total of 6 hours. If the food does not reach 70* within the first 2 hours it must be reheated to 165* (within 2 hours) and the cooling process may start again. If the food takes longer than two hours to reheat to 165°F or takes longer than four hours to drop from 70°F to 41°F it must be disposed of.

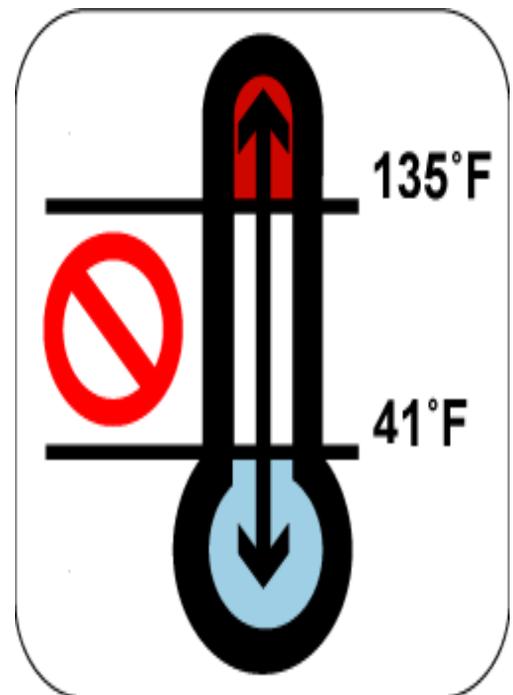
Acceptable method of cooling food:

Cool hot cooked food from:

- 135°F to 70°F within two hours, and then 41°F or lower within in an additional four hours for a total cooling time of up to six hours.

Methods of cooling:

- Reduce the quantity of the food you are cooling – fill pans no deeper than two-inches.
- Stir foods to cool them faster and more evenly.
- Use ice wands and ice-water baths.
- Add ice or cool water as an ingredient.
- Loosely cover, or leave uncovered if protected from overhead contamination.
- Use metal pans rather than plastic, when possible.
- Use a steam jacket kettle as a cooler.
- Use blast chillers before placing food into refrigerated storage



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Reheating

All potentially hazardous foods that have been cooked, and cooled must be reheated to at least 165°F within two hours before being placed in hot holding. Commercial made products (precooked and canned items) reheated for hot holding must be reheated to at least 135°.

Ventilation

Ventilation hood systems and devices shall be sufficient in number and capacity to prevent grease or condensation from collecting on walls and ceilings.

****The State Fire Marshal Division has implemented the following policy regarding ventilation in Mobile Units:**

 <p>Division Order Bureau Order Special Order</p> <p>Order No.: SFM 15-03</p> <p> <input checked="" type="checkbox"/> Procedure <input type="checkbox"/> Plan <input type="checkbox"/> Rule </p>	Iowa Department of Public Safety State Fire Marshal Division	
	TITLE/SUBJECT: Mobile Food Vendor Enforcement	IDENTIFIER: 46-03.11
	TO: SFM Fire Inspectors & Building Code Construction Design Engineers	CC: SFM Supervisors
	RELATED DIRECTIVES/FORMS:	
	APPLICABLE CALEA STANDARD(S):	
	EFFECTIVE DATE: February 1, 2015	REVISION #: New
	INSTRUCTIONS:	
	APPROVED BY:  James J. Saunders, Director	DATE: February 1, 2015

I. Purpose

The purpose of this policy is to give all State Fire Marshal Division Construction Design Engineers and Fire Inspectors guidance on enforcement of new and existing mobile food vendors.

II. Policy

It is the policy of this Division to regulate fire safety for all mobile vendors in the State of Iowa. This policy outlines a minimum standard of what is required for mobile food vendors and their operations. Local jurisdictions have the authority to be more restrictive in enforcement.

III. Definitions

- A. *UL 300 System* - extinguishing units for commercial cook top stoves.
- B. *New Mobile Food Vendor* - any vendor starting their service after February 1, 2015.
- C. *Existing Mobile Food Vendor* - any vendor already in service before February 1, 2015.

IV. Procedure

- A. New mobile food vendors who will be commercial cooking, creating grease laden vapors and smoke shall have at a minimum a Type I hood with suppression in compliance with UL 300 or another nationally recognized code or standard. A K rated extinguisher for the commercial cooking operation and an ABC extinguisher for other hazards shall be provided in accordance with National Fire Protection Association (NFPA) 10, *Standard for Portable Fire Extinguishers*. The ABC extinguisher at a minimum shall be a 2A:10BC.
- B. Existing mobile food vendors who do not perform commercial cooking with grease laden vapors and smoke, shall have an ABC rated extinguisher in compliance with National Fire Protection Association (NFPA) 10, *Standard for Portable Fire Extinguishers*. The ABC

extinguisher at a minimum shall be a 2A:10BC.

- C. Existing mobile food vendors who do not utilize deep fryers but still fry food, shall have at a minimum a Class K extinguisher for cooking operations and an ABC extinguisher in compliance with National Fire Protection Association (NFPA 10) for other hazards. The ABC extinguisher at a minimum shall be a 2A:10BC.
- D. All mobile food vendors shall have extinguishers that have a current inspection tag. These tags shall be from an extinguisher maintenance company. The State Fire Marshal Division realizes that some cities require their city tags to be used. If a city that requires the local tag is a city in which the vendor is operating, the vendor shall comply with this requirement.
- E. All mobile food vendors utilizing deep fat fryers or open flame cooking shall be located 20 feet from any business unless an exemption is granted from the Authority Having Jurisdiction (AHJ).
- F. Compressed gas cylinders and piping systems shall be installed, secured, and inspected in compliance with NFPA 54 or other nationally recognized standard.

Event Narrative

5th Annual Crushed Rock Classic Gravel Bicycle Time Trial
Saturday, August 22, 2020

The Crushed Rock Classic Time Trial is a multi-surface bicycle race over a 22.7 mile loop including paved and gravel roads in Story County, IA and trails in McFarland Park (see maps included with application). In 2016, 2017, and 2018 the race was staged out of McFarland Park and the Conservation Center there. In 2019 we moved the race headquarters to Sunny Heights Bed and Breakfast at 17641 Templeton Road and plan to stage it from there this year as well. We expect to draw between 100 and 120 competitors plus another 25-50 spectators and volunteers.

In past years the race was a mass-start event with 3 separate groups of 20-40 riders each, covering multiple laps of a 6 mile loop. Due to the current COVID-19 pandemic we have adopted a time trial format for 2020 and the longer course prevents slower and faster riders from bunching up during the race. In the time trial one rider will start every 30 seconds and riders are not allowed to work together. Riders will do one or two laps of the course depending on their ability. With 30 seconds between riders we expect there to be no more than 8 riders in any given mile of the course at any one time.

The event is limited to 150 participants. Should we get that many the racing will last for about 4.5 hours, from 10:00 a.m. to 2:30 p.m. but we will be on-site from 7:30 a.m. to 3:30 p.m. Entry in the race will be by pre-registration only to prevent crowding at race registration. Riders will know their start times 24 hours before the race so they don't all have to show up at the same time. Race numbers will be assigned in advance so staff can hand them out to riders in their vehicles as they arrive.

Face coverings will be required in all situations where staff and riders must interact which will be mainly around the start/finish at Sunny Heights Bed & Breakfast or in the parking areas. Face coverings will not be required for riders while they are racing. Riders will maintain 10' of separation while waiting to start. Riders must provide their own food and hydration – no sharing among unrelated individuals. McFarland Park hosted a 5K trail running event, A Midsummer Night's Run, on June 27 so there is precedent for holding outdoor events in rural Story County.

The owners of Sunny Heights, Alan and Debra Metz, are on board with using their property as race headquarters. Aside from Sunny Heights there are 3 other homes (served by 2 driveways) nearby. The owners across from Sunny Heights (17588 Templeton Rd) allowed us set up a hilltop sprint line at their driveway for the first three editions of the race and the 2019 edition finished just before their driveway as will this year's race.

Ames Velo, an Ames-based bicycle racing club, is promoting the race again this year and will use club members as race staff. Ames Velo will rent portable toilets with hand washing stations which will be placed on the Sunny Heights property. Hand sanitizer will also be available. There will be containers for trash at Sunny Heights as well.

We will have first aid available at Sunny Heights. For anything beyond basic first aid we will contact first responders. Because each participant will ride alone the greatest risk is a fall due to loose gravel. Over the first four years of the Crushed Rock Classic we have not had any medical issues.

Bicycle races are run rain or shine unless conditions are patently dangerous (lightning, hail, tornadoes). In 2018 there were severe thunderstorms in the area and our officials were tracking them on radar before we determined that we could start on time. If severe weather strikes the event can be postponed until the danger passes. If weather strikes during the event we would pull riders off the road as soon as possible. Sunny Heights will serve as our shelter at race headquarters.

We will have volunteers at select intersections along the course. The ethos of gravel racing is that it is self-supported and riders are responsible for themselves and for staying on course. Riders will have cue sheets (directions) for the course as well as digital course files they can download to an onboard GPS. The Iowa Games Gravel Grinder bicycle race has been run under this format in 2017, 2018, and 2019.

Sunny Heights estimates they have room to park 30-40 cars on their property. We also plan to utilize the Skunk River access parking lot at 180th and Templeton and the lots at Peterson Pits east and west for race parking as we did in 2019.

The Crushed Rock Classic is permitted under the auspices of USA Cycling, the national governing body for bicycle racing in the United States. Once we have approval for the race from Story County I will permit the event with USAC. When they issue a permit I will receive the insurance certificates and get a copy to Story County who will be named as an alternate insured party. The insurance is \$3,000,000 with a maximum of \$1,000,000 per incident. The certificates are typically sent within 5 days of applying to USAC for a race permit.

Scott T. Wall
Race Director, Ames Velo
1306 Douglas Ave
Ames, IA 50010
515-233-1611 (home)
515-382-7216 (work)
515-509-4816 (cell)
smacwall@msn.com

5th Annual
Crushed Rock Classic Time Trial
 @ Sunny Heights Bed and Breakfast
 p/b Ridley Bikes

Benefitting:



BOYS & GIRLS CLUB
 OF STORY COUNTY



Promoted by **Ames Velo**
 Saturday, August 22, 2020

Held under USA Cycling event permit #2020-1158

Total Cash & Merchandise Prizes: \$800.00

<u>Category</u>	<u>Distance</u>	<u>Places</u>	<u>Prize List</u>
Open (Cat 1-Novice)	2 laps/45.34 miles	5	\$80/60/40/30/25
Women's Open (Cat 1-Novice)	2 laps/45.34 miles	5	\$80/60/40/30/25
Intermediate (Cat 4/Novice)	2 laps/45.34 miles	4	Merchandise
Fat Bike	2 laps/45.34 miles	3	\$70/50/30
*Enthusiast	1 lap/22.67 miles	None	Bragging Rights

*Non-licensed riders only. Must buy a USAC one-day (Novice) license.

Annual license holders are welcome to use a Fat Bike (or any bike) in their category race.

USAC license required. One-day licenses are available on-site for \$10.00.

Registration: On-line only! Registration closes at 11:00 p.m. CDT on August 19. Number pick-up begins on-site at 8:30 a.m. on August 22.

Entry Fees: \$25.00 pre-registration only. All riders must have an annual USAC racing license or purchase a USAC one-day license for \$10.00. Enthusiasts pay just \$10.00 but must also purchase a USAC one-day license for \$10.00.

Start Times: First 1-lap rider starts at 10:00 a.m. 2-lap riders will start after the last 1-lap rider. Riders will start at 30 second intervals. Riders will start with one foot on the ground (no holding). Start times will be posted on the event Facebook page by 9:00 a.m. August 21. Award ceremonies will take place 15 minutes after that category's results are posted.

All USA Cycling rules apply – helmets required at all times when on a bike. EVERYONE is expected to wear a face covering when not on the bike and around other people. No follow cars – no technical support. Races held rain or shine.

Overall field limit is a total of 150 riders on the course for the day.

Course: All crushed rock (gravel) except for .62 miles of pavement and .85 miles of mowed prairie double-track. Story County is generally flat but the course crosses the South Skunk River and there are some hills.

Riders are responsible for bringing their own food and hydration.

Directions: From Interstate 35 take exit 116 0.6 miles west on 190th Street to N. Dayton Avenue. Take Dayton north 1 mile to its end at 180th Street. Take 180th west 0.30 miles to Templeton Road then follow Templeton north 0.40 miles to the top of the hill and Sunny Heights Bed and Breakfast. No parking on the roads. See race Facebook page for parking details.

Contacts: Scott Wall, Race Director, smacwall@msn.com, 515-233-1611

Jason Quinn, Promoter, jmq303@gmail.com

Website: <http://www.amesvelo.com>



RIDLEY



3

BOMBTRACK
 BICYCLE COMPANY



To: All City and County Government Officials

From: Story County Board of Health

Date: August 3, 2020

Subject: Face Covering Resolution

The Story County Board of Health is asking all municipalities across Story County to adopt a face covering resolution. Current research strongly suggests that requiring face covering use in public places could be among the most powerful tools to stop the community spread of COVID-19.

Recent research has shown that:

- The majority of infections may be attributable to presymptomatic and asymptomatic, or “silent” transmissionⁱ
- Face coverings, including non-medical or cloth face masks and face shields, have been effective in reducing transmission of coronavirus by reducing transmission of infected droplets from the mouth and nose that spread the virusⁱⁱ
- Consistent, widespread use of face coverings in public settings will dramatically lower community transmission of COVID-19ⁱⁱⁱ
- Public mandates for use of face coverings appear to be highly effective at increasing compliance and slowing or stopping the spread of COVID-19^{iv}

Many organizations or workplaces have already implemented policies requiring face coverings, but for these practices to work at a community level, EVERYONE needs to practice this measure. Areas where public health measures are not practiced are areas where the virus has a higher chance to infect others. If we can limit where those areas occur, we are reducing the risk of transmission in our community.

As local officials, your obligation is to act in the best interest of your constituents; in this case, that means saving lives. While we are not aware of a similar study specific to Story County, a recent state-wide survey found that 72% of Iowans believe that everyone should wear a mask/facial covering when out in public to reduce the transmission of COVID-19^v. Across 24 relevant studies, most stakeholders found physical distancing and use of face masks and eye protection acceptable, feasible, and reassuring^{vi}.

With schools and colleges planning to convene in the fall, the approach of flu season, and current lack of a vaccine or certain post-infection immunity, the time to act is now. Adoption of face covering resolutions should be put in place immediately to keep transmission low, prevent our hospitals from being overwhelmed, and protect our most vulnerable community members. We also ask business leaders who offer products and services to the public to require their employees and customers to wear masks whether or not it is required by local law. This vital step will help protect workers and customers.

Such requirements will greatly increase the rate of individuals wearing face coverings. This should be done in conjunction with, not as a replacement for, other mitigation practices, such as hand hygiene, physical distancing, and staying home when ill.

To aid in the development of a unified face covering resolution, and in the event that sub-delegation of authority to implement a mandate pursuant to Iowa Code 29C.6(8) as communicated from the Attorney General’s office, guidance has been provided (Appendix 1).

Sincerely,

Story County Board of Health

ⁱ The implications of silent transmission for the control of COVID-19 outbreaks. Seyed M. Moghadas, Meagan C. Fitzpatrick, Pratha Sah, Abhishek Pandey, Affan Shoukat, Burton H. Singer, Alison P. Galvani. *Proceedings of the National Academy of Sciences* Jul 2020, 117 (30) 17513-17515; DOI: 10.1073/pnas.2008373117

ⁱⁱ Konda A, Prakash A, Moss GA, Schmoldt M, Grant GD, Guha S. Aerosol Filtration Efficiency of Common Fabrics Used in Respiratory Cloth Masks [published correction appears in *ACS Nano*. 2020 Jun 18;:]. *ACS Nano*. 2020;14(5):6339-6347. doi:10.1021/acsnano.0c03252

ⁱⁱⁱ Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis. Chu, Derek KChu, Derek K et al. *The Lancet*, Volume 395, Issue 10242, 1973 – 1987.

^{iv} Community Use Of Face Masks And COVID-19: Evidence From A Natural Experiment Of State Mandates In The US. Lyu, Wei and Wehby, George. *Health Affairs*, 9, No. 8 (2020): 1–7. doi: 10.1377/hlthaff.2020.00818

^v COVID-19 Wave 3 Re-Opening and Economic Recovery Summary Report. SPPG + Essman Research. *Business Record*, Jul 14, 2020. Available at: https://134eae71-4677-40e5-ac23-f71ac6d099e6.filesusr.com/ugd/1b1b6d_7bbd46cc7e2a4d149602bbc91bd65e6d.pdf

^{vi} Physical distancing, face masks, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis. Chu, Derek KChu, Derek K et al. *The Lancet*, Volume 395, Issue 10242, 1973 – 1987.

Appendix 1: Face Covering Resolution Guidance for Local Government Officials

People must wear a face covering when:

- In public as opposed to being in one's place of residence, when one cannot stay six (6) feet away from others
- Inside of any indoor public settings, for example, but not limited to:
 - Grocery, retail, and hardware stores
 - Bars and restaurants
 - Fitness centers
 - Pharmacies
 - Other public settings that are not one's place of residence and when you are with persons who do not live in the household
- Outside, if keeping six (6) feet away from others is not possible
- Using public transportation or private car service (including taxis, ride share, or carpooling)

Those who are exempt from wearing a face covering:

- Persons younger than 2 years old due to the risk of suffocation
- Anyone who has trouble breathing, or is on oxygen therapy or a ventilator
- Anyone who is unconscious, incapacitated, or otherwise unable to remove their face covering without assistance
- Anyone who has been told by a medical, legal, or behavioral health professional not to wear face coverings

Places and times where persons are exempt from wearing a face covering:

- While traveling in a vehicle alone or with household members
- While a person is alone or in the presence of only household members
- While exercising at moderate or high intensity e.g. jogging or biking
- While seated at a food establishment in the process of eating or drinking
- While obtaining a service that would require temporary removal of the person's face covering
- When federal or state law prohibits wearing a face covering or requires the removal of the face covering

Appropriate use of a face covering, including cloth face coverings and face shields, includes:

- A snug fit, but comfortable against the side of the face
- Completely covers the nose and mouth
- Is secured with ties or ear loops
- Allows for breathing without restriction
- Can be cleaned and disinfected or laundered and dried without damage or change to shape

For more information about cloth face coverings and appropriate use, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

RETURN TO LEARN

Reopening Iowa's Schools Safely and Responsibly

COMMUNITY TRANSMISSION: NONE TO MINIMAL

0-5% positivity in county on average over the past 14 days

* Healthcare resources remain stable

SUGGESTED STRATEGIES

- Stay home if you are sick or exposed to someone confirmed to have COVID-19
- Practice frequent hand-washing
- Stay 6 feet from others as much as possible
- Use face coverings when able to do so safely and correctly
- Maintain frequent cleaning schedule using EPA-approved cleaning products
- Monitor absenteeism among teachers, staff, and students

RETURN-TO-LEARN MODEL(S)

On-Site Learning following DOE, IDPH and CDC guidance.

Hybrid Learning as necessary based on:

- Parent or guardian preference
- Student quarantine

COMMUNITY TRANSMISSION: MINIMAL TO MODERATE

6-14% positivity in a county on average over the past 14 days

* Healthcare resources remain stable

SUGGESTED STRATEGIES

- Continue above strategies
- Reduce group events/gatherings
- Limit inter-school interactions
- Ensure student and staff groupings/cohorts are as static as possible and that interactions among groups of students and staff are limited

RETURN-TO-LEARN MODEL(S)

On-Site Learning following DOE, IDPH and CDC guidance.

Hybrid Learning as necessary based on:

- Parent or guardian preference
- Student quarantine

COMMUNITY TRANSMISSION: SUBSTANTIAL CONTROLLED

15-20% positivity in a county on average over the past 14 days AND 10% absenteeism among students expected for in-person learning

*Healthcare resources remain stable

SUGGESTED STRATEGIES

- Continue above strategies
- Consider regular health checks for any on-site students/staff if feasible
- Cancel school events/gatherings
- Close communal spaces (e.g., cafeterias, media centers)

RETURN-TO-LEARN MODEL(S)

Hybrid Learning as necessary based on:

- Parent or guardian preference
- Student quarantine

Temporary Continuous/Remote Learning for an entire school building or district for up to 14 days may be requested:

- Please contact the Department of Education by submitting your information via the CASA system.
- Only the Departments of Education and Public Health can make the determination and provide temporary authorization to move to 100% online or remote learning.

COMMUNITY TRANSMISSION: SUBSTANTIAL UNCONTROLLED

>20% positivity in a county on average over the past 14 days with healthcare resource capacity concerns

SUGGESTED STRATEGIES

State and local education and public health officials should work closely together to make decisions on school operations.

RETURN-TO-LEARN MODEL(S)

Temporary Continuous/Remote Learning for an entire school building or district for up to 14 days may be requested:

- Please contact the Department of Education by submitting your information via the CASA system.
- Only the Departments of Education and Public Health can make the determination and provide temporary authorization to move to 100% online or remote learning.



EVALUATING SICK STUDENTS AND STAFF

Reopening Iowa's Schools Safely and Responsibly

HIGH RISK SYMPTOMS

New cough, shortness of breath or difficulty breathing, new loss of taste or smell

LOW RISK SYMPTOMS

Fever, headache, muscle and body aches, fatigue, sore throat, runny nose, congestion, nausea, vomiting, diarrhea

Students and staff members should remain home when sick. Students or staff members with any high-risk symptom or two or more low risk symptoms should stay home and are advised to seek an evaluation by a health care provider.

EVALUATION BY HEALTH CARE PROVIDER

NEGATIVE COVID-19 TEST

Return to school after 24 hours with no fever (without the use of fever-reducing medicine) and symptoms improving

ALTERNATIVE DIAGNOSIS

POSITIVE COVID-19 TEST

Return to school after 24 hours with no fever (without the use of fever-reducing medicine) and symptoms improving and 10 days since symptoms started

IDENTIFYING CLOSE CONTACTS FOR COVID-19 CASES

Close Contact: Individuals who've been within 6 feet for more than 15 minutes with a positive COVID-19 case during the infectious period. Contact may occur in a classroom, lunchroom, free period, during transportation to or from school, at practices or games, and during extracurricular activities.

SCHOOL WILL:

- Notify local public health department
- Identify close contacts and quarantine exposed students and staff
- Notify appropriate school administration, families and staff (without identifying the COVID-19 case)
- Provide Public Health with list of close contacts

PUBLIC HEALTH WILL:

- Recommend quarantine for all household contacts of COVID-19 case
- Work with school to determine which students and staff should be quarantined

STUDENTS

- If no symptoms develop, students can return to school 14 days from their last contact with the COVID-19 case
- If symptoms develop, students should be evaluated by a health care provider
- If a student tests positive for COVID-19, they should isolate for 10 days
- If a student tests negative for COVID-19, they must still complete their 14-day quarantine before returning to school

STAFF

- Staff may be considered critical personnel and can be allowed to return to work if there are staffing shortages as long as they remain asymptomatic
- Staff should take their temperature and screen for symptoms at the start and end of each day, and wear a mask at work
- If symptoms develop, they must isolate immediately

INDIVIDUALS PREVIOUSLY POSITIVE

- Those who have been previously diagnosed positive for COVID-19 within the past 12 weeks, and were exposed to a COVID-19 case, do not need to quarantine



SUMMARY OF CHANGES TO MARCH, 2020 DRAFT SEPTIC ORDINANCE

All sections. Effective dates of ordinance, and verbiage clean-up.

65.08 Edge of drainage district ditch setbacks and subsurface drainage tiles setbacks changed to match stream or pond setbacks of 25 and 50. All three represent similar vulnerability to pollution from septic systems, and should have the same setbacks.

65.12 Renamed repair permit to alteration permit so as to include hooking to existing systems in this type of permit.

65. 17 Because of an insufficient number of professional evaluators in the area to take over all septic site evaluations, the Sanitarian will continue to do the site evaluations. If the Sanitarian finds that the ground is too difficult to probe, she may request, at the owner's expense, the owner hire a professional evaluator to conduct the site evaluation, or hire a backhoe operator to dig holes to enable the Sanitarian to conduct the evaluation.

65.18 For the site evaluation report, professional evaluator will not be required to submit a detailed diagram or pump design, as the field conditions are not known when the evaluation is written.

65.21 The number of lots in a subdivision that require a paid professional evaluator, not the Sanitarian, was changed from two to three. This change is to accommodate the ag residential splits. The goal of this requirement is to remove the sudden work load created from large subdivisions site evaluations.

65.21 Added the requirement for the septic location to be identified on preliminary and final subdivision plats.

65.35 Requirements for discharging systems were spelled out more clearly in the revision. IAC Chapter 69 states, "...systems that have an open discharge shall be sampled in accordance with the requirement of NPDES General Permit #4 if applicable." The regulations do not put discharge restrictions on systems that do not require the NPDES #4 permit. This section holds discharging systems that do not require an NPDES#4 to the same standards as the systems that do require NPDES#4. The only difference is when sampling is required. NPDES#4 permitted systems test twice per year, non-NPDES#4 permits test only when the Sanitarian requires it, or for a time of transfer inspection. Testing for maintenance contracts follow the recommendations of the manufacturer, and may or may not include the parameters specified in this section.

CHAPTER 65 PRIVATE SEWAGE DISPOSAL SYSTEMS

65.01 Purpose	65.23 Septic Construction Permit to Be Issued By EH
65.02 Applicability	65.24 Denial of Permit
65.03 Adoption of State Code	65.25 Voiding of Permit
65.04 Designated Agency	65.26 Permit Expiration
65.05 Additional Rules	65.27 Certified Installer
65.06 Definitions	65.28 Holding Tanks
65.07 Abbreviations	65.29 Request for Final Inspection
65.08 Setbacks	65.30 Final Inspection
65.09 Individual Sharing Septic Systems Prohibited Required	65.31 Certificate of Completion
65.10 When Septic Construction Permit Needed	65.32 Inspection No Relief from Responsibility
65.11 Documents Needed for Septic Construction Permit	65.33 Minimum Level of Septic System Maintenance Required
65.12 When Septic Alteration Repair Permit Needed	65.34 Systems That Require Maintenance Contracts
65.13 Documents Needed For Septic Alteration Repair Permit	65.35 Discharging Systems Not Subject To National Pollutant Discharge Elimination System General Permit #4
65.14 Application for Septic Construction or Septic Alteration Repair Permits	65.36 Effluent Sampling by Qualified Samplers
65.15 New Wastewater Generation That Is to Be Directed to An Existing Septic System	65.37 Effluent Quality Limits
65.16 Fees	65.38 Sampling Location and Procedure
65.17 Site Evaluation	65.39 Iowa Certified Lab
65.18 Site Evaluation Report Content	65.40 Duty to Mitigate
65.19 Reserved	65.41 36 Variances
65.20 Engineer's Design	65.42 37 Severability Clause
65.21 Subdivisions	65.43 38 Effective Date of this Ordinance
65.22 Soil Protection	

65.01 PURPOSE. The purpose of this chapter is to safeguard public health and protect water quality by minimizing the impact of private sewage disposal systems (septic systems) (PSDS) by promoting the maintenance of existing systems and employing best technology for new system installation.

65.02 APPLICABILITY. The provisions contained herein apply to any system that provides for the treatment or disposal of domestic sewage from four or fewer dwelling units or the equivalent of less than 16 individuals on a continuing basis, including domestic waste, whether

residential or nonresidential, but not including any industrial waste of any flow rate except for on-farm food processing provisions described in Environmental Protection (567) IAC Chapter 68 *Commercial Septic Tank Cleaners*.

65.03 ADOPTION OF STATE CODE. Pursuant to the authority granted in Section 137.104 of the *Code of Iowa*, the Board of Health adopts, in its entirety, by reference,

65.04 DESIGNATED AGENCY. Pursuant to Chapter 137 of the *Code of Iowa*, the Story County Environmental Health Department (EH) is the designated agency to interpret, monitor and enforce the rules contained in Environmental Protection (567) IAC Chapter 69 *Private Sewage Disposal Systems* and Story County Ordinance Chapter 65 *Private Sewage Disposal Systems*.

65.05 ADDITIONAL RULES. Pursuant to Section 137.104 of the *Code of Iowa*, the Board of Health adopts the additional rules contained in this chapter ~~regulating private sewage disposal systems.~~ and supports the Story County Board of Supervisors adopting this chapter to the Story Code of Ordinances.

65.06 DEFINITIONS.

1. Bedroom means a private room where people usually sleep for the night. Story County does not have a building code, so there are no specific items, such as an egress, a closet, minimum room size, minimum height, etcetera, that make a room a bedroom. Residential septic system sizing is based on the number of bedrooms and soil type. A bedroom, for septic sizing, accommodates two people. Owners, in the process of selling a house, shall disclose the total number of bedrooms used for sizing the septic system, as stated on the permit, in an effort to inform buyers of the wastewater generation capacity.

2. Certified Installer means a person who qualifies as a Certified Installer of On-site Wastewater Treatment Systems (CIOWTS). Certification, recertification, and continuing education for CIOWTS is accredited by the Iowa On-site Waste Water Association (IOWWA). Continuing education credits for CIOWTS certification obtained prior to January 1, 2018 may continue to be tracked with the National Environmental Health Association (NEHA) or IOWWA. If the IOWWA Board members have good reason to believe the certified installer is not meeting the standards of a CIOWTS contractor, the IOWWA board has the authority to revoke a certification, with an appeal process available for the contractor. Refer to the IOWWA *Certified Installer On-site Wastewater Treatment Systems Credentialing Handbook*.

3. Maintenance contract means a binding document between the property owner and a septic system PSDS maintenance contractor. A maintenance contractor has been trained by the system's manufacturer to service, monitor, make minor repairs, and report on said manufactured system. For systems no longer being manufactured, a person may service a septic device via permission granted by a variance issued by the EH. Maintenance contractors are not required to be a Certified Installer.

4. Professional ~~Private Sewage Disposal-Septic~~ System Evaluator and Designer (Professional Evaluator)

A. Includes a person who is able to successfully:

1. Demonstrate knowledge and skill in soil morphology, observing attributes such as color, mottling, reduction-oxidation, texture, structure, and compaction.
2. Identify seasonal groundwater levels and other limiting layers.
3. Identify soil loading rates.
4. Identify topography and landforms and complex slopes as they relate to wastewater treatment.
5. Identify the optimum type and placement and depth of disposal systems.
6. Design systems as per the requirements of IAC Chapter 69 “Private Sewage Disposal Systems” and this ordinance.
7. Identify the proper use of pumps, tanks, distribution boxes, **drop boxes**, valves, plumbing, piping, grease traps, holding tanks, and aggregate.
8. Demonstrate knowledge of wastewater strengths.

B. Professional Evaluators include:

1. Licensed engineers in the State of Iowa. A minimum of three years of experience in onsite wastewater treatment system design and soil evaluations are required.
2. **Soils professionals Individuals** with a bachelor’s or associate’s degree from an accredited postsecondary education institution in Soil Science, Environmental Science, Agronomy, or related field. A minimum of three years of experience in onsite wastewater treatment system design and soil evaluations are required.
3. The Story County Sanitarian. ~~may conduct evaluations/designs on a limited, emergency basis. The fee shall be set by the BOH. Checks are payable to the Story County Treasurer, and directed to EH.~~

C. A person wanting to work in Story County as a Professional Evaluator shall submit an application and supporting documentation to EH. Application forms shall be provided by EH. An interview may be requested by EH to aid in determining if a person is qualified to be a Professional Evaluator in Story County. An appeal for denials may be requested in writing to the BOH within thirty days of EH’s decision.

5. Stream means any watercourse listed as a “designated use segment” in rule IAC Chapter 61 567-61.3 (455B) which includes any watercourse that maintains flow throughout the year or contains sufficient pooled areas during intermittent flow periods to maintain a viable aquatic community.

Designated use segments include:

- A. Class 'A1' water, as per the State of Iowa water classifications, also referred to as a primary contact recreational use water, means waters in which recreational or other uses may result in prolonged and direct contact with the water, involving considerable risk of ingesting water in quantities sufficient to pose a health hazard. Such activities would include, but not be limited to, swimming, diving, water skiing, and water contact recreational canoeing.
- B. Class 'A2' water, as per the State of Iowa water classifications, also referred to as a secondary contact recreational use water, means waters in which recreational or other uses may result in contact with the water that is either incidental or accidental. Such uses include fishing, commercial and recreational boating, any limited contact incidental to shoreline activities and activities in which users do not swim or float in the water body while on a boating activity.
- C. Class 'A3' water, as per the State of Iowa water classifications, also referred to as a children's recreational use water, means waters in which recreational uses by children are common. Such

waters are water bodies having definite banks and bed with visible evidence of the flow or occurrence of water. This type of use would primarily occur in urban or residential areas.

65.07 ABBREVIATIONS.

1. **BOH** Story County Board of Health
2. **CBOD5** Carbonaceous biochemical oxygen demand (five-day) means the amount of oxygen consumed in the biological processes that break down carbonaceous organic matter in water by aerobic biochemical action in five days at 20°C
3. **CIOWTS** Certified Installer of Onsite Wastewater Treatment Systems
4. **EH** Story County Environmental Health Department personnel
5. **EPA** Federal Environmental Protection Agency
6. **IDNR** Iowa Department of Natural Resources
7. **IOWWA** Iowa On-site Wastewater Association
8. **NEHA** National Environmental Health Association
9. **NOI** Notice of Intent to discharge
10. **NPDES** National Pollutant Discharge Elimination System
11. ~~**PSDS** Private Sewage Disposal System~~
12. **TSS** Total Suspended Solids

65.08 SETBACKS. Setbacks more stringent than the IDNR requirements have been established by Story County to enhance water quality protection. The current setback requirements for the IDNR are shown in parentheses in the table below. The more stringent setbacks apply to all new septic installations in Story County installed after the adoption of this ordinance. Owners who have limited options for system placement may request, in writing, a variance for this requirement to the Sanitarian. Appeals of the Sanitarian’s decision will be heard and voted on by the BOH. ~~Septic systems installed prior to May 1, 2020 adoption of this ordinance are not subject to the new setbacks.~~

Table 1

Minimum Horizontal Distance in Feet From	Closed Portion of Treatment System *	Open Portion of Treatment System **
Private water supply well	50 (50)	100 (100)
Shallow public water supply well ***	200 (200)	400 (400)
Deep public water supply well ****	100 (100)	200 (200)
Groundwater heat pump borehole	50 (50)	100 (100)
Lake or reservoir	50 (50)	100 (100)
Stream (Class A1, A2, and A3) or pond	25 (25)	50 (25)
Edge of road ditch	10	10
Edge of drainage district ditch	25 (10)	50 (10)
Dwelling or other structure	10 (10)	20 (10)
Property lines (unless a mutual easement recorded)	10 (10)	10 (10)
Other type of subsurface treatment system	5 (5)	10 (10)
Water lines continually under pressure	10 (10)	10 (10)
Suction water lines	50 (50)	100 (100)

Foundation drains	10 (10)	10 (10)
Subsurface drainage tiles	25 (10)	50 (10)

* Includes septic tanks, aerobic treatment units, fully contained media filters, holding tanks, and impervious vault toilets.

** Includes subsurface absorption systems (secondary and tertiary treatment), mound systems, intermittent sand filters, constructed wetlands, open bottom media filters.

*** Shallow well means a well located and constructed in such a manner that there is not a continuous layer of low-permeability soil or rock (or equivalent retarding mechanism acceptable to IDNR) at least 5 feet thick, the top of which is located at least 25 feet below the normal ground surface and above the aquifer from which water is to be drawn.

**** Deep well means a well located and constructed in such a manner that there is a continuous layer of low-permeability soil or rock at least 5 feet thick located at least 25 feet below the normal ground surface and above the aquifer from which water is to be drawn.

65.09 INDIVIDUAL SEPTIC SYSTEMS REQUIRED. SHARING OF SEPTIC SYSTEMS PROHIBITED.

1. The sharing of a **PSDS septic system** by two or more wastewater sources not owned by the same person or entity is prohibited with the following exceptions:
 - a. **Parcels within a residential subdivision that have been preapproved by EH, and designed by an engineer.**
 - b. **Shared private septic systems that are in existence when this ordinance is adopted on January 1, 2021, and are in proper working condition.**
2. **Repairs Alterations of existing systems** (distribution box or septic tank replacements) are allowed on shared systems with approval from EH. For those shared systems not located in a subdivision, efforts shall be made to change them over to individual systems.
3. A failed system discovered as a result of a time of transfer inspection or a complaint shall result in requiring individual systems be installed for each parcel.

65.10 WHEN SEPTIC CONSTRUCTION PERMIT NEEDED:

1. New construction with wastewater generation.
2. An existing system not large enough to treat a proposed increase for wastewater loading and/or wastewater strength. Examples include, but are not limited to:
 - a. A new home business such as, but not limited to a daycare, restaurant, beauty salon.
 - b. An increase in the number of bedrooms that the existing septic system is undersized to treat.
3. Replacement or enlargement of the secondary system.

65.11 DOCUMENTS NEEDED FOR SEPTIC CONSTRUCTION PERMIT:

1. Environmental Health’s application form with payment.
3. Professional Evaluator’s site evaluation and design diagram **if applicable.**
4. Maintenance contract if required.
5. Easement rights if required (easements shall be recorded with the Story County Recorder).

65.12 WHEN SEPTIC REPAIR ALTERATION PERMIT NEEDED:

1. Septic tank or pump chamber replacement.
2. Distribution box replacement.
3. New wastewater generation is being directed to an existing system.

65.13 DOCUMENTS NEEDED FOR SEPTIC REPAIR ALTERATION PERMIT:

1. Environmental Health's application form and fee payment.

65.14 APPLICATION FOR SEPTIC CONSTRUCTION OR REPAIR ALTERATION PERMITS. Any person, firm, or corporation wishing to construct or reconstruct a PSDS septic system in Story County shall apply ~~for an application~~ for a construction permit to EH. Application shall be made on forms provided by EH. Information provided shall contain, at a minimum, name of property owner, name of applicant, parcel identification, type of facility and/or anticipated wastewater volumes, number of existing and proposed bedrooms, number of buildings that have wastewater generation, name of certified septic installer, name of Professional Evaluator conducting the site evaluation ~~(not required for repair permits)~~ if applicable, property owner's permission for EH to enter premises, and any additional information requested by EH.

65.15 NEW WASTEWATER GENERATION THAT IS TO BE DIRECTED TO AN EXISTING SEPTIC SYSTEM.

1. A wastewater stream from a new house may be directed to an existing system (remaining from a house ~~or building that is no longer there) was demolished~~) only if all of the following are true:
 - a. The existing system is a permitted system.
 - b. The existing system is large enough (based on the current septic sizing requirements of IAC Chapter 69) to accommodate the total wastewater load, existing and new.
 - c. The existing system has been inspected by an IDNR certified time of transfer inspector, and found to be in good condition.
 - d. ~~An alteration A repair~~ permit has been obtained from EH.
2. A new wastewater stream from a second source (such as a workshop) may be directed to the existing septic system only if all of the following are true:
 - a. The existing system is a permitted system.
 - b. The existing system is large enough (based on the septic sizing requirements of IAC Chapter 69 when the system was originally installed) to accommodate the total wastewater load, existing and new.
 - c. ~~An alteration A repair~~ permit has been obtained from EH.

65.16 FEES. An application for permit must be accompanied by an application fee, as set by the Board of Health. Fees shall be payable to the Story County Treasurer, and directed to EH.

65.17 SITE EVALUATION. Site evaluations are required prior to issuance of a construction permit, and shall be conducted by a Professional Evaluator. ~~Site evaluations conducted by the Sanitarian may request that the owners, at their expense, provide assistance with soil coring when the ground is too hard to probe (owner may hire a backhoe operator for digging holes, or hire a Professional Evaluator in lieu of the Sanitarian).~~ For any subdivision of ~~two~~ three lots or more, a Professional Evaluator, other than the Sanitarian must be hired to conduct the site evaluation. The County Sanitarian will review all site evaluations for subdivision lots for accuracy. For larger subdivisions, site evaluations should be conducted after the placement of the house is known to allow for coordination of the septic placement with the house size and footprint.

65.18 SITE EVALUATION REPORT CONTENT. The ~~site evaluation Professional's report~~ shall include, at a minimum:

1. Descriptions of the soil cores to at least 60", or to the depth of the identified limiting layer.
2. Soil core locations, shown on a map or diagram.
3. Depth to limiting layer and type of limiting layer.
4. Soil loading rates.
5. Recommended septic system type.
6. Options for system location.
7. Easements required for the construction, placement, or maintenance of the septic system not located on the septic owner's property.
8. Diagram showing the location and setbacks of existing/proposed water wells, geothermal wells, horizontal geothermal loops, buildings, waterways, subsurface tiles, buried utilities, known locations of buried rubble, existing easements that may impact the construction of the septic system.
9. Detailed diagram of septic system design. Any changes to the design shall be in writing as an amendment to the Professional Evaluator's report and diagram.
10. Pump, piping, hole spacing, hole size, dosing, and alarm system recommendations if pressurized system.

65.19 RESERVED. REVIEW OF SITE EVALUATION. EH must review the permit application and other exhibits to determine whether the site evaluation procedures, observations, and conclusions are accurate and sufficient for the EH to issue a permit. An onsite verification of the Professional Evaluator's report must be conducted by EH. The Professional Evaluator may request the presence of EH during the site evaluation. EH may request a follow up meeting with the Professional Evaluator to answer questions regarding the site evaluation.

65.20 ENGINEER'S DESIGN. EH may require a State of Iowa Licensed Professional Engineer's design for system proposals for commercial, institutional, or public service facilities with special wastewater treatment needs or large wastewater volumes. Official design plans shall include the engineer's name & signature, date, and license renewal date.

65.21 SUBDIVISIONS. An assessment of a proposed subdivision having more than four three or more lots shall be conducted by a Professional Evaluator, other than the Sanitarian, prior to finalizing the subdivision layout, identifying suitable areas for onsite treatment. Soil based treatment is the preferred method of treatment and septic system placement shall be a key part of the planning phase for subdivisions. Establishing lot sizes, lot lines, green spaces, easements, and road placement for a subdivision shall consider the soils, slope, waterways and sensitive environmental areas, providing for soil based wastewater treatment as much as possible. Cluster systems (multiple houses using a shared system) are recommended for subdivisions in close proximity to a municipal sanitary sewer service area, or in situations where the subdivision lot sizes limit individual onsite systems. Cluster systems shall have a maintenance contract between the Home Owners Association and a maintenance contractor for the life of the system. The general location for the septic systems shall be identified on the preliminary and final plats.

65.22 SOIL PROTECTION. As per the findings of the individual lot site evaluation or the subdivision assessment, the proposed wastewater soil absorption area(s) shall be cordoned off to prevent soil compaction from construction traffic.

65.23 SEPTIC CONSTRUCTION PERMIT TO BE ISSUED BY EH. Upon receipt and EH approval of the application, payment, site evaluation report (if applicable), easement documents (if required) and maintenance contract (if required), EH shall issue a permit using information obtained from the site evaluation report, soil survey, flood maps, permit application, and other pertinent information. EH may apply policy or variations of design, which have been approved or recommended by the BOH, the Professional Evaluator, EPA, IDNR, or the University Extension Engineering Specialists in efforts to enhance wastewater treatment or increase the system's longevity. The permit shall outline the basic construction design and minimum system size as defined in 567 IAC 69, along with any restrictive conditions or requirements. Mandatory system maintenance and monitoring requirements, easements, and other special conditions shall be stipulated on the permit.

65.24 DENIAL OF PERMIT. EH may deny issuing a permit if the application is incomplete or any factors for defining the wastewater treatment system are absent or shown to be inadequate.

65.25 VOIDING OF PERMIT. The ~~PSDS septic system construction plan specifications~~, stipulated in the Story County BOH Permit, shall be followed. Any variation from that which is defined in the permit voids the construction permit.

65.26 PERMIT EXPIRATION. A permit for construction shall expire two calendar years from the date of issuance. EH may extend the expiration date as deemed necessary.

65.27 CERTIFIED INSTALLER. All septic installations, constructions, reconstructions, and ~~repairs alterations~~ shall be conducted by contractors who qualify and are in good standing as a Certified Installer of On-site Wastewater Treatment Systems (CIOWTS).

65.28 HOLDING TANKS. The use of holding tanks shall be limited as much as possible. If EH issues a permit for a holding tank, a maintenance contract for proper monitoring and servicing shall be established between the owner and a Commercial Septic Tank Cleaner. A maintenance contract is required for the life of the installed holding tank. The homeowner is responsible for ensuring that the contract guarantees the removal of the tank contents before overflow or any discharge.

65.29 REQUEST FOR FINAL INSPECTION. The installer shall notify EH at least eight working hours, between 8:00 a.m. and 4:30 p.m. before the completed system is to be available for final inspection.

65.30 FINAL INSPECTION. All newly constructed or ~~altered repaired~~ private sewage disposal systems shall be inspected by EH. The installer shall leave enough of the system exposed so that a thorough inspection of the system may be conducted. A certified installer shall be available to discuss details of the installation. EH will inform the installer of any concerns with the system installation that need to be remedied. The purpose of the final inspection is to collect field data in order to document the system's description and location, to determine if the permit intent was accomplished, and to assess the workmanship. A final as-built drawing shall be made as part of the final inspection.

65.31 CERTIFICATE OF COMPLETION. Upon completion of the final inspection of the newly constructed or **altered repaired** private sewage disposal systems, EH shall issue a Certificate of Completion to the permittee or agent of the permittee if reasonable assurance is evident that the **PSDS septic system** was built according to applicable requirements as specified in the construction permit. The certificate shall include, at a minimum, the parcel identification, permit number, date, name of certified installer, and name of EH inspector.

65.32 INSPECTION NO RELIEF FROM RESPONSIBILITY. The purpose of the final inspection is to collect field data in order to document the system's description and location, to determine if the permit intent was accomplished, and to assess the workmanship. The field data collected during the inspection documents the conditions at the time of the inspection, but does not necessarily sanction a system as being in compliance with the requirements of 567 IAC 69. This ordinance shall not be construed to relieve from or lessen the responsibilities of any person, partnership, or corporation owning, operating, or installing septic systems, construction, or equipment, for the damage to property or persons injured by any defect therein. Nor shall Story County or any agent thereof be deemed to assume any such liability by reason of the inspection authorized herein or the certificate of installation issued by the EH. It is the responsibility of the certified installer to ensure that all **septic system PSDS** installations are performed in accordance with the provisions of Environmental Protection (567) IAC 69 and Story County Ordinance Chapter 65.

65.33 MINIMUM LEVEL OF SEPTIC SYSTEM MAINTENANCE REQUIRED. The individual sewage treatment system and all components must be maintained in compliance with this chapter and the **septic system PSDS** manufacturer's requirements.

1. Septic tanks and pump chambers shall be pumped at least every five years, or more frequently, if required by the system's manufacturer.
2. Septage shall be disposed of in accordance with state, federal, and local requirements.
3. The owner of a property with a **septic system PSDS**, or a person, working in Story County who is a licensed Commercial Septic Tank Cleaner as defined in Environmental Protection (567) IAC 68.2(455B) shall maintain the following records and submit them to EH:
 - a. Location (address) of the serviced tank.
 - b. Method of septage disposal (**land applied or municipal treatment plant**).
 - c. Volume of septage disposed.
 - d. General condition of the system (good, fair, poor).
4. EH shall develop a tracking system for the information above.

65.34 SYSTEMS THAT REQUIRE MAINTENANCE CONTRACTS:

1. All owners of systems that require a maintenance contract as per Environmental Protection (567) IAC 69, or Story County Ordinance Chapter 65, shall demonstrate to EH that the contract is current by submitting a copy of the contract to EH during the month of January of every year the system is in use, or having the maintenance contractor submit a list of current contracts during the month of January of every year the system is in use.
2. The property owner shall follow the **system** manufacturer's requirements for maintenance.

3. Upon purchasing property that has a system that requires a maintenance contract, the new owner shall submit a copy of the maintenance contract to EH within 30 days of the time of transfer.

65.35 DISCHARGING SYSTEMS NOT SUBJECT TO REQUIREMENTS OF NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT #4

1. Septic systems that are designed to discharge effluent as per specifications of this ordinance shall meet the effluent parameters identified in Table 2. Septic systems with laterals as tertiary treatment are not considered discharging systems, and do not need to be sampled. There are two classifications of discharging systems, based on where they discharge:

a. If the system discharges to a designated surface water of the state or a subsurface drainage tile, the owner of the septic system shall submit a Notice of Intent to the DNR, and obtain a National Pollutant Discharge Elimination System (NPDES) General Permit #4. These septic systems shall meet the effluent parameters identified in the permit issued by DNR.

b. Those septic systems that DO NOT discharge to a designated surface water of the state or a subsurface drainage tile shall meet the effluent parameters identified in Table 2, below. Sampling is required upon request of the Sanitarian to verify that a discharging system is properly treating the effluent, or for a time-of-transfer inspection. Annual sampling is not required.

~~1. Any permitted septic system PSDS that discharges treated wastewater to a subsurface drainage tile or could potentially reach designated waters of the state, to the ground surface or an intermittent stream must be monitored to ensure that it meets IDNR meet shall be at or below the water quality standards as shown in the table below. A Notice of Intent (NOI) form must be filed with the Wastewater Operation Section of the IDNR prior to the installation of the discharging onsite system. Once the form is received, the IDNR and EH determine if an NPDES general permit #4 shall be required, based on the discharge's potential impact on water quality. IDNR is responsible for issuing a General Permit #4 to the system owner. The system owner is responsible for meeting the requirements of the permit.~~

~~2. Upon purchasing property that has a system that requires a NPDES permit, the new owner shall submit a Notice of Intent to discharge to the IDNR within 30 days of the time of transfer.~~

~~**65.36 EFFLUENT SAMPLING BY QUALIFIED SAMPLERS.** The owner is responsible for having the private sewage disposal system sampled to ensure compliance with the NPDES permit. Only a "qualified sampler" shall conduct effluent sampling for compliance monitoring. "Qualified samplers" include the following:~~

- ~~1. EH personnel—fees for sampling conducted by EH shall be set by the Board of Health.~~
- ~~2. An Iowa-certified wastewater treatment operator.~~
- ~~3. An individual who has received training approved by IDNR.~~
- ~~4. IDNR certified Time of Transfer inspectors.~~

~~**65.37 EFFLUENT QUALITY LIMITS.** Effluent samples shall be at or below the following:~~

~~Table 2~~

Effluents Discharging To	E. coli cfu/100 mL	CBOD5 mg/L	TSS mg/L
-------------------------------------	-------------------------------	-----------------------	---------------------

Class "A1", "A3" waters	235	25	25
Class "A2" waters	2880	25	25
Ground surface	2880	25	25

65.38 SAMPLING LOCATION AND PROCEDURE.

2. Sampling location and procedure.

- a. Effluent samples must be collected from an approved sampling port (accessed from ground surface) or from the end of the discharge pipe (if accessible) following the final treatment component of the system. Sample results shall be sent to EH. ~~and IDNR.~~
- b. If the system is not discharging at the time of sampling, but appears to have been discharging, water must be added to the system through the building plumbing to create a discharge.
- c. ~~If there is no evidence of a discharge from the system within the previous six months, only a physical inspection of the discharge area for any signs of surfacing effluent is required, along with the submittal of a "No Discharge" form to EH and IDNR.~~

65.36 EFFLUENT SAMPLING BY QUALIFIED SAMPLERS.

3. ~~The owner is responsible for having the private sewage disposal septic system sampled to ensure compliance with the NPDES permit. Only a "qualified sampler" shall conduct effluent sampling for compliance monitoring. "Qualified samplers" include the following:~~

- a. EH personnel - fees for sampling conducted by EH shall be set by the Board of Health.
- b. An Iowa-certified wastewater treatment operator.
- c. An individual who has received training approved by IDNR.
- d. IDNR certified Time of Transfer inspectors.

65.39 IOWA CERTIFIED LAB.

4. Effluent samples must be analyzed by an Iowa certified lab. A list of certified laboratories is available from the State Hygienic Lab. Sample containers provided by the laboratory must be used for the sample. The sample must be collected from a free-falling effluent pipe or sampling port where the effluent is flowing. Samples shall not be taken from a pooled location. Sample submission shall follow the lab's instruction.

65.40 DUTY TO MITIGATE.

5. If a sample does not meet the effluent limits stated in Table 2 above, the owner must work with EH to investigate the potential causes of the problem, and a repeat sample must be taken within 30 days for the specific parameter that was out of compliance. ~~If the second sample is noncompliant, three consecutive samples do not meet the effluent limits,~~ the owner must take corrective actions to bring the system into compliance.

65.4136 VARIANCES. Variances to this ordinance may be granted by EH provided sufficient information is submitted to substantiate the need for and propriety of such action. Requests for variances and justification shall be in writing, filed with EH. Appeals shall be decided by the BOH. ~~Septic P~~permits will list any approved variances.

65.4237 SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance should be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

65.4338 EFFECTIVE DATE OF THIS ORDINANCE. These regulations go into effect upon adoption by the Story County Board of Supervisors. ~~May 1, 2020.~~

**MARY GREELEY HOME HEALTH SERVICES AND STORY COUNTY PUBLIC HEALTH
LOCAL BOARD OF HEALTH REPORT**

07/01/19 - 06/30/20

County: Story

MARY GREELEY HOME HEALTH SERVICES

7/29/2020

FUNDING SOURCE	Programs	Grant \$ Funded	Grant \$ Spent	Grant \$ % Spent	Specific Program	Number Story County Clients Served Utilizing State Grant Funds	COMMENTS
ESSENTIAL PUBLIC HEALTH SERVICES	Skilled Nursing, Health Promotion, Homemaker, Collaborative Relationships and Disease Outbreak Investigation, Reportable Disease Follow-up, & Surveillance	204,030	204,030.00	100%	SN	28	Mary Greeley Home Health Services provided skilled nursing visits to 269 Story County residents 07/01/19 through 06/30/2020. 33 (12.2%) clients received a full or partial discount for 1 or more of their skilled nursing visits. We accessed LPHS funds and other non-LPHS funding sources to cover Skilled Nursing visits provided at a discount.
					HP	HP = 461	MG Home Health Services provided Health Promotion Nursing visits to 463 Story County clients 07/01/19 - 06/30/20.
					COLLABOR - ATIVE RELATION- SHIPS		Collaborative Relationships includes activities which involve community partners to assist with identifying and addressing public health issues. We used LPHS funding for Collaborative Relationships. July 2019 through June 2020 we were engaged in more than 141 hours of collaborative relationship activities.

**MARY GREELEY HOME HEALTH SERVICES AND STORY COUNTY PUBLIC HEALTH
LOCAL BOARD OF HEALTH REPORT
07/01/19 - 06/30/20**

FUNDING SOURCE	Programs	Grant \$ Funded	Grant \$ Spent	Grant \$ % Spent	Specific Program	Number Story County Clients Served Utilizing State Grant Funds	COMMENTS
					Home - maker	31	Mary Greeley Home Health Services provided Homemaker service to 166 Story County residents 07/01/19 through 06/30/20. 20 (12%) of the Story Co. Homemaker clients paid full fee, 6 (3.6%) clients were paid by the MCO program (previously waiver), 12 (7.2%) clients were paid by VA and 128 (77.1%) paid according to our sliding fee scale. In addition to the LPHSC we used a variety of other funding sources to cover discounted Homemaker service.
					Disease Outbreak Investiga - tion, Report- able Disease Follow-up, Surveillance	68 Referrals	68 communicable disease cases were referred to MGMC Home Health Services from IDPH for the period 07/01/19 - 06/30/2020. In addition the Public Health nurses served as contact and referral sources for several TB cases. The PH nurses provided more than 781 hours of service for Disease Investigation, Surveillance and Follow-up of the TB and communicable disease referrals reported in Story County.
TOTALS		204,030	204,030.00	100%			

Drinking alcohol does not prevent or treat coronavirus infection and may impair immune function

While hand sanitizers containing 60-95% ethyl alcohol can help destroy the coronavirus on surfaces, drinking alcohol—including beverages with high percentages of alcohol—offers no protection from the virus. The concentration of alcohol in the blood after one standard drink is in the range of 0.01–0.03% (a blood alcohol level of 0.01–0.03 gm%), which is a tiny fraction of the concentration needed to produce an antiseptic action. Indeed, a blood alcohol concentration of 0.40% can be fatal.

Far from offering protection, alcohol misuse makes the body more susceptible to viral infections and can worsen the prognosis. Alcohol in the body at the time of exposure to a pathogen tends to impair the body's immediate immune response to the pathogen, making it easier for an infection to develop. Longer term, excessive alcohol consumption impairs immune cell functions in the lungs, making the body's immune response less effective. Excessive alcohol use also damages the cells that line the lung surface and this damage can go undetected until an infection occurs in the lungs. Alcohol misuse is also associated with Acute Respiratory Distress Syndrome (ARDS). In fact, individuals who misuse alcohol chronically are more likely to develop ARDS, more likely to need mechanical ventilation, have a prolonged stay in the intensive care unit, and have a higher risk of mortality from ARDS. All of these effects of alcohol misuse could certainly complicate COVID-19 prevention, treatment, and recovery.

References

- 1) Review that addresses all three statements: Boé, D.M.; Vandivier, R.W.; Burnham, E.L.; and Moss, M. Alcohol abuse and pulmonary disease. *J Leukoc Biol.* 86(5):1097-104, 2009.
- 2) Higher ARDS incidence with chronic alcohol consumption: Simou, M.; Leonardi-Bee, J.; and Britton, J. The effect of alcohol consumption on the risk of ARDS: A Systematic Review and Meta-Analysis. *CHEST.* 154(1):58-68, 2018.
- 3) Increased ventilation and prolonged stay in an intensive care unit : Moss, M.; Parsons, P. E.; Steinberg, K. P.; Hudson, L. D.; Guidot, D. M.; Burnham, E. L.; Eaton, S.; and Cotsonis, G. A. Chronic alcohol abuse is associated with an increased incidence of acute respiratory distress syndrome and severity of multiple organ dysfunction in patients with septic shock. *Crit. Care Med.* 31, 869–877, 2003.
- 4) Higher ARDS mortality in individuals who misuse alcohol chronically: Moss, M.; Bucher, B.; Moore, F. A.; Moore, E. E.; and Parsons, P. E. The role of chronic alcohol abuse in the development of acute respiratory distress syndrome in adults. *JAMA* 275, 50–54, 1996.[erview of Alcohol Consumption](#)

Study suggests increased risks for COVID-19 patients who smoke, vape

Researchers look for links between virus and stroke

Date: July 22, 2020

Source: Texas Tech University Health Sciences Center

Summary: A new review looks at the effect that smoking and vaping may have on the cerebrovascular and neurological systems of COVID-19 patients.

As the SARS-CoV-2 virus, or COVID-19 has unfurled its tentacles across the globe, the severe respiratory and pulmonary disorders associated with the infection have become well known. However, recent case studies also have strongly suggested the presence of cerebrovascular-neurological dysfunction in COVID-19 patients, including large artery ischemic strokes that originate in one of the brain's larger blood-supplying arteries such as the carotid.

Luca Cucullo, Ph.D., and other researchers from the Texas Tech University Health Sciences Center (TTUHSC) have for years studied the effects smoking and vaping have on the cerebrovascular and neurological systems. Their research, and that of others, has shown smokers of tobacco and vaping products are more vulnerable to viral and bacterial infection than are non-smokers.

Based on those findings and the recent COVID-19 patient case studies, Cucullo and TTUHSC graduate research assistant Sabrina Rahman Archie reviewed the role smoking and vaping may play in the cerebrovascular and neurological dysfunction of those who contract the virus. Their study, "Cerebrovascular and Neurological Dysfunction under the Threat of COVID-19: Is There a Comorbid Role for Smoking and Vaping?" was published May 30 in the International Journal of Molecular Sciences.

In his previous research, Cucullo demonstrated how tobacco smoke can impair a person's respiratory function. From there, it can affect the vascular system and eventually the brain. Because COVID-19 also attacks the respiratory and vascular systems, he and Archie wanted to see if there were any reported cases indicating the virus may also affect the brain and lead to the onset of long-term neurological disorders like ischemic strokes. They also looked for evidence showing smoking and vaping can otherwise worsen the outcomes for COVID-19 patients, which Cucullo said seems to be the case.

Archie said some case studies demonstrate there are indeed stroke occurrences in COVID-19 patients and the rates appear to be increasing every day. In fact, one study of 214 patients found that 36.45% of COVID patients had neurological symptoms, further indicating the virus is able to affect the cerebral vascular system. But how does this happen?

There are within the human body approximately 13 blood coagulation factors that can be increased due to hypoxia, a condition that occurs when the body is deprived of sufficient amounts of oxygen at the tissue level, as occurs with smoking. Archie said COVID-19 appears to also raise some blood procoagulant, especially the von Willebrand Factor, a blood clotting protein that primarily binds carries coagulation factor VIII and promotes platelet adhesion at the site of wounds.

"When the coagulant factor will be increased in our body, there will be a higher chance of clot formation," Archie explained. "Ultimately, it will be responsible for several vascular dysfunctions, for example, hemorrhagic or ischemic stroke."

Because COVID-19 and smoking or vaping each increases blood coagulation factors that may eventually affect the cerebral vascular system, Cucullo believes the stroke risk may be higher still for COVID-19 patients who smoke.

"COVID-19 seems to have this ability to increase the risk for blood coagulation, as does smoke," Cucullo added. "This may ultimately translate in higher risk for stroke."

Recent clinical study data also shows some of the damage caused by COVID-19, especially to the respiratory system, is permanent. Cucullo said the same data indicates that patients who recover from COVID-19 still have an elevated risk for stroke and that age and physical activity don't seem to be factors. Some of those with the highest risk factors for long-term problems related to COVID-19 are young adults in their 20s and 30s who were active and considered to be in their physical prime.

"After COVID-19, some of those can barely take few steps without having breathing issues, so the recovery, it's kind of formal recovering, but some of these long-term effects remain," he added.

In addition to impairing the immune and vascular systems and triggering cerebrovascular and neurological dysfunction, smoking and vaping often worsen the outcomes for patients who contract influenza or other respiratory or pulmonary diseases. Because COVID-19 appears to affect many of the same systems within the body, Cucullo said it would seem logical to think the health risks are increased for COVID-19 patients who smoke, but the virus is too new to know for certain.

"We don't even know whether COVID-19 can get into the brain because nobody has actually checked for it yet," Cucullo said. "I think it's very early for this kind of study; the prime clinical concern is either a vaccine or trying to alleviate the symptoms, in particular the respiratory symptoms, so they didn't even get that far. We are planning to do something from that point of view; this is something we will definitely research."

Story Source:

Materials provided by Texas Tech University Health Sciences Center. Original written by Mark Hendricks. Note: Content may be edited for style and length.

Journal Reference:

Sabrina Rahman Archie, Luca Cucullo. Cerebrovascular and Neurological Dysfunction under the Threat of COVID-19: Is There a Comorbid Role for Smoking and Vaping? *International Journal of Molecular Sciences*, 2020; 21 (11): 3916 DOI: 10.3390/ijms21113916

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Texas Tech University Health Sciences Center. (2020, July 22). Study suggests increased risks for COVID-19 patients who smoke, vape: Researchers look for links between virus and stroke. ScienceDaily. Retrieved July 31, 2020 from www.sciencedaily.com/releases/2020/07/200722083754.htm

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Environmental Health Department
Administration Building
900 6th Street, Nevada, Iowa 50201

Phone 515-382-7240
www.storycountyiaowa.gov

Report to the Story County Board of Health for August 4, 2020

The Environmental Health Department returned to the office on June 3, 2020. The building will remain closed to the public until at least after August as per the Board of Supervisors. For the most part, business is as usual except for the walk-ins who are now calling or emailing instead. The offices are equipped with partitions and cleaning supplies. Face coverings are mandatory unless you are in your office by yourself. Field work continues. Very few construction workers, developers, pumpers, etc. wear face coverings and sometimes encroach the 6' recommended distancing. Homeowners are not much better with face coverings. We are not going into people's homes unless they take all recommended COVID protection measures. Below is a summary of our main programs:

Septics

- 61 applications, 57 permits issued to date for calendar year.
- 52 TOT inspections/binding agreements.
- 8 repair permits issued.
- Pumper inspections completed.

Wells

- 7 water wells permitted for calendar year.
- 23 samples for calendar year.
- 17 wells plugged for calendar year.
- Grants to Counties total spent for FY 2020 was \$21,000, with \$9,000 of the grant allotment unspent. The FY2021 GTC contract for \$30,300 is in the process of being reviewed and signed.
- Tattoos
- No activity.

Pools

- Six inspections. Most pools are closed because of pandemic.

Complaints

- Five since the June 2 meeting.
- Red water in creek in Story City.
- Burning in Skycrest SD north of Ames.
- Burning near Maxwell.

- Grass too tall in Skycrest SD north or Ames.
- Trash and vehicle accumulation on lot across from McCallsburg cemetery.

CAFOs

- The Zoom Public Hearing for the Master Matrix review of the Maxwell North CAFO construction permit application was held on June 23, 2020. The proposal was for 4,960 finisher hogs to be housed in two buildings with 8' deep manure pits. The application passed the minimum required score for the master matrix. Because of comments received from the public, the BOS members voted unanimously to recommend permit denial to the DNR. The DNR approved the permit anyway, and construction will begin soon.
- Jaynes worked with Linda Murken to prepare an ISAC legislative request to evaluate and strengthen the master matrix process. The BOS will discuss this issue at the August 4 weekly meeting.

Trainings and Meetings

- Jaynes: - -CCMT meetings, WAWG meetings, Citizenserve.
- Bazylnski: Citizenserve.
- Jones: Citizenserve.
- Cory: Citizenserve.

Reviews with Planning & Development

- Osborn SD.
- B&L rezoning.
- Brad Perkins Human Services CUP.
- Malaby parcel SD.
- Hanks SD.

Miscellany

- Jaynes gave presentation for U of I - Ethics in Public Health: Closing Crestview, a case study.
- EH is preparing to offer permitting and paying online via Citizenserve, a software program that Planning & Development purchased. Should be available end of August.
- For FY2020, Environmental Health received \$70,057.89 (97% of the budgeted) in fees, grants, and contract payments. For expenditures, EH spent \$71,660.98 (99% of budgeted) on lab, plugging, fuel, office supplies, etc., and \$322,848.77 (95% of budgeted) on salaries and benefits. See attached accounting reports.

Submitted by Margaret C. Jaynes on July 31, 2020

Fund _____	Function _____	Object _____	Department _____	Project _____	Sub Project _____				
Budgetary Status 1,3	Print	Approp Line _	Include w/o Activity _	Service Area ____	Include	Pending: Claims _	Payroll _		
Account Number	Description			Rev	Budget\$	Recv Month	Recv YTD	% Recv	Remaining
Department 23	Environmental Health								
Fund 01000	General Basic			Percent of year	100.27				
01000 03000 2624 23	Physical Health & Social Serv. Well Testing & Abandonment			30,930		.00	27,968.02	90.42	2,961.98
01000 03000 2710 23	Physical Health & Social Serv. Other State Grants			3,882		.00	3,164.87	81.53	717.13
01000 03000 3310 23	Physical Health & Social Serv. Sewage/Septic Tank Permit			14,380		3,050.00	22,175.00	154.21	7,795.00+
01000 03000 3320 23	Physical Health & Social Serv. Water Well Permits			3,000		150.00	3,450.00	115.00	450.00+
01000 03000 5390 23	Physical Health & Social Serv. Other Health Fees			19,220		528.00	13,275.00	69.07	5,945.00
01000 03000 8490 23	Physical Health & Social Serv. Miscellaneous			0		.00	25.00	.00	25.00+
Fund Total 01000				General Basic	71,412	3,728.00	70,057.89	98.10	1,354.11
Department Total 23				Environmental Health	71,412	3,728.00	70,057.89	98.10	1,354.11

End of report

Fund _____		Function _____		Object _____		Department _____		Project _____		Sub Project _____		
Budgetary Status 1,3		Print Approp Line Y		Include w/o Activity _		Service Area ____		Include Pending: Claims _		Payroll _		
Account Number				Description				Budget\$	Used Month	Used YTD	% Used	Remaining
								Approp\$				
Department 23		Environmental Health										
Fund 01000		General Basic		Percent of year 100.27								
Function 03020		Sanitation										
01000	03020	100	23	8	Salaries	220,500	17,074.78	220,320.20	99.92	179.80		
					Pay Plan Staff	220,500			99.92	179.80		
01000	03020	106	23		Taxable Fringe Benefits	480	30.00	396.81	82.67	83.19		
						480			82.67	83.19		
01000	03020	113	23		Employer's Flex Benefits	6,104	581.20	6,102.60	99.98	1.40		
						6,104			99.98	1.40		
01000	03020	120	23		Board Of Health	50	.00	.00	.00	50.00		
						50			.00	50.00		
01000	03020	250	23		Vehicle Fuels/Maint	1,780	65.20	943.65	53.01	836.35		
						1,780			53.01	836.35		
01000	03020	260	23		Office Supplies	900	439.31	2,033.06	225.90	1,133.06-		
						900			225.90	1,133.06-		
01000	03020	400	23		Legal Notices	200	.00	106.41	53.21	93.59		
						200			53.21	93.59		
01000	03020	412	23		Postage & Mailing	1,390	88.50	775.56	55.80	614.44		
						1,390			55.80	614.44		
01000	03020	413	23		Employee Mileage & Exps.	350	.00	107.50	30.71	242.50		
						350			30.71	242.50		
01000	03020	414	23		Communication Services	2,410	278.94	2,612.11	108.39	202.11-		
						2,410			108.39	202.11-		
01000	03020	422	23		Education & Training	4,140	.00	733.34	17.71	3,406.66		
						4,140			17.71	3,406.66		
01000	03020	434	23		Well Permits	500	100.00	625.00	125.00	125.00-		
						500			125.00	125.00-		
01000	03020	442	23		Well Rehab Fund	23,200	1,000.00	11,492.60	49.54	11,707.40		
						23,200			49.54	11,707.40		
01000	03020	444	23		Equipment Rent/Maint	1,060	44.88	747.48	70.52	312.52		
						1,060			70.52	312.52		
01000	03020	480	23		Dues & Memberships	1,060	.00	573.97	54.15	486.03		
						1,060			54.15	486.03		
01000	03020	486	23		Lab Services	4,000	.00	3,617.50	90.44	382.50		
						4,000			90.44	382.50		
Function Total		03020		Sanitation		268,124	19,702.81	251,187.79	93.68	16,936.21		
						268,124			93.68	16,936.21		
Fund Total 01000				General Basic		268,124	19,702.81	251,187.79	93.68	16,936.21		
						268,124			93.68	16,936.21		
Fund 02000		General Supplemental		Percent of year 100.27								
Function 03020		Sanitation										
02000	03020	110	23		F.I.C.A.	17,500	1,321.30	16,973.32	96.99	526.68		
						17,500			96.99	526.68		
02000	03020	111	23		I.P.E.R.S.	21,500	1,666.72	21,374.36	99.42	125.64		
						21,500			99.42	125.64		
02000	03020	114	23		Employee's Insurances	33,400	2,793.25	33,313.30	99.74	86.70		
						33,400			99.74	86.70		
Function Total		03020		Sanitation		72,400	5,781.27	71,660.98	98.98	739.02		
						72,400			98.98	739.02		

Date - 6/30/20
Time - 15:52:22

Ending 06/30/2020

Story County - Accounting
Expense Summary by Department

Fiscal Yr 2019/2020

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Fund _____	Function _____	Object _____	Department _____	Project _____	Sub Project _____		
Budgetary Status 1,3	Print Approp Line Y	Include w/o Activity _	Service Area _____	Include Pending: Claims _	Payroll _		
Account Number	Description	Budget\$	Used Month	Used YTD	% Used	Remaining	
Fund Total 02000	General Supplemental	72,400	5,781.27	71,660.98	98.98	739.02	
		72,400			98.98	739.02	
Department Total 23	Environmental Health	340,524	25,484.08	322,848.77	94.81	17,675.23	
		340,524			94.81	17,675.23	

End of report