

**Recognized Public Health
Activities and Minimum
Standards of Performance
for Local Health Departments
In New Jersey**



NS/HA 8

HA/L 9

12/20/00

1/2/01

**RECOGNIZED PUBLIC HEALTH ACTIVITIES
AND MINIMUM STANDARDS OF PERFORMANCE
FOR LOCAL HEALTH DEPARTMENTS
IN NEW JERSEY**

as prescribed by
**THE PUBLIC HEALTH COUNCIL
OF THE NEW JERSEY STATE DEPARTMENT OF HEALTH**

Foreword

Pursuant to New Jersey Statutes Annotated 26:1A-15 (i) and (j) the Public Health Council of the New Jersey State Department of Health on December 14, 1959 by resolution prescribed the following Recognized Public Health Activities and Minimum Standards of Performance for Local Health Departments to take effect April 1, 1961.

The New Jersey Statutes Annotated 26:1A-15 provide that the State Commissioner of Health shall

- (i) “. . . recommend and the Public Health Council shall prescribe what are to be considered as ‘recognized public health activities’ and ‘minimum standards of performance.’”
- (j) Require local boards of health to establish and maintain a program of recognized public health activities and to meet minimum standards of performance as prescribed by the Public Health Council in accordance with the provisions of subsection “i” of this section.”

— o —

Pursuant to the authority vested in the Public Health Council under authority of Chapter 177, P.L. 1947, the following Recognized Public Health Activities and Minimum Standards of Performance for Local Health Departments are hereby prescribed this 14th day of December, 1959 to take effect April 1, 1961.

/s/ Harry J. Robinson, M.D.

Harry J. Robinson, M. D., *Chairman*
The Public Health Council of the
N. J. State Department of Health

ATTEST:

/s/ Erma T. Dilkes

Erma T. Dilkes, *Secretary*

INDEX

I. GENERAL SCOPE AND APPLICABILITY	3
II. VITAL STATISTICS	3
III. LABORATORY SERVICES	4
IV. ENVIRONMENTAL SANITATION	4
Air Pollution	4
Bathing Places	5
Camps	5
Foods	5
Housing	6
Insects and Rodents	6
Milk and Milk Products	6
Occupational Health	7
Plumbing	7
Potable Water Supplies	7
Radiation Protection	8
Ragweed and Poison Ivy	8
Sewage Disposal	8
Shellfish	9
Solid Waste Disposal	9
Stream Pollution	9
Veterinary Public Health	10
V. DENTAL HEALTH	10
VI. MATERNAL, CHILD AND ADULT HEALTH	10
Maternal and Child Health	11
Mental Health	11
Nutrition	12
VII. COMMUNICABLE DISEASES	12
Communicable Diseases	12
Tuberculosis	13
Venereal Diseases	13
VIII. CHRONIC ILLNESS	14
IX. HEALTH EDUCATION	14
Health Education	14
Safety	15
X. GENERAL ADMINISTRATION	15

I GENERAL SCOPE AND APPLICABILITY

All New Jersey statutes relating to public health and the State Sanitary Code are hereby included and made a part of the Minimum Standards of Performance for Recognized Public Health Activities of Local Health Departments set forth hereinbelow. No such minimum standard shall be construed as authorizing a lesser standard than that prescribed by said statutes or code, or other regulation imposed by a properly authorized agency, or as empowering or requiring a board of health to act in matters solely under the jurisdiction of State agency or any other municipal agency.

Local boards of health are required to establish and maintain a program of recognized public health activities and to meet minimum standards of performance. A Recognized Public Health Activity meeting the minimum standards prescribed hereinbelow may be in existence or be established and maintained either by a board of health or by a recognized health agency, official or voluntary.

II VITAL STATISTICS

1. *Act. 1* Secure reporting of births, marriages, deaths, fetal deaths and reportable diseases.

Standards

- 1.1 Secure complete reports of births, marriages, deaths, fetal deaths, and reportable diseases as required by law.
- 1.2 Check certificates and reports for accuracy and completeness.
- 1.3 All vital records shall be filed, indexed and stored in such a way as to be readily available for use and safeguarded against destruction and loss.

2. *Act. 2* Make copies of vital records; transmit original certificates and copies to agencies as required by law.

Standards

- 2.1 Make copies of birth, marriage (unless otherwise provided by statute), death and fetal death certificates and of reports of reportable diseases for local record and for municipality of residence for non-residents as necessary.

- 2.2 Transmit original certificates of birth, marriage (unless otherwise provided by statute), death and fetal death, and copies of reportable diseases to the State Department of Health, unless exempted by regulation of the latter.

3. *Act. 3* Issue licenses, permits and copies of vital records as provided by law.

Standards

- 3.1 Issue official notice of birth without charge to parents of newborn child.

- 3.2 Issue marriage licenses unless otherwise provided by statute.

- 3.3 Issue burial, transit or disinterment permits.

- 3.4 Issue certified copies of vital records.

4. *Act. 4* Provide adequate instruction to those persons responsible for reporting vital events.

Standard

- 4.1 Provide instruction to physicians, hospital superintendents, midwives, medical librarians, funeral directors and clergymen when necessary to insure compliance with the State law and local ordinances.

5. *Act. 5* Prepare public health statistics from reports of vital events.

Standards

- 5.1 Record counts of births, deaths and fetal deaths for residents including those occurring outside of the municipality to residents of the municipality. (Annually)

5.2 Record counts of reportable diseases, by disease, for residents including cases of diseases which occurred outside the municipality to residents of the municipality. (Annually)

5.3 Rates shall be computed in accordance with standard statistical practice.

5.4 Service statistics shall be provided and special studies shall be done as required for administrative planning, operation and evaluation of other recognized public health activities of the department.

6. *Act. 6* Study and interpret public health statistics.

Standard

6.1 Adequate analysis and interpretation of data for the categories under Activity 5 shall be done as required for administrative planning, operation and evaluation of other recognized public health activities of the department.

7. *Act. 7* Provide public health statistics to agencies and individuals having an interest in public health.

Standards

7.1 Establish and maintain liaison with other governmental and voluntary agencies for the exchange of information.

7.2 Provide interested agencies with copies of such reports as are prepared from public health statistics materials.

7.3 Prepare an annual statistical report and make available information therefrom to citizens and interested agencies.

III LABORATORY SERVICES

8. *Act. 1* Provide for public health laboratory services related to the prevention, diagnosis, and control of diseases of humans and the enforcement of public health law.

Standards

8.1 Provide for the following serv-

ices according to standard methods acceptable to the New Jersey State Department of Health:

A. Bacteriological

1. Identification of causative agents in communicable diseases and in food infections of bacterial origin.

2. Examination of water, food, milk and milk products.

B. Chemical

1. Milk and milk products (butter fat, solids, phosphatase)

C. Serological

1. Tests for syphilis

IV ENVIRONMENTAL SANITATION
Air Pollution

9. *Act. 1* Encourage and promote air pollution control.

Standard

9.1 Establish and conduct an air sanitation program having standards similar to but not necessarily the same as those substantive provisions of the "Smoke Control Code of New Jersey (1953)" and the "Public Health Nuisance Code of New Jersey (1953)," as they relate to air sanitation.

10. *Act. 2* Cooperate with State Department of Health in air pollution control.

Standards

10.1 Direct attention of local industries and other potential sources of air pollution to the New Jersey Air Pollution Control Code.

10.2 Cooperate with and assist the New Jersey State Department of Health Air Sanitation Program in securing compliance with the New Jersey Air Pollution Control Code and in research or special studies of air pollution being conducted in the area of jurisdiction of the local health department.

Bathing Places

11. *Act. 1* Establish and conduct a sanitation and safety program for bathing places.

Standards

- 11.1 Establish and conduct a sanitation and safety program for bathing places having standards for swimming pools similar to but not necessarily the same as the substantive provisions of the "Swimming Pool Code of New Jersey (1955)" and standards for bathing places at lakes or other bodies of fresh water similar to but not necessarily the same as the standards set forth in "Lake Bathing Places, Bacteriological, Sanitary and Safety Standards (1959)" established by the State Department of Health.
- 11.2 Survey and inspect all bathing places at least twice during the operating season to determine adequacy of sanitation and safety and to determine the factors having actual or potential influence upon bathing water quality.
- 11.3 Provide for collection and analyses of samples of water from all public bathing places for chemical and bacteriological quality.
- 11.4 Cooperate in the surf sampling program of the State Department of Health.

Camps

2. *Act. 1* Establish and conduct a camp sanitation program.

Standards

- 12.1 Establish and conduct a camp sanitation program for all camps including migrant labor camps and day camps having standards for all camps similar to but not necessarily the same as those prescribed in "Requirements for Certificate of Approval for Summer Camps (1959)" established by the State Department of Health.
- 12.2 Inspect and survey all camps at least once during the opera-

ting season to determine compliance with the above standards.

Foods

13. *Act. 1* Inspect food establishments, warehouses and distribution points.

Standards

- 13.1 Require all retail food establishments engaged in the manufacture, storage, distribution or sale of food to conform to standards similar to but not necessarily the same as those of the "Retail Food Handling Establishment Code of New Jersey (1952)."
- 13.2 All retail food establishments engaged in the manufacture, storage, distribution or sale of food shall be inspected annually or more often if deemed necessary to determine compliance with the above standards.
14. *Act. 2* Sample foods for adulteration, misbranding and unwholesomeness.

Standard

- 14.1 As indicated, samples of food shall be collected, preferably on a project basis, to determine compliance with local and State requirements.
15. *Act. 3* Embargo adulterated, misbranded or unwholesome foods.

Standard

- 15.1 All food known or suspected to be adulterated, misbranded or unwholesome within the meaning of local ordinance or State law shall be embargoed.
16. *Act. 4* Condemn, destroy or otherwise dispose of food unfit for human consumption.

Standard

- 16.1 The destruction or other disposition of all food which is adulterated, misbranded or unwholesome within the meaning of local ordinances or State law shall be supervised by the local board of health or other authorized official agency.

17. *Act. 5* Cooperate in misbranded, adulterated or unwholesome food recall programs.

Standard

- 17.1 Cooperation shall be extended to federal, State or municipal agencies in recalling misbranded, adulterated or unwholesome food, upon receipt of request.

Housing

18. *Act. 1* Abate violations of local public health ordinances and State public health law concerning housing.

Standard

- 18.1 When inspections reveal violations of local public health ordinance or State public health law concerning housing, action shall be taken to secure abatement of such violations.

Insects and Rodents

10. *Act. 1* Survey insect and rodent prevalence.

Standards

- 19.1 Inspections made by all personnel in the department shall include recognition and reporting of insect and rodent prevalence.
- 19.2 Insect and rodent prevalence data collected shall be used to determine areas in need of special attention.
20. *Act. 2* Insure application of proper insect and rodent reductional methods.

Standard

- 20.1 Control insects and rodents by requiring application of reductional methods which limit the feeding, harboring and breeding of insects and rodents.

Milk and Milk Products

21. *Act. 1* Ensure that milk plants, creameries, ice cream factories, their transportation equipment and their sources of supply whose products are consumed by the residents of the municipality

are inspected by an accredited representative of a local board of health or of the State Department of Health.

Standard

- 21.1 Establishments and equipment used in the manufacture, storage, distribution or sale of milk and milk products shall be so inspected annually or more often if deemed necessary. Where possible such inspection should be carried out as part of a regional reciprocal inspection program with a single specified agency responsible for each such plant, its transportation equipment and its source supply.
22. *Act. 2* Sample milk and milk products.

Standards

- 22.1 Provide for the collection of samples of milk of each milk plant at least monthly, for determination of compliance with local and State requirements. Such sampling should be carried out as an adjunct of the inspection program prescribed in Activity 21.
- 22.2 Provide for the collection of samples of milk products as often as deemed necessary for examination to determine compliance with local and State requirements.
23. *Act. 3* Embargo adulterated, misbranded, or unwholesome milk or milk products.

Standard

- 23.1 All milk or milk products suspected of being adulterated, misbranded or unwholesome within the meaning of local ordinance or State law shall be embargoed.
24. *Act. 4* Condemn, destroy or otherwise dispose of milk or milk products unfit for human consumption.

Standard

- 24.1 The destruction or other disposition of all milk or milk

products adulterated, misbranded or unwholesome within the meaning of local ordinances or State laws shall be supervised by the local board of health or other authorized official agency.

Occupational Health

25. *Act. 1* Survey occupational conditions.

Standard

25.1 With assistance from the State Department of Health, survey industries with occupational health hazards such as lead, mercury, carbontetrachloride, benzol, silica, and others.

26. *Act. 2* Collect information on suspected occupational health hazards.

Standard

26.1 Obtain industrial plant, agricultural, and other trade information relative to the work population, types of raw materials used, and products manufactured or produced.

27. *Act. 3* Inspect places of employment for general sanitation, food sanitation, and air sanitation.

Standards

27.1 Inspect toilets and washing facilities, drinking water supply and waste disposal system at least annually or more often if deemed necessary.

27.2 Inspect eating facilities including cafeteria, food dispensing and vending machines, and areas provided for eating at least annually or more often if deemed necessary.

28. *Act. 4* Promote periodic health examination, safety and first aid services.

Standard

28.1 Carry out an active program of recommending to and urging local industries to provide the above services.

Plumbing

29. *Act. 1* Provide for the inspection and control of the installations and maintenance of plumbing.

Standard

29.1 Establish and conduct a plumbing control program having standards for installation and maintenance of plumbing similar to but not necessarily the same as those prescribed by the "Plumbing Code of New Jersey (1953)."

Potable Water Supplies

30. *Act. 1* Inspect sources and installations.

Standards

30.1 Non-public water supply systems.

(a) Examine plans, issue certification for, and inspect proposed new non-public water supply systems designed to supply potable water for new realty improvements; inspect such supply systems to ensure that they conform to standards not less than those of the "Standards for the Construction of Water Supply Systems for Realty Improvements" as promulgated by the State Commissioner of Health under the provisions of Chapter 199, P. L. 1954.

(b) Inspect non-public water supplies where the health department has reason to believe that the supply may be contaminated or open to contamination.

(c) Records of certification of plans and of inspections of non-public water supply systems shall be maintained.

30.2 Public water supply systems.

(a) Obtain information concerning the source, nature of appurtenant installation and methods of treatment,

if any, of public water supplies serving the municipality. Maintain liaison with the State Department of Health for exchange of such information.

31. *Act. 2* Sample supplies.

Standards

31.1 Non-public.

Collect samples from adequately constructed non-public water supplies when the health department has reason to believe that the water supply may be contaminated or open to contamination.

31.2 Public.

Cooperate in the supplemental sampling program of the State Department of Health.

32. *Act. 3* Provide for the control of installations of wells for non-public water supply systems.

Standard

32.1 Establish and conduct a program for controlling the construction or alteration of non-public water supplies in accordance with requirements similar to but not necessarily the same as the "Water Supply Code of New Jersey (1959)."

33. *Act. 4* Inspect cross connections.

Standards

33.1 Survey public water supply systems for unapproved cross connections; secure abatement of unapproved cross connection or installation of approved connection.

33.2 Perform original inspection, quarterly follow-up inspections and semi-annual internal inspections of approved cross connections to secure compliance with Chapter 308, P. L. 1942.

34. *Act. 5* Cooperate in control of abandonment of wells.

Standard

34.1 Assist the Division of Water

Policy and Supply of the State Department of Conservation and Economic Development to secure compliance with Chapter 193, P. L. 1951 and Division Regulations concerning the sealing of abandoned wells.

Radiation Protection

35. *Act. 1* Encourage and promote radiation protection measures.

Standards

35.1 Consult with the State Department of Health on problems and questions concerning radiation producing installations.

35.2 Report immediately any situation of an emergency nature such as a radiation incident, fire, explosion or flood, involving the premises of a user of radioactive materials to the State Department of Health.

Ragweed and Poison Ivy

36. *Act. 1* Promote ragweed and poison ivy elimination.

Standards

36.1 Determine locations where ragweed and poison ivy growth exist.

36.2 Promote control of ragweed and poison ivy growth within the municipality.*

37. *Act. 2* Cooperate with State Department of Health in pollen collection program.

Standard

37.1 Upon request of the State Department of Health cooperate in the collection of ragweed pollen samples.

Sewage Disposal

38. *Act. 1* Regulate Private Sewage Disposal Systems.

Standard

38.1 Require installation, maintenance, and alteration of individual sewage disposal systems to conform to standards similar to but not necessarily the same as those of the "Individual Sewage Disposal System Code of New Jersey (1953)."

* The Weed Control Code of New Jersey (1953) is available for adoption by reference in accordance with R.S. 26:3-69.

39. *Act. 2* Secure abatement of nuisances from overflowing sewage disposal systems.

Standards

- 39.1 Regulate all scavenger services used for cleaning private sewage disposal system facilities.
- 39.2 Declare and secure the abatement of existing nuisances caused by overflowing sewage disposal systems in accordance with the provisions of law.

Shellfish

40. *Act. 1* Inspect wholesale and retail shellfish distribution establishments.

Standard

- 40.1 Wholesale and retail shellfish distribution establishments shall be inspected annually or more often if deemed necessary.
41. *Act. 2* Examine shellfish records and shipping tags.

Standards

- 41.1 Records of receipts and sales in wholesale establishments and records of receipts in retail establishments shall be examined during inspections to determine if properly maintained.
- 41.2 Shipping tags shall be examined to determine whether all mandatory information is entered by shipper and receiver and to check whether shellfish are from approved sources.
42. *Act. 3* Embargo adulterated, misbranded or unwholesome shellfish.

Standard

- 42.1 All shellfish known or suspected to be adulterated, misbranded or unwholesome shall be embargoed.
43. *Act. 4* Condemn, destroy or otherwise dispose of shellfish unfit for human consumption.

Standard

- 43.1 The destruction or other disposition of all shellfish adulterated, misbranded or unwholesome shall be supervised by the local board of health or other authorized official agency.

Solid Waste Disposal

44. *Act. 1* Ensure proper storage, collection and disposal of garbage and refuse.

Standards

- 44.1 Inspect public and private property to insure proper storage of garbage and refuse.
- 44.2 Require methods of collection of solid waste in a manner conforming to standards similar to but not necessarily the same as those of the "Solid Waste Code of New Jersey (1959)."
- 44.3 Enforce Chapter 8 of the State Sanitary Code and Standards for Sanitary Landfills and Incinerators.
- 44.4 Eliminate or control solid waste nuisances.

Stream Pollution

45. *Act. 1* Survey and sample streams.

Standards

- 45.1 Inspect streams and the banks of streams to locate physical conditions which may indicate stream pollution.
- 45.2 Collect stream samples for analysis when indicated to aid in evaluating the extent of stream pollution.
- 45.3 Determine sources of pollution by physical inspections, dye-testing and/or sampling.
46. *Act. 2* Abate stream pollution.

Standards

- 46.1 Notify violators of law of findings, request abatement; confer and consult with and endeavor

- to influence violators to abate voluntarily.
- 46.2 Issue orders as authorized by law and secure enforcement through legal process as necessary.
- 46.3 Refer such cases as seem beyond solution locally to the State Department of Health and provide the Department with evidence at hand.
- 46.4 Report to the State Department of Health as soon as possible on any observations which may be made on pollution caused by waste treatment plants operating under permits issued by the Department.
- 46.5 Cooperate with the State Department of Health in the issuance of permits to industries planning to locate on potable watershed areas.

Veterinary Public Health

47. *Act. 1* Provide for meat, meat products and poultry inspection.

Standard

- 47.1 Require that meat and poultry products which are processed, sold or distributed within the local jurisdiction shall bear the appropriate inspection markings signifying compliance with State or Federal requirements.
48. *Act. 2* Provide a rabies control program.

Standards

- 48.1 Promote canine control practices through licensing, stray control and proper pound operations.
- 48.2 Investigate animal bites and establish quarantine of animals.
- 48.3 Investigate cases of diagnosed or suspected rabies.
- 48.4 Promote rabies vaccination for canine population.
- 48.5 Provide for examination of any animal suspected of rabies.

- 48.6 Insure that all humans bitten by animals be given proper advice regarding treatment.
49. *Act. 3* Investigate and study current incidence of zoonoses.

Standards

- 49.1 Cases of disease suspected of being of animal origin shall be investigated. This may be done in cooperation with the State Department of Health.
- 49.2 Make check annually or more often as necessary of records of dealers in birds of the psittacine family as required in Regulation 6, Chapter III, State Sanitary Code.

V DENTAL HEALTH

50. *Act. 1* Promote prevention of dental disease.

Standards

- 50.1 Encourage good mouth hygiene and nutrition habits through dental health education.
- 50.2 Promote controlled adjustment of fluoride content of public water supplies to the optimum protective level of 1 p.p.m.
51. *Act. 2* Promote correction of dental defects and treatment of dental diseases.

Standards

- 51.1 Encourage annual dental inspection of all preschool and school age children.
- 51.2 Encourage establishment of dental treatment services, where indicated, in accordance with community need.

VI MATERNAL, CHILD AND ADULT HEALTH

Maternal and Child Health

52. *Act. 1* Ensure provision of prenatal, delivery and postpartum services.

Standards

- 52.1 Provide for information and guidance on physical and emotional aspects of pregnancy to expectant mothers, through home and clinic visits and conferences.
- 52.2 Maintain liaison with hospitals, private physicians and social agencies for early case finding, prompt referrals and exchange of information.
- 52.3 Investigate all births attended by an unlicensed attendant.
- 52.4 Ensure that all midwives are properly supervised.
 - (a) Arrange for prompt reporting by midwives upon assuming responsibility for a pregnant woman.
- 52.5 Investigate promptly all puerperal deaths, neonatal deaths and fetal deaths where a midwife was in attendance on the case.
- 53. *Act. 2* Ensure provision of health supervision for infants and preschool age children.

Standards

- 53.1 Provide or encourage continuous health supervision for infants and young children to include periodic examinations, protective immunizations, nutritional advice, emotional and behavioral guidance and accident prevention.
- 53.2 Establish child health conference services for the provision of health supervision for infants and preschool age children who cannot otherwise obtain it.
- 53.3 Guide parents to appropriate resources for correction of defects.
- 54. *Act. 3* Promote health services for school age children.

Standards

- 54.1 Cooperate with boards of education and parochial school authorities in the establishment

of health examinations and referral examinations and follow-up for correction of defects.

- 54.2 Encourage the integration of health education into the curriculum.
- 54.3 Provide consultation on environmental sanitation in schools.
- 55. *Act. 4* Provide for supervision of boarding homes for children.

Standard

- 55.1 Boarding homes for children shall conform to standards similar to but not necessarily the same as those prescribed by "New Jersey Boarding Home for Children Code (1956)."
- 56. *Act. 5* Cooperate with Crippled Children Program of the State Department of Health.

Standards

- 56.1 Stimulate schools, service clubs, welfare and other agencies to work with hospitals and clinics in providing services for the handicapped child.
- 56.2 Encourage the reporting of physically handicapped children to the Crippled Children Program of the New Jersey State Department of Health.

Mental Health

- 57. *Act. 1* Integrate mental health activities and education with related program activities.

Standard

- 57.1 Ensure that mental health activities in the maternal and child health and other programs of the local health department are provided and integrated with specific program activities.
- 58. *Act. 2* Participate in preventive mental health programs.

Standards

- 58.1 Maintain liaison with other governmental and voluntary agencies to assist in developing and conducting a preventive mental health program.

- 58.2 Cooperate with other agencies in assisting in the adjustment of the discharged mental patient to the home and community.

Nutrition

- 59 *Act. 1* Integrate nutrition activities and education with related program activities.

Standard

- 59.1 Ensure that nutrition activities and services are provided and integrated with other public health program activities.
60. *Act. 2* Participate in nutrition programs to meet nutritional problems of special groups.

Standard

- 60.1 Establish and maintain liaison with other governmental and voluntary agencies to develop and conduct a nutrition program by assisting in:
- (a) Planning of a program to fit needs of special groups.
 - (b) Arranging for necessary professional consultation service.
 - (c) Preparation and use of educational materials.

VII COMMUNICABLE DISEASES

Communicable Diseases

61. *Act. 1* Secure reporting of reportable diseases and analyze reported data.

Standards

- 61.1 Stimulate and secure prompt and complete reporting of notifiable diseases.
- 61.2 Transmit reports as required by statute and the State Sanitary Code.
- 61.3 Analyze reported data to provide a basis upon which to plan and evaluate an effective program for the prevention and control of infectious diseases.

62. *Act. 2* Provide services for epidemiological investigations and for supervision of carriers.

Standards

- 62.1 Study morbidity and mortality data to determine circumstances under which cases of communicable diseases are occurring.
- 62.2 Make prompt and adequate investigations, when necessary, of illnesses listed in Chapter II, Regulation I, of the State Sanitary Code. Prepare an adequate report of the results of investigation.
- 62.3 Investigate and report promptly unusual manifestations of disease or outbreaks of disease not listed as reportable.
- 62.4 Disseminate information relative to prevention and control during outbreaks.
- 62.5 Maintain surveillance of carriers of the causative agents of disease as required by State Sanitary Code and provide for an interchange of information concerning carriers with other local health departments and the State Department of Health.
- 62.6 Make maximum utilization of available resources for treatment.

63. *Act. 3* Perform necessary isolation and quarantine.

Standard

- 63.1 Secure compliance with the requirements of Chapter II of the State Sanitary Code.
64. *Act. 4* Provide or encourage immunizations and prophylactic treatments and cooperate in distribution of immunizing agents.

Standards

- 64.1 Provide or encourage the routine immunization of susceptible individuals against diphtheria, pertussis, tetanus,

smallpox, and poliomyelitis, and stimulate the administration of booster doses at appropriate intervals.

64.2 Provide or encourage immunization for other diseases when indicated.

64.3 Cooperate in the equitable distribution of antigens and biologicals made available by the State Department of Health.

Tuberculosis

65. *Act. 1* Secure reporting.

Standards

65.1 Stimulate and secure prompt and complete reporting of tuberculosis.

65.2 Transmit reports as required by statute and the State Sanitary Code.

65.3 Analyze reported data to provide a basis upon which to plan and evaluate an effective program for the prevention and control of tuberculosis.

66. *Act. 2* Ensure maintenance of case register.

Standards

66.1 Maintain or provide for an adequate system for record keeping of tuberculosis cases, contacts and suspects.

66.2 Provide for collection of current pertinent data and incorporation into the case register.

66.3 Stimulate interchange of information between agencies having responsibilities in tuberculosis control.

67. *Act. 3* Ensure supervision including instruction.

Standards

67.1 Make maximum utilization of available hospital facilities for isolation and treatment of active cases.

67.2 Urge continuous medical supervision and treatment of infec-

tious cases not receiving this service in private medical practice or in hospital.

67.3 Urge medical supervision and treatment of all other cases of tuberculosis as indicated.

67.4 Provide for supervision and instruction of tuberculosis patients and for follow-up of contacts and suspects.

67.5 Ensure proper handling of recalcitrant tuberculosis patients through use of quarantine and commitment procedures prescribed by State law, when necessary.

68. *Act. 4* Provide services for epidemiological investigation.

Standard

68.1 Make prompt and adequate investigation of sources of infection.

69. *Act. 5* Provide for examination of contacts and suspects including positive tuberculin reactors.

Standards

69.1 Make maximum utilization of available diagnostic services.

69.2 Make every reasonable effort to bring suspects and contacts to examination and diagnostic conclusion.

70. *Act. 6* Provide for tuberculin and chest X-ray surveys.

Standards

70.1 Promote tuberculin tests among preschool and school age groups.

70.2 Provide for selective X-ray screening surveys among segments of population having high prevalence of tuberculosis.

Venereal Diseases

71. *Act. 1* Encourage prevention of infection with venereal diseases.

Standards

71.1 Encourage instruction in family living for young people.

71.2 Provide venereal disease informational and educational materials to professional groups and to the public.

72. *Act. 2* Provide for case finding programs.

Standards

72.1 Stimulate reporting of the venereal diseases as required by statute and the State Sanitary Code.

72.2 Provide for interviewing of all venereal disease patients for contacts and suspects by qualified personnel.

72.3 Provide for investigation of all venereal disease contacts and suspects by qualified personnel.

72.4 Provide for serologic screening programs among population groups suspected of having a high prevalence of syphilis.

73. *Act. 3* Provide for diagnosis and treatment.

Standard

73.1 Provide for adequate diagnostic and treatment facilities.

VIII CHRONIC ILLNESS

74. *Act. 1* Estimate incidence of chronic illnesses.

Standard

74.1 Cooperate with official and voluntary agencies in determining an estimate of the incidence of chronic illnesses through utilization of available morbidity, mortality, and other data.

75. *Act. 2* Survey availability of preventive, diagnostic, and rehabilitation facilities.

Standard

75.1 Have knowledge of the number, capacity, and scope of the preventive, diagnostic, and rehabilitation facilities available to the community.

76. *Act. 3* Promote provision of adequate facilities for the fol-

lowing services:

- (a) Prevention
- (b) **Early detection and diagnosis**
- (c) Treatment
- (d) Rehabilitation
- (e) Referral

Standard

76.1 Cooperate with official and voluntary agencies in encouraging the organization, extension, and effective operation of facilities to provide these services.

IX HEALTH EDUCATION

Health Education

77. *Act. 1* Conduct inservice training program.

Standards

77.1 Conduct an orientation training for all new employees.

77.2 Encouragement should be given and opportunity afforded for continued professional and technical training of personnel through formal and informal courses, conferences, institutes, etc.

77.3 Periodic staff conferences should be held for the exchange of information and consultation on common problems.

77.4 Current technical and professional textbooks, periodicals and other publications should be available for use by personnel.

77.5 Encouragement should be given to selected personnel for professional growth through participation in their respective professional organizations.

78. *Act. 2* Cooperate and participate with health, welfare, and civic organizations.

Standard

78.1 Work with community health, welfare, civic, religious, national, and other citizen organ-

izations for the study and solution of community health problems.

79. *Act. 3* Cooperate and participate in work of community health councils and similar council groups.

Standard

79.1 Work in close cooperation with community health planning organizations such as a community health council, a health division of a welfare council, or a community health committee or any similar group organized for joint community health planning.

80. *Act. 4* Plan and conduct a health education program.

Standard

80.1 Maintain a planned health education program to aid in the attainment of the objectives of the health department.

81. *Act. 5* Provide health education media.

Standard

81.1 Provide health education media specifically selected for their effectiveness for use in the health education plan for the specific activities of the health department for use in the community.

Safety

82. *Act. 1* Integrate safety activities and education with related program activities.

Standard

82.1 Ensure that safety activities and education in the maternal and child health, housing and other programs of the local health department are provided and integrated with specific program activities.

83. *Act. 2* Participate in safety programs to eliminate accident hazards.

Standard

83.1 Maintain liaison with other governmental and voluntary agencies to assist in developing and conducting a safety program to eliminate accident hazards.

X GENERAL ADMINISTRATION

84. *Act. 1* Administer a planned public health program.

Standards

84.1 Determine and define public health problems and needs.

84.2 Plan activities designed to meet local health problems and needs.

84.3 Evaluate activities periodically to determine progress toward solution of defined problems and needs.

85. *Act. 2* Establish and apply personnel policies.

Standards

85.1 Employ necessary properly trained, full time personnel, who are licensed as may be required by law, to provide the recognized public health activities in accordance with the minimum standards of performance for these activities.

85.2 Formulate written personnel policies to include hours of work, salary, vacation and sick leave, compensation for injuries, malpractice and automobile liability insurance, pension and retirement. When personnel are employed under Civil Service, these policies shall be in accord with Civil Service law and regulations as a minimum.

86. *Act. 3* Provide adequate physical facilities and equipment.

Standards

86.1 Provide safe, sanitary, attractive, well lighted and heated quarters adequate in size to accommodate the offices, clinics, and laboratories operated by the health department. These

shall be conveniently accessible to the public.

86.2 Provide fire-resistant storage for vital registration records.

86.3 Provide office, field and laboratory equipment of a type and in quantity sufficient to enable personnel to do their work competently and efficiently.

86.4 Provide for necessary transportation for field personnel.

87. *Act. 4* Establish efficient office practices and fiscal procedures.

Standards

87.1 Provide reception and telephone answering services during regular business hours; such hours to be announced to the public.

87.2 Maintain a filing system adequate to make correspondence and records of the department readily available to health department personnel.

87.3 Maintain an accounting system adequate to insure control of income, expenditures, supplies and equipment, and blank licenses, certificates and permit forms.

87.4 Provide for prompt issuance of licenses and certificates during all regular business hours.

87.5 Activities of health department personnel shall be reported and adequate records maintained in

a specified manner upon forms provided for that purpose. Such records shall be retained in the files for a minimum period of two years and shall be kept longer when the legal or public health needs make this necessary.

88. *Act. 5* Administer and enforce public health laws.

Standards

88.1 Administer applicable State law and the State Sanitary Code.

88.2 Recommend enactment of and administer health ordinances, codes, and regulations designed to meet current needs.

89. *Act. 6* Maintain a cooperative working relationship with other agencies.

Standards

89.1 Maintain liaison and cooperative working relationships with municipal, county, State and federal governmental agencies.

89.2 Establish a satisfactory relationship with the working press, providing them with information necessary for correct and informative material for publication.

89.3 Cooperate with local civil defense and disaster authorities in accordance with New Jersey Civil Defense and Disaster Control Plan.