

# ENVIRONMENTAL PUBLIC HEALTH REPORTING REQUIREMENTS FOR ENVIRONMENTAL PUBLIC HEALTH OFFICERS AND COMMUNITY-BASED DRINKING WATER MONITORS

DCI Number/Fiscal Year: HC-P036 (2022-2023)

**NOTE:** This document is a representation of the reporting requirements for DCI HC-P036. It is not a reporting template or a data collection tool. Where applicable, reporting templates, guides and data collection tools that will assist you to complete your reporting requirements will be provided by your Regional Office. Please contact your [ISC-FNIHB Regional Office](#) if you have not received a copy of the documents, if you have questions, or require assistance.

## Program Reporting Requirements:

For those receiving funding for Environmental Public Health Officer services:

- Where a Medical Officer of Health requests an assessment/investigation on a reported public health issues by the Environmental Public Health Officer (EPHO), such as cases of possible food or waterborne illness, the EPHO should provide a report to the regional office on the follow-up assessment/investigation undertaken within five (5) working days.
- The following must be reported to the regional office within 24 hours:
  - All Drinking Water Advisories issued on a system.
  - Any non-Drinking Water Advisory event that may have an impact on public health. These events include but are not limited to: tornados, forest fires, flooding, chemical spills, possible food borne illness and enteric illnesses outbreaks (foodborne and water borne), or any suspected outbreak of Environmental Public Health related diseases

The notification should include the name of the First Nation/community impacted, the nature of the event, the scope of the impact, the actions being taken to assist; and identification of support needed from the government.

- Drinking water sampling and testing should follow the detailed procedures developed in collaboration with representative(s) from community leadership, and should meet the requirements of the Guidelines for Canadian Drinking Water Quality or provincial requirements. Drinking water test results should be reported:
  - immediately to the appropriate community representative(s) under the following circumstances: if microbiological water tests results, such as *E. coli* or total coliforms, exceed their Maximum Allowable Concentrations; or if chlorine residuals are inadequate to maintain disinfection in the distribution system, as outlined in the Guidelines for Canadian Drinking Water Quality or provincial requirements.
  - to the regional office weekly or as determined with the region.
- On an annual basis, the Environmental Public Health Officer shall fill out and share an annual activity report with the regional office within 90 days of the end of the fiscal year. The report shall include the following information:
  - For each facility type, the number of active facilities at the close of the fiscal year and the number of both routine and requested environmental public health inspections, as well as information on the potential or existing health hazards identified during the inspections.

- Number of activities conducted related to environmental communicable disease control including the nature and scope of the event. Include the number of waterborne, foodborne, vectorborne, enteric and other diseases investigations, as well as zoonotic surveillance and interventions activities.
- Information on public education, awareness and training sessions offered by Environmental Public Health Officers. For each training course (CBWM training, food safety, CDC, WHMIS, etc.) provide the number of training courses and the number of participants trained.
- The number of activities conducted related to emergency planning, response and recovery, as well as information on those activities. Those activities include planning for, responding to and recovering from emergencies such as floods, forest fires, chemical spills, storms, contamination of food or water supplies, disease outbreaks, etc.

The information requested is already collected by Environmental Public Health Officers as part of their inspections of public facilities (per the program framework) and homes, and as part of on-going monitoring and surveillance activities.

For recipients receiving funding for Community Based Water Monitors:

- Upon determining that *E. coli* and (or) total coliforms exceed health limits or Maximum Acceptable Concentrations set by the latest Guidelines for Canadian Drinking Water Quality, notify the Environmental Public Health Officer and request interpretation of results and whether or not further action is immediately required. Such action must also be taken when unusual fluctuations in chlorine residuals are noted (e.g., residuals drop below the recommended minimum).
- During a potential waterborne disease event, the Community Based Water Monitor has the responsibility to provide information received to the Environmental Public Health Officer and/or the Regional Office in a timely matter.
- Record all microbiological and chlorine residual results on water quality data sheets, and report all results to the Environmental Public Health Officer weekly (at a minimum), or as otherwise determined together with the regional office.
- Input all water quality test results into the designated database after results are determined, where access to a drinking water database is available. If no database is available record all microbiological and chlorine residual results on water quality data sheets, and report all results to the Environmental Public Health Officer weekly (at a minimum), or as otherwise determined together with the regional office.