

**Model Aquatic Health Code  
Regulatory Program Administration CODE  
for the First 60-day Review**

**Posted for Public Comment on 12/07/11  
Currently Open for Public Comment that Closes on 02/05/12**

***In an attempt to speed the review process along, the MAHC steering committee has decided to release MAHC draft modules prior to their being fully complete and formatted. These drafts will continue to be edited and revised while being posted for public comment. The complete versions of the drafts will also be available for public comment again when all MAHC modules are posted for final public comment. The MAHC committees appreciate your patience with the review process and commitment to this endeavor as we all seek to produce the best aquatic health code possible.***

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**MAHC Regulatory Program Administration Module Abstract**

Regulatory guidance forms the framework around which an effective model aquatic health code is built. The Regulatory Program Administration Program Module follows a best practice and research-based protocol to ensure the AQUATIC FACILITY is operating safely. The guidance reflected in this module promotes all parties working together from the initial building permits to the code enforcement process. The Regulatory Module contains requirements for but not limited to:

- 1) Establishment of an independent Aquatic Health Advisory Committee.
- 2) Delineation of imminent aquatic health hazards and corresponding remediation and enforcement procedures.
- 3) Establishment of facility staffing requirements based on facility size and type.
- 4) Aquatic facility operator training
- 5) Plans and permits guidelines
- 6) Recordkeeping requirements
- 7) Swimmer empowerment methods

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## MAHC Regulatory Module Review Guidance

### The [Model Aquatic Health Code \(MAHC\) Steering](http://www.cdc.gov/healthywater/swimming/pools/mahc/steering-committee/)

(<http://www.cdc.gov/healthywater/swimming/pools/mahc/steering-committee/>) and [Technical](http://www.cdc.gov/healthywater/swimming/pools/mahc/technical-committee/)

[Committees](http://www.cdc.gov/healthywater/swimming/pools/mahc/technical-committee/) appreciate your willingness to review this draft MAHC module. Your unique perspectives and science-based suggestions will help ensure that the best available standards and practices for protecting aquatic public health are available for adoption by state and local environmental health programs.

### Review Reminders:

- Please download and use the [MAHC Comment Form](http://www.cdc.gov/healthywater/swimming/pools/mahc/structure-content/) (<http://www.cdc.gov/healthywater/swimming/pools/mahc/structure-content/>) to submit your detailed, succinct comments and suggested edits. Return your review form by 02/05/12, as an email attachment to [MAHC@cdc.gov](mailto:MAHC@cdc.gov).
- If part of a larger group or organization, please consolidate comments to speed the MAHC response time to public comments.
- To provide context for this module review, please consult the [MAHC Strawman Outline](http://www.cdc.gov/healthywater/pdf/swimming/pools/mahc/structure-content/mahc-strawman.pdf) (<http://www.cdc.gov/healthywater/pdf/swimming/pools/mahc/structure-content/mahc-strawman.pdf>). Section headers of related content have been included in this draft module to assist reviewers to see where each section fits into the overall MAHC structure. Additional MAHC draft modules that contain this content will be or already have been posted for your review.
- MAHC Grading System
  - A grading system is provided for the recommended standards. It is based on the perceived reliability and accuracy of the material presented. This grading system is divided into three levels. The MAHC grading system is as follows:
    - Grade A: Practice supported by science/research/data.
    - Grade B: Generally accepted practice not supported by science/research/data.
    - Grade C: No generally accepted practice. Proposed language not yet supported by science/research/data.
- The complete draft MAHC, with all of the individual module review comments addressed will be posted again for a final review and comment before MAHC publication. This will enable reviewers to review modules in the context of other modules and sections that may not have been possible during the initial individual module review.
- The published MAHC will be regularly updated through a collaborative all-stakeholder process.

Please address any questions you may have about MAHC or the review process to [MAHC@cdc.gov](mailto:MAHC@cdc.gov). You may also request to be on the direct email list for alerts ("Get Email Updates" is in a box on the right hand side of the Healthy Swimming website at

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<http://www.cdc.gov/healthyswimming>) on the other draft MAHC modules as they are released for public comment.

Thank you again, and we look forward to your help in this endeavor.  
Sincerely,

Douglas C. Sackett, Director  
MAHC Steering Committee

The Regulatory Program Administration Code Module shows a Table of Contents giving the context of the Regulatory Program Administration Module in the Design, Construction, Operation, Maintenance, Policies and Management in the overall Model Aquatic Health Code's Strawman Outline (<http://www.cdc.gov/healthywater/pdf/swimming/pools/mahc/structure-content/mahc-strawman.pdf>).

**Reviewer Note on Module Section Numbering:**

Please use the specific section numbers to make your comments on this Draft Model Aquatic Health Code module. These numbers may eventually change during the editing of the compiled draft that will be issued for a final round of comments.

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## Abbreviations in this Module

AHAC	Aquatic Health Advisory Committee
AHJ	Authority Having Jurisdiction
MAHC	Model Aquatic Health Code

## Glossary Terms in this Module

**“Aquatic Facility”** means a physical place that contains one or more aquatic venues and support infrastructure under a single management structure.

**“Aquatic Feature”** means an individual recreational component within an aquatic venue. Examples include mushrooms, slides, buckets, and spray guns/nozzles.

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**“Aquatic Health Advisory Committee”** means a committee created by the AHJ to serve as an “independent” review function in the overall appeals process in the AHJ. It serves the AHJ in an advisory capacity only.

**“Aquatic Venue”** means an artificially constructed or modified natural structure where the general public is exposed to water intended for recreational or therapeutic purpose. Such structures do not necessarily contain standing water, so water exposure may occur via contact, ingestion, or aerosolization. Examples include swimming pools, wave pool, river, spas (including spa pools and hot tubs), interactive fountains, therapeutic pools, and spray pads.

**“Authority Having Jurisdiction” (AHJ)** means an agency, organization, office, or individual responsible for enforcing the requirements of a code or standard, and/or for approving equipment, materials, an installation, or a procedure.

**“Bather”** means a person at an aquatic venue who has contact with water either through spray or partial or total immersion. Bathers, which include staff members, can be exposed to contaminated water as well as potentially contaminate the water.

**“Code”** means a systematic statement of a body of law, especially one given statutory force.

**“Disinfection”** means a treatment that kills microorganisms (e.g., bacteria, viruses, and parasites); in water treatment, a chemical (commonly chlorine, chloramine, or ozone) or physical process (e.g., ultraviolet radiation) can be used.

**“Diaper Changing Station”** means a hygiene station that includes a safe and approved diaper-changing unit, adjacent handwashing sink, soap dispenser, and trash receptacle, and disinfectant products to clean the changing surface after use.

**“Imminent Health Hazard”** means a significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury.

**“Pool”** means a subset of aquatic venues designed to have captured water for total or partial bather immersion.

**“Pool Deck”** means surface areas serving the aquatic venue, beyond perimeter deck, which is expected to be regularly trafficked and made wet by bathers.

**“Qualified Operator”** means a person who meets the requirements specified in MAHC 6.1.1.

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**“Responsible Supervisor”** means an individual responsible for water treatment operations when a “qualified operator” is not on-site at an aquatic facility.

**“Safety” (as it relates to construction items)** means a design standard intended to prevent inadvertent or hazardous operation or use (i.e., a passive engineering strategy).

***Preface:** This document does not address all safety concerns, if any, associated with its use. It is the responsibility of the user of this document to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to each use.*

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**Model Aquatic Health Code**  
**Regulatory Administration Program Draft CODE**  
**4.0 Design Standards and Construction**

Key word	Section	Code	Grade
<i>Design Standards &amp; Construction</i>	<b>4.0</b>	<b>Design Standards and Construction</b>	
<i>Plans and Permits</i>	<b>4.1</b>	<b>Plans and Permits</b>	
<i>Plan Submittal</i>	<b>4.1.1</b>	<b>Plan Submittal</b>	<b>B</b>
<i>Purpose</i>	4.1.1.1	AQUATIC FACILITY construction plans shall be designed to protect the health and SAFETY of the facility's BATHERS and patrons.	
<i>Approved Plans</i>	4.1.1.2	No person shall begin to construct a new AQUATIC FACILITY or shall alter or renovate an existing AQUATIC FACILITY without first having the construction plans detailing the construction or renovation submitted to and approved by the AHJ.	
<i>Plan Preparation</i>	4.1.1.3	All plans shall be prepared by a licensed person and within their scope of practice as defined by the state or local laws governing professional practice within the jurisdiction.	
<i>Required Statements</i>	4.1.1.4	All construction plans shall include the following statements: <ol style="list-style-type: none"> <li>1) "The proposed AQUATIC FACILITY and all equipment shall be constructed and installed in conformity with the approved plans and specifications or approved amendments," and</li> <li>2) "No changes, additions, or equipment not specified in the approved plans can be made or added until the plans for such changes, additions, or equipment are submitted to and approved by the AHJ."</li> </ol>	
<i>Content of Design Report</i>	<b>4.1.2</b>	<b>Content of Design Report</b>	<b>B</b>

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Key word	Section	Code	Grade
<i>Basis of Design Report</i>	<b>4.1.2.1</b>	<b><i>Basis of Design Report</i></b>	
<i>Names / Addresses</i>	4.1.2.1.1	AQUATIC FACILITY plans shall include the name, address, and contact information for the owner, designer, and POOL contractor.	
<i>Map</i>	4.1.2.1.2	AQUATIC FACILITY plans shall include a map indicating the exact location of the AQUATIC FACILITY with street address and geographic location information including the GPS coordinates.	
<i>Site Information</i>	4.1.2.1.3	AQUATIC FACILITY plans shall include site information indicating at a minimum the location of all utilities, wells, topography, natural water features, and potential sources of surface drainage and pollution which may affect the proposed AQUATIC FACILITY.	
<i>Plot Plan</i>	4.1.2.1.4	AQUATIC FACILITY plans shall include a site plot plan including: <ol style="list-style-type: none"> <li>1) A general map and detailed scaled drawings of the AQUATIC FACILITY site plan or floor plan with detailed locations of the AQUATIC VENUES and features; and</li> <li>2) The locations of all water supply facilities, sources of drinking water, public or private sewers, and relative elevations of paved or other walkways and the equipment room floor shall be shown on the plans with the elevations of storm and sanitary sewer inverts and street grade.</li> </ol>	
<i>Plans and Specifications</i>	<b>4.1.2.2</b>	<b><i>Plans and Specifications</i></b>	<b>B</b>
<i>Drawings</i>	4.1.2.2.1	Detailed scaled and dimensional drawings for each individual AQUATIC VENUE shall include a venue area plan and layout plan along with dimensioned longitudinal and transverse cross sections of the AQUATIC VENUE.	
<i>Venue Attributes</i>	4.1.2.2.2	Detailed scaled and dimensional drawings for each individual AQUATIC VENUE shall include location and type of:	

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Key word	Section	Code	Grade
		<ol style="list-style-type: none"> <li>1) Inlets,</li> <li>2) Overflows,</li> <li>3) Drains,</li> <li>4) Suction outlets,</li> <li>5) Overflow gutters or devices,</li> <li>6) Piping,</li> <li>7) Designed POOL water elevation,</li> <li>8) AQUATIC FEATURES such as ladders, stairs, diving boards, slides, and play features, and</li> <li>9) Lighting.</li> </ol>	
<i>Area Design</i>	4.1.2.2.3	<p>Detailed scaled and dimensional drawings of the AQUATIC FACILITY and for each individual AQUATIC VENUE, as appropriate, shall include location and type of:</p> <ol style="list-style-type: none"> <li>1) Design of deck, curb, or walls enclosing the POOL,</li> <li>2) Deck drains,</li> <li>3) Paved walkways and other hardscape features,</li> <li>4) Non-slip flooring,</li> <li>5) AQUATIC VENUE area finishes,</li> <li>6) Drinking fountains or other sources of drinking water,</li> <li>7) Entries and exits,</li> <li>8) Hose bibs,</li> <li>9) Fences,</li> <li>10) Telephones, and</li> <li>11) Area lighting.</li> </ol>	
<i>Venue Recirculation and Treatment Design</i>	4.1.2.2.4	<p>Detailed scaled and dimensional drawings for each individual AQUATIC VENUE shall contain a flow diagram showing the location, plan, elevation, and isometrics of:</p> <ol style="list-style-type: none"> <li>1) Filters,</li> <li>2) Pumps,</li> <li>3) Chemical feeders,</li> <li>4) Ventilation devices,</li> <li>5) Heaters,</li> <li>6) Surge tanks, including operating levels,</li> <li>7) Cross-connection preventers,</li> </ol>	

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		8) Valves, 9) Piping, 10) Flow meters, 11) Gauges, 12) Thermometers, 13) Test cocks, 14) Sight glasses, and 15) Drainage system for the disposal of AQUATIC VENUE water and filter wastewater.	
<i>Equipment Room Design</i>	4.1.2.2.5	Detailed scaled and dimensional drawings for each individual AQUATIC VENUE shall contain a schematic layout of the AQUATIC VENUE equipment room showing accessibility for installation and maintenance.	
<i>Chemical Storage Design</i>	4.1.2.2.6	Detailed scaled and dimensional drawings for each individual AQUATIC VENUE shall contain a schematic layout of the aquatic chemical storage area(s).	
<i>Sanitary Facility Design</i>	4.1.2.2.7	Detailed scaled and dimensional drawings for each AQUATIC FACILITY shall show the location and number of all available sanitary facilities and bathhouse facilities provided including dressing rooms, lockers and basket storage, showers, lavatory, toilet fixtures, and DIAPER CHANGING STATIONS.	
<i>Technical Specifications</i>	<b>4.1.2.3</b>	<b>Technical Specifications</b>	<b>B</b>
<i>Accompany Drawings</i>	4.1.2.3.1	Technical specifications for the construction of each AQUATIC VENUE and all appurtenances shall accompany the drawings for the AQUATIC FACILITY plans.	
<i>Technical Details</i>	4.1.2.3.2	The technical specifications for each AQUATIC FACILITY and each AQUATIC VENUE shall include all construction details not shown on the plans.	
<i>Water Sources</i>	4.1.2.3.3	The technical specifications for each AQUATIC FACILITY shall include the sources of all water supplies.	
<i>Area and Volume</i>	4.1.2.3.4	Technical specifications shall include the water	

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		surface area and volume of each AQUATIC VENUE and associated water features, if applicable.	
<i>Bather Load</i>	4.1.2.3.5	The technical specifications for each AQUATIC FACILITY and each AQUATIC VENUE shall include anticipated maximum BATHER load, respectively.	
<i>Equipment Characteristics and Rating</i>	4.1.2.3.6	The technical specifications for each AQUATIC FACILITY and each AQUATIC VENUE shall include: <ol style="list-style-type: none"> <li>1) Detailed information on the type, size, operating characteristics, and rating of all mechanical and electrical equipment;</li> <li>2) Hydraulic computations for head loss in all piping and recirculation equipment; and</li> <li>3) Pump curves that demonstrate that the selected recirculation pump(s) are adequate for the calculated required flows.</li> </ol>	
<i>Recirculation Rate and Turnover</i>	4.1.2.3.7	The technical specifications for each AQUATIC VENUE shall include the recirculation rate and turnover time.	
<i>Filter Media</i>	4.1.2.3.8	The technical specifications for each AQUATIC VENUE shall include information on the filter media such as diatomaceous earth, sand, gravel or other approved material.	
<i>Equipment Specifications</i>	4.1.2.3.9	The technical specifications for each AQUATIC VENUE shall include information on each piece of equipment associated with that venue.	
<i>Safety Equipment Specifications</i>	4.1.2.3.10	The technical specifications for each AQUATIC FACILITY shall include information on all aquatic SAFETY equipment.	
<i>Other Specifications</i>	4.1.2.3.11	The technical specifications for each AQUATIC FACILITY and each AQUATIC VENUE shall include additional information related to the project requested by the AHJ for the purposes of the construction of the AQUATIC FACILITY and each AQUATIC VENUE and all appurtenances.	
<i>Plan Approval</i>	<b>4.1.3</b>	<b>Plan Approval</b>	<b>B</b>

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New Construction	4.1.3.1	<i>New Construction</i>	
Approval Limitations	4.1.3.1.1	The AHJ shall clearly state on the plans the limitations of their approval.	
Plan Review Training	4.1.3.1.2	The AHJ staff shall be adequately trained to conduct plan reviews.	
Owner Responsibility	4.1.3.1.3	The owner shall have final responsibility for the accuracy and completeness of the plans and specifications, as well as for subsequent construction and installation.	
Other Approvals	4.1.3.1.4	The approval shall also state that it is contingent on all other required approvals such as Building, Zoning, Fire, Electrical, Structural and any other approvals as required by local or state law or CODE.	
Plan Review Coordination	4.1.3.1.5	The AHJ shall coordinate their AQUATIC FACILITY plan review and communicate their approval with other agencies involved in the AQUATIC FACILITY construction.	
Plan Review Report	4.1.3.1.6	The AHJ shall provide a plan submission compliance review list to the AQUATIC FACILITY owner with the following information: <ul style="list-style-type: none"> <li>1) Categorical items marked satisfactory, unsatisfactory, not applicable, or insufficient information;</li> <li>2) A comment section keyed to the compliance review list shall detail unsatisfactory and insufficient;</li> <li>3) Indication of the AHJ approval or disapproval of the AQUATIC FACILITY construction plans;</li> <li>4) In the case of a disapproval, specific reasons for disapproval and procedure for resubmittal; and</li> <li>5) Reviewer's name, signature and date of review.</li> </ul>	
Plans Maintained	4.1.3.1.7	The AHJ and aquatic facility owner shall maintain at least one set of their own approved plans onsite	

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		for as long as the AQUATIC FACILITY is in operation.	
<i>Alterations</i>	<b>4.1.3.2</b>	<b><i>Alterations</i></b>	
<i>Plan Review Fee</i>	4.1.3.2.1	A plan review fee shall be paid. The fees for the review of plans and associated construction inspections shall be established by the AHJ.	B
<i>Alteration Review</i>	4.1.3.2.2	The AQUATIC FACILITY owner planning physical changes beyond simple replacement and maintenance to the AQUATIC FACILITY, an AQUATIC VENUE or an AQUATIC FEATURE, including alterations, renovations, or additions, to the original permitted and operating structures, recirculation, filtration, and DISINFECTION systems shall contact the AHJ to review proposed changes prior to starting the changes.	
<i>Alteration Scope</i>	4.1.3.2.3	The AHJ will determine if the proposed changes will require the AQUATIC FACILITY operator to submit a new or modified plan for review and approval in accordance with this CODE.	
<i>Alterations Record Maintenance</i>	4.1.3.2.4	Documentation of proposed changes shall be maintained in the AHJ's AQUATIC FACILITY files.	B
<i>Equipment Replacements</i>	<b>4.1.3.3</b>	<b><i>Replacements</i></b>	
<i>Replacement Equipment Equivalency</i>	4.1.3.3.1	The replacement of pumps, filters, chlorinators, skimmers, flow-meters, valves and other similar equipment with identical or substantially similar equipment may be done without submission of new or altered AQUATIC FACILITY plans.	
<i>Emergency Replacement</i>	4.1.3.3.2	The AQUATIC FACILITY owner shall submit to the AHJ the replacement equipment technical specification that verifies the proposed replacement equipment's equivalency to the originally approved and installed equipment prior to equipment's replacement.	
<i>Replacement Approval</i>	4.1.3.3.3	In emergencies, the replacement may be made prior to receiving the AHJ's approval, with the owner accepting responsibility for proper immediate replacement, if the equipment is not	

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		deemed equivalent by the AHJ.	
Replacement Record Maintenance	4.1.3.3.4	The AHJ shall provide the AQUATIC FACILITY owner written approval or disapproval of the proposed replacement equipment's equivalency.	
Documentation	4.1.3.3.5	Documentation of proposed, approved, and disapproved replacements shall be maintained in the AHJ's AQUATIC FACILITY files.	
Compliance Certificate	<b>4.1.4</b>	<b>Compliance Certificate</b>	
Construction Compliance Certificate	4.1.4.1	A certificate of construction compliance shall be submitted to the regulatory authority for all AQUATIC FACILITY plans for new construction and major alterations.	
Certificate Preparation	4.1.4.2	This certificate shall be prepared by a licensed professional and be within the scope of their practice as defined by the state or local laws governing professional practice within the jurisdiction of the permit issuing official.	
Certificate Statement	4.1.4.3	The certificate shall also include a statement that the AQUATIC FACILITY, all equipment, and appurtenances have been constructed in accordance with approved plans and specifications.	
Systems Commissioning	4.1.4.4	Commissioning or testing reports for systems such as AQUATIC FACILITY lighting, ventilation, recirculation, filtration, DISINFECTION, and BATHER SAFETY shall be included in furnished documentation.	
Maintenance	4.1.4.5	Documentation of AQUATIC FACILITY new construction and renovation plan compliance shall be maintained in the AHJ's AQUATIC FACILITY files.	
Permits	<b>4.1.5</b>	<b>Permits</b>	<b>B</b>
Building Permit for Construction	4.1.5.1	Building and other applicable permits shall be obtained before any AQUATIC FACILITY may be constructed.	

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Remodeling Building Permit	4.1.5.2	A building permit or other applicable permits may be required from the appropriate regulatory authority before remodeling of an AQUATIC FACILITY.	
Building Permit Alternative	4.1.5.3	If a building permit is not required, plans and specifications shall be submitted to the AHJ for review and approval.	
Permit Issuance	4.1.5.3.1	The AHJ after verifying information submitted and when new construction, alterations, or annual renewal requirements of this CODE have been met shall issue a permit to operate the AQUATIC FACILITY to the owner.	
Permit Denial	4.1.5.3.2	The AHJ, if after reviewing the permit application information, new construction, alterations, or completion of the annual renewal requirements of this CODE and found the application or the AQUATIC FACILITY unsatisfactory shall deny the new or renewal application, provided: <ol style="list-style-type: none"> <li>1) Specific reasons for disapproval and procedure for resubmittal;</li> <li>2) Notice of the rights to appeal this denial and procedures for requesting an appeal; and</li> <li>3) Reviewer's name, signature and date of review and denial.</li> </ol>	
Documentation	4.1.5.1.5	Documentation of AQUATIC FACILITY permit renewal or denial shall be maintained in the AHJ's AQUATIC FACILITY files.	

<b>4.2</b>	<b>Materials</b>
<b>4.3</b>	<b>Equipment Standards</b>
<b>4.4</b>	<b>Pool Operation and Facility Maintenance</b>
<b>4.5</b>	<b>Pool Structure</b>
<b>4.6</b>	<b>Indoor/Outdoor Environment</b>
<b>4.7</b>	<b>Recirculation and Water Treatment</b>
<b>4.8</b>	<b>Decks and Equipment</b>
<b>4.9</b>	<b>Filter/Equipment Room</b>
<b>4.10</b>	<b>Hygiene Facilities</b>

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**Model Aquatic Health Code**  
**Regulatory Administration Program Draft CODE**  
**5.0 Operation and Maintenance**

Key word	Section	Code	Grade
Operation and Maintenance	<b>5.0</b>	<b>Operation and Maintenance</b>	
Operating Permits	<b>5.1</b>	<b>Operating Permits</b>	
Owner Responsibilities	<b>5.1.1</b>	<b>Owner Responsibilities</b>	
Operating Permit Required	5.1.1.1	The AQUATIC FACILITY owner shall apply to the AHJ for a permit to operate an AQUATIC FACILITY using forms and pay permit fees prescribed by the AHJ prior to opening an AQUATIC FACILITY.	
Permit Renewal	5.1.1.2	The AQUATIC FACILITY owner shall renew the permit to operate annually using forms and paying permit fees prescribed by the AHJ prior to the scheduled expiration of an existing permit to operate an AQUATIC FACILITY.	
Permit Details	5.1.1.3	The permit shall be issued in the name of the owner for the calendar year, or if a seasonal AQUATIC FACILITY, for the period during the calendar year the facility will be in operation.	
Prior to Issuance	5.1.1.3.1	Prior to issuing the permit, the AHJ shall determine that: <ol style="list-style-type: none"> <li>1) The AQUATIC FACILITY is in compliance with the requirements of this CODE,</li> <li>2) All required application fees have been paid, and</li> <li>3) The AQUATIC FACILITY has been approved by the building official.</li> </ol>	
Owner Responsibilities	5.1.1.4	The owner of an AQUATIC FACILITY is responsible for the facility being operated, maintained, and managed in accordance with the requirements of this CODE.	
Permits	<b>5.1.2</b>	<b>Permits</b>	

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Key word	Section	Code	Grade
Permit Location	5.1.2.1	The permit shall be posted in a location conspicuous to the public on the premises of the facility.	
Operating Without a Permit	5.1.2.2	Operation of an AQUATIC FACILITY without a permit is prohibited.	
Required Closure	5.1.2.3	The AHJ may order the AQUATIC FACILITY without a permit to close until the facility has obtained a permit.	
Inspections	<b>5.2</b>	<b>Inspections</b>	
Preoperational Inspections	<b>5.2.1</b>	<b>Preoperational Inspections</b>	
Pre-operational inspection	5.2.1.1	A pre-operational inspection shall be conducted annually on each seasonal AQUATIC FACILITY.	
Multiple Inspections	5.2.1.2	Where more than one annual pre-operational inspection is required for a facility before it can be approved for operation, the AHJ shall assess a re-inspection fee for each additional inspection after the initial inspection.	
Re-inspection fees	5.2.1.3	The fees for pre-operational re-inspections are as established by the AHJ.	
Terms of operation	5.2.1.4	The facility may not be placed in operation until the inspection shows compliance with the requirements of this CODE.	
Exemptions	<b>5.2.2</b>	<b>Exemptions</b>	
Applying for Exemption	5.2.2.1	An AQUATIC FACILITY seeking an initial exemption or an existing facility claiming to be exempt according to applicable regulations shall contact the AHJ for application details/forms.	
Change in Exemption Status	5.2.2.2	An AQUATIC FACILITY that sought and received an exemption from a public regulation, shall contact the AHJ if the conditions upon which the exemption was granted change so as to eliminate the exemption status.	

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Key word	Section	Code	Grade
Exceptions to Exemption Status	5.2.2.3	An exemption from the AHJ does not exempt the AQUATIC FACILITY from applicable building CODES,	
Variance	5.2.3	<b>Variances</b>	
Variance Authority	5.2.3.1	The AHJ may grant a variance to the requirements of this CODE.	
Applying for a Variance	5.2.3.2	An AQUATIC FACILITY that seeks a variance shall apply in writing with the appropriate forms to the AHJ. The application shall include but not be limited to: <ol style="list-style-type: none"><li>1) A citation of the CODE section to which the variance is requested;</li><li>2) A statement as to why the applicant is unable to comply with the CODE section to which the variance is requested;</li><li>3) The nature and duration of the variance requested;</li><li>4) A statement of reasons why the public health or safety would not be jeopardized if the variance was granted, and</li><li>5) A full description of any policies, procedures or equipment that the applicant proposes to use to rectify any potential increase in health or safety risks created by granting the variance.</li></ol>	
Reviewing the Variance	5.2.3.3	The AHJ shall complete review of the variance application The AHJ shall consider the following factors: <ol style="list-style-type: none"><li>1) Unusual circumstances unique to the applicant's facility;</li><li>2) The hardship to the applicant that would result if the variance were denied;</li><li>3) The effects that such a variance would have on the health and safety of the public at the AQUATIC FACILITY;</li><li>4) Any proposed policies, procedures or equipment that could rectify any potential increase in health or safety risks created by granting the variance and,</li><li>5) Other health or safety factors as</li></ol>	

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Key word	Section	Code	Grade
		determined by the AHJ.	
<i>Variance Request</i>	<b>5.2.4</b>	<b>Variance Requests</b>	
<i>Terms of variance approval</i>	5.2.4.1	If the AHJ approves a variance request, the applicant shall be notified in writing of the decision.	
<i>Identify</i>	5.2.4.1.1	Such notice shall identify the AQUATIC FACILITY and its location, and the nature of the variance.	
<i>Specify</i>	5.2.4.1.2	The notice shall specify the period of time for which the variance will be effective and any conditions attached to the variance.	
<i>Failure to Comply</i>	5.2.4.2	Failure to comply with the specified conditions will result in the immediate revocation of the variance.	
<i>Variance denial</i>	5.2.4.3	The AHJ may deny any application for a variance.	
<i>Hearing</i>	5.2.4.3.1	The applicant may petition the AHJ for a hearing within ten business days, from receipt of the variance denial notice, to challenge the variance denial.	
<i>Challenging terms of the variance</i>	5.2.4.4	No permit holder or applicant may challenge the terms or conditions set forth in the variance after ten business days have elapsed from the date of issuance.	
<i>Transferability of Variance</i>	5.2.4.5	Each variance shall be posted in a conspicuous place for the public to view.	
<i>Revoked</i>	5.2.4.6	Each variance is revoked when the permit attached to it is revoked.	
<i>Not Transferable</i>	5.2.4.7	A variance is not transferable unless otherwise provided in writing at the time the variance is granted.	

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**Model Aquatic Health Code:  
Regulatory Administration Program Draft CODE  
6.0 Policies and Management**

Key word	Section	Code	Grade
<i>Policies and Management</i>	<b>6.0</b>	<b>Policies and Management</b>	
<i>Operator Training</i>	<b>6.1</b>	<b>Operator Training</b>	
<i>Lifeguard Training</i>	<b>6.2</b>	<b>Lifeguard Training</b>	
<i>Facility Staffing</i>	<b>6.3</b>	<b>Facility Staffing</b>	
<i>Operators Availability</i>	<b>6.3.1</b>	<b>Operator Availability</b>	
<i>Requirements</i>	<b>6.3.1.1</b>	<b><i>On-Site Qualified Operator</i></b>	<b>B</b>
<i>Size and Use</i>	<b>6.3.1.1.1</b>	A QUALIFIED OPERATOR shall be available on-site during all hours of operation at an AQUATIC FACILITY that has: <ul style="list-style-type: none"> <li>1) More than two AQUATIC VENUES; or</li> <li>2) An AQUATIC VENUE of over 50,000 gallons of water; or</li> <li>3) Venues that include spray features; or</li> <li>4) A venue used for therapy; or</li> <li>5) A venue used to provide swimming training.</li> </ul>	
<i>Bathers and Management</i>	<b>6.3.1.1.2</b>	A QUALIFIED OPERATOR shall be available on-site during all hours of operation at an AQUATIC FACILITY that is: <ul style="list-style-type: none"> <li>1) Frequented by an average of more than 200 BATHERS daily; or</li> <li>2) Operated by a municipality; or</li> <li>3) Operated by a school.</li> </ul>	
<i>Compliance History</i>	<b>6.3.1.1.3</b>	A QUALIFIED OPERATOR shall be available on-site during all hours of operation at an AQUATIC FACILITY that has a history of CODE violations which in the opinion of the permit issuing official require one or more on-site QUALIFIED OPERATORS.	

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Key word	Section	Code	Grade
Contracted Operators	6.3.1.2	<i>Contracted Off-site Qualified Operators</i>	B
Onsite or Contract Qualified Operator	6.3.1.2.1	All other AQUATIC FACILITIES shall have an on-site QUALIFIED OPERATOR or a contract with a QUALIFIED OPERATOR for a minimum of weekly visits and assistance whenever needed.	
Visit Documentation	6.3.1.2.2	Written documentation of these visits for contracted off-site QUALIFIED OPERATOR visits and assistance consultations shall be available at the AQUATIC FACILITY.	
Documentation Details	6.3.1.2.3	The written documentation shall indicate that the recirculation, filtration, and DISINFECTION systems were checked, the safety equipment was noted available on-site, the AQUATIC VENUE stairs and deck were in good condition, and that water quality parameters required by this CODE were tested and their resulting values recorded on the report.	
Visit Corrective Actions	6.3.1.2.4	The written documentation shall indicate what corrective actions, if any, were taken by the contracted off-site QUALIFIED OPERATOR during the scheduled visits or assistance requests.	
Onsite Responsible Supervisor	6.3.1.2.5	All AQUATIC FACILITIES without a full time, on-site QUALIFIED OPERATOR shall have a designated on-site RESPONSIBLE SUPERVISOR.	
Onsite Responsible Supervisor Duties	6.3.1.2.6	The designated on-site RESPONSIBLE SUPERVISOR shall: <ol style="list-style-type: none"> <li>1) Be capable of testing and recording the water quality parameters required by this CODE;</li> <li>2) Know how to make adjustments, as needed, to maintain required water quality parameters required by this CODE;</li> <li>3) Know general maintenance procedures as required by daily operational verifications or adjustments required by this CODE;</li> <li>4) Know when the AQUATIC FACILITY or individual AQUATIC VENUE should be</li> </ol>	

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Key word	Section	Code	Grade
		closed; and 5) How and when to contact the contracted off-site QUALIFIED OPERATOR.	
<i>Facility Management</i>	<b>6.4</b>	<b>Facility Management</b>	
<i>Operations</i>	<b>6.4.1</b>	<b>Operations</b>	
<i>Operations Manual</i>	<b>6.4.1.1</b>	<b>Operations Manual</b>	
<i>Systems Check Program</i>	<b>6.4.1.2</b>	<b>Systems Check Program</b>	
<i>Recordkeeping</i>	<b>6.4.1.3</b>	<b>Recordkeeping</b>	<b>B</b>
<i>Daily Operation Records</i>	<b>6.4.1.3.1</b>	<b>Daily Operation Records</b>	
<i>Operator Inspections</i>	<b>6.4.1.3.1.1</b>	The qualified operator or responsible supervisor shall make daily inspections before the AQUATIC FACILITY opens and record the results in a log or form maintained at the AQUATIC FACILITY for two years.	
<i>Daily Inspection Items</i>	<b>6.4.1.3.1.2</b>	The operator's daily AQUATIC FACILITY inspections shall include: <ul style="list-style-type: none"> <li>1) Drain covers, vacuum fitting covers, skimmer equalizer covers, and any other suction outlet covers are in place, secure, and unbroken,</li> <li>2) Skimmer baskets, weirs, lids, flow adjusters, and suction outlets are free of any blockage,</li> <li>3) Inlet and return covers and any other fittings are in place, secure, and unbroken,</li> <li>4) Safety warning signs and safety equipment as required by this CODE are in place and in good repair,</li> <li>5) Entrapment prevention systems are operational,</li> <li>6) Recirculation and DISINFECTION systems are operating,</li> <li>7) Secondary and/or supplemental DISINFECTION systems are operating,</li> <li>8) Underwater lights are intact with no</li> </ul>	

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Key word	Section	Code	Grade
		<p>exposed wires or water in lights,</p> <p>9) Emergency communication systems are operational,</p> <p>10) Fecal/vomit/blood incident contamination response protocols, materials, and equipment are available,</p> <p>11) Water features and amenities are functioning in accordance with the manufacturer's recommendations,</p> <p>12) Fencing/barriers, gates, and locks are tested and functioning properly, and</p> <p>13) Alarms, if required, are tested and functioning properly.</p>	
<i>Monitoring and Testing Records</i>	6.4.1.3.2	<i>Monitoring and Testing Records</i>	
<i>Illness and Injury Reports</i>	6.4.1.3.3	<i>Illness and Injury Reports</i>	
<i>Illness / Injury</i>	6.4.1.3.3.1	<p>The AQUATIC FACILITY operator shall record in a bound journal which shall be available for inspection by the AHJ that includes:</p> <ol style="list-style-type: none"> <li>1) All complaints of illness and injury; and</li> <li>2) All lifesaving actions and assists taken either by lifeguards, support staff or the public including the date, time, names and addresses of the individuals involved, the actions taken, equipment used and the outcome.</li> </ol>	
<i>Remediation</i>	6.4.1.3.4	<i>Body Fluids Remediation Log</i>	
<i>Staff Certifications Maintained</i>	6.4.1.3.5	<i>Staff Certifications on File</i>	
<i>Personnel Training</i>	6.4.1.3.5.1	All required lifeguard, safety personnel training, or qualified operator certificates shall be maintained on-site and made available to inspectors, staff, and POOL patrons upon request.	
<i>Multiple Facilities</i>	6.4.1.3.5.2	A copy of the original certificate shall be made available when employees work at multiple aquatic facilities.	
<i>Patron-Related Management</i>	6.4.2	<b>Patron-Related Management Aspects</b>	

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Key word Aspects	Section	Code	Grade
Bather Load	6.4.2.1	<b>Bather Load</b>	
Signage	6.4.2.2	<b>Signage</b>	
User Guidelines	6.4.2.3	<b>User Guidelines</b>	
Swimmer Empowerment Methods	6.4.2.4	<b>Swimmer Empowerment Methods</b>	C
Post Inspection Score	6.4.2.4.1	The permit to operate and the results of the most recent inspection of the facility shall be posted for public view at the AQUATIC FACILITY.	
Certificates Posted	6.4.2.4.2	Originals or legible copies of required QUALIFIED OPERATOR, lifeguard or safety personnel training certificates shall be posted for public view at the AQUATIC FACILITY.	
Contamination Response	6.5	<b>Fecal/Blood/Vomit Contamination Response</b> Previously posted at <a href="http://www.cdc.gov/healthywater/swimming/pools/mahc/structure-content/">http://www.cdc.gov/healthywater/swimming/pools/mahc/structure-content/</a>	
Inspections	6.6	<b>Inspections</b>	
Inspection Process	6.6.1	<b>Inspection Process</b>	
Inspection Authority	6.6.1.1	The AHJ shall have the right to inspect or investigate the operation and management of an AQUATIC FACILITY.	
Inspection Parameters	6.6.1.2	The AHJ, upon presenting identification, shall have the right to enter at all reasonable times any AQUATIC FACILITY area or environment, including, but not limited to the POOL, spa, water recreation attraction or natural bathing place facility, building, storage, equipment room, or office area to inspect and investigate for compliance with this CODE, to review records, to question any person, or to locate, to identify, and to assess the condition of the AQUATIC FACILITY.	
Risk Based Inspection	6.6.1.3	Inspections shall be risk-based, focusing on behaviors, practices, and procedures that are	

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Key word	Section	Code	Grade
		likely to lead to out-of-control recreational water injury and illness risk factors and asking management and employees questions to supplement actual observations.	
<i>Training of Inspection Staff</i>	6.6.1.4	Inspection staff shall be adequately trained to conduct risk based aquatic inspections.	
<i>Notice of Inspection</i>	6.6.1.5	Advance notice of inspections or investigations by the AHJ is not required.	
<i>Inspection Frequency</i>	6.6.1.6	The AQUATIC FACILITY shall be inspected quarterly for AQUATIC FACILITIES open year round and a minimum of two times per operating permit for seasonal facilities.	
<i>Inspection Frequency Based on Risk</i>	6.6.1.7	It is acceptable for the inspection frequency to be amended based on risk of recreational water injury and illness.	
<i>Inspection Interference</i>	6.6.1.8	It is a violation of this CODE for a person to interfere with, deny, or delay an inspection or investigation conducted by the AHJ.	
<i>Inspection Publication</i>	<b>6.6.2</b>	<b>Publication of Inspection Forms</b>	
<i>Inspection Form Publication</i>	6.6.2.1	The AHJ may publish the reports of AQUATIC FACILITY inspections.	
<i>Forms</i>	<b>6.6.3</b>	<b>Forms</b>	
<i>Applications</i>	6.6.3.1	Upon receipt of the following properly completed forms, the AHJ shall approve or deny the following applications in accordance with the provisions in this CODE. <ul style="list-style-type: none"> <li>1) Application for AQUATIC FACILITY Exemption Status</li> <li>2) Application for Approval of AQUATIC FACILITY Plans.</li> <li>3) Application for AQUATIC FACILITY Operating Permit/Authorization.</li> <li>4) Application for Annual Renewal or Reissuance of AQUATIC FACILITY Operating Permit</li> </ul>	

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Key word	Section	Code	Grade
		5) Application for AQUATIC FACILITY Variance	
Imminent Health Hazards	6.6.4	<b>Imminent Health Hazards</b>	
Imminent Health Hazards	6.6.4.1	Any of the following violations are imminent health hazards which shall require the AHJ to order immediate correction or to immediately institute action as provided in this CODE:  <ol style="list-style-type: none"><li>1) Failure to provide adequate supervision of the AQUATIC FACILITY as prescribed in this CODE;</li><li>2) Failure to provide the minimum disinfectant residual levels listed in various sections of this CODE</li><li>3) PH level below 6.5</li><li>4) PH level above 8.0</li><li>5) Failure to continuously operate the AQUATIC VENUE filtration and DISINFECTION equipment;</li><li>6) Use of an unapproved or contaminated water supply source for potable water use;</li><li>7) Overhead electrical wires within 20 feet horizontally of the AQUATIC VENUE;</li><li>8) Unprotected electrical circuits or wiring within 10 feet of the AQUATIC VENUE;</li><li>9) Failure to maintain an emergency lighting source;</li><li>10) Absence of any required lifesaving equipment on AQUATIC VENUE DECK;</li><li>11) AQUATIC VENUE bottom not visible;</li><li>12) Absence of or improper depth markings at an AQUATIC VENUE;</li><li>13) Plumbing cross-connections between the drinking water supply and AQUATIC VENUE water or between sewerage system and the AQUATIC VENUE filter backwash facilities;</li><li>14) Failure to provide and maintain an enclosure around the AQUATIC VENUE area that will prevent access to the AQUATIC VENUE during the hours in which the AQUATIC VENUE is closed for use;</li><li>15) Use of unapproved chemicals or the application of chemicals by unapproved methods to the AQUATIC VENUE water;</li></ol>	

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Key word	Section	Code	Grade
		16) Broken or missing main drain grate in the AQUATIC VENUE; 17) Overcrowding of the AQUATIC VENUE that results in poor supervision of BATHERS; 18) Glass or sharp objects in AQUATIC VENUE or on deck area; or 19) Any other item determined to be a public health hazard by the AHJ.	
<i>Enforcement</i>	<b>6.6.5</b>	<b>Enforcement</b>	
<i>Placarding of Pool</i>	6.6.5.1	Where an imminent public health hazard is found, the AQUATIC VENUE shall be placarded to prohibit use until the hazard is corrected in order to protect the public health or safety of BATHERS.	
<i>Placard Location</i>	6.6.5.2	When a placard is used, it shall be conspicuously posted at each entrance leading to the AQUATIC FACILITY and/or AQUATIC VENUE.	
<i>State Authority</i>	6.6.5.2.1	The placard shall state the authority responsible for its placement.	
<i>Tampering with Placard</i>	6.6.5.2.2	The placard shall indicate that concealment, mutilation, alteration or removal of it by any person without permission of the AHJ shall constitute a violation of this CODE and the Public Health Law.	
<i>Operator Follow-up</i>	6.6.5.3	Within 15 days of the placarding of an AQUATIC FACILITY, the operator of such facility shall be provided with an opportunity to be heard and present proof that continued operation of the facility does not constitute a danger to the public health.	
<i>Hearing</i>	6.6.5.3.1	The hearing shall be conducted by the AHJ.	
<i>Follow-up Inspection</i>	6.6.5.4	The AHJ shall inspect the premises, within two working days of notification that the hazard has been eliminated, to remove the placards after verifying correction.	
<i>Enforcement Penalties</i>	<b>6.6.6</b>	<b>Enforcement Penalties</b>	

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<i>Liability and jurisdiction</i>	6.6.6.1	It shall be unlawful for any person to fail to comply with any of the regulations promulgated pursuant to this CODE.	
<i>Failure to Comply</i>	6.6.6.1.1	Any person who fails to comply with any such regulation shall be in violation of this CODE.	
<i>Civil Penalty</i>	6.6.6.1.2	For each such offense, violators shall be liable for a potential civil penalty.	
<i>AHJ Authority</i>	6.6.6.1.3	The AHJ shall have authority to utilize civil penalty as a potential enforcement option.	
<i>Continued violation</i>	6.6.6.2	Each day, or any part thereof, during which a violation of this CODE exists or persists shall constitute a separate violation of this CODE.	
<i>Falsified Documents</i>	6.6.6.3	Falsifying or presenting to the AHJ falsified documentation and or certificates shall be a civil violation as specified by the AHJ.	
<i>Enforcement process</i>	6.6.6.4	Upon determining that one or more violations of this CODE exists, the AHJ shall cause a written notice of the violation or violations to be delivered to the owner or operator of the AQUATIC FACILITY that is in violation of this CODE.	
<i>Notice</i>	6.6.6.4.1	The notice shall, with respect to each violation, contain the following information: <ol style="list-style-type: none"> <li>1) A description of the violation, with a citation to the regulation that has been violated;</li> <li>2) A statement of the amount of the civil penalty to be assessed;</li> <li>3) A statement that the person in violation may elect to make an appearance in person, or in writing or by mail, to the appropriate local authority, and admit liability for or plead no contest to the violation, abate the violation, and pay the civil penalty established for the violation, and a statement of the date by which such penalty shall be paid; and</li> <li>4) A statement that, in the alternative, the person in violation may elect to contest the</li> </ol>	

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		violation by filing with the AHJ, within ten days of receipt of the notice of violation, a written notice of the person's election to contest the violation.	
<i>Administrative Hearing</i>	6.6.6.4.2	In the event the person elects to contest the violation, the person shall be entitled to an administrative hearing on the violation before the AHJ, or a designee of the AHJ.	
<i>Guidelines for payment</i>	6.6.6.5	If, after a hearing held pursuant to rules established in the AHJ, the AHJ or the designee of the AHJ finds that a violation of this CODE has occurred, the person found to be in violation shall, within ten days of the finding, pay the civil penalty originally assessed.	
<i>Court appearance</i>	6.6.6.6	If a person charged with a violation of this CODE does not elect to admit liability or plead no contest and to pay the assessed penalty, or, following a hearing under the rules of the AHJ which results in a finding that the person has violated the CODE, does not pay the assessed penalty, the violation shall be tried in the court under the rules of the AHJ upon a warrant in debt, with the same right of appeal as provided in civil actions at law.	
<i>Other enforcement options</i>	6.6.6.7	The remedies provided in this section are cumulative and not exclusive. The designation of a violation of this CODE as a civil violation shall not be construed as prohibiting the AHJ from initiating appropriate administrative, criminal civil procedures to prevent, correct, restrain or abate violations of the CODE.	
<i>Public Nuisance</i>	6.6.7	<b>Public Nuisance</b>	
<i>Public Nuisance</i>	6.6.7.1	Any public AQUATIC FACILITY constructed, operated, or maintained contrary to the provisions of this article is a public nuisance and dangerous to health.	
<i>Fees</i>	6.6.8	<b>Fees</b>	
<i>Types of Fees</i>	6.6.8.1	The following fees and corresponding amounts	

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Key word	Section	Code	Grade
		shall be assessed by the AHJ. Some typical fees include:	
		<ol style="list-style-type: none"> <li>1) Owner's permit application fee,</li> <li>2) Plan review and construction inspection fee,</li> <li>3) Pre-operational re-inspection fee,</li> <li>4) Variance and/or exemption application fee, and</li> <li>5) Late fees.</li> </ol>	
<i>Owner's Permit</i>	6.6.8.1.1	The owner's permit application fee shall be paid prior to the issuance of the owner's permit for facilities operating on a seasonal schedule.	
<i>Fee Schedule</i>	6.6.8.2	The AHJ processes all applicable fees. A complete list of all fees shall be made available to the public.	
<i>Aquatic Health Advisory Committee</i>	<b>6.7</b>	<b>Aquatic Health Advisory Committee (AHAC)</b>	
<i>AHAC Structure</i>	<b>6.7.1</b>	<b>Structure</b>	
<i>Members</i>	6.7.1.1	There shall be created, an Aquatic Health Advisory Committee, hereinafter called "Committee", consisting of but not limited to seven members, composed of and consisting of a representative of the industries, trades, and professions, as follows:	
		<ol style="list-style-type: none"> <li>1) AQUATIC FACILITY Building Contractor</li> <li>2) AQUATIC FACILITY Service &amp; Repair Contractor or</li> <li>3) AQUATIC FACILITY Industry Member</li> <li>4) Certified Safety Professional</li> <li>5) Professional Engineer</li> <li>6) Health Professional</li> <li>7) Building Code Official</li> </ol>	
<i>Appointment</i>	6.7.1.2	The members of the Committee shall be appointed by the AHJ for a recommended term of three years.	
<i>Initial Recommended</i>	6.7.1.2.1	The initial recommended terms of office shall be	

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		as follows:	
		1) Three members shall be appointed for a term of three years;	
		2) Two members for a term of two years;	
		3) Two members for a term of one year.	
Term Expiration	6.7.1.3	Upon expiration of the initial term of office of a member of the Committee, their successors shall then be appointed for a recommended term of three years.	
Unexpired Term Vacancies	6.7.1.4	Vacancies for an unexpired term shall be filled by the AHJ.	
Duties and Responsibilities	<b>6.7.2</b>	<b>Duties and Responsibilities</b>	
Hear Appeals	6.7.2.1	It shall be the duty of the Committee to hear appeals from the decision of the AHJ and to submit findings to the AHJ.	
Advisory	6.7.2.2	The duties and powers of this Committee shall be in an advisory capacity only.	
Procedures	<b>6.7.3</b>	<b>Procedures</b>	
Chairperson	6.7.3.1	The Committee shall annually elect one of its members to serve as Chairperson.	
Recording Secretary	6.7.3.2	The AHJ shall designate a clerk from the AHJ to serve as Recording Secretary to the Committee.	
Secretary Responsibilities	6.7.3.2.1	The Recording Secretary shall keep a detailed record of all proceedings on file in the AHJ and perform other secretarial duties as required by the Committee.	
Special Meetings	6.7.3.3	Special Committee meetings may be called by the AHJ or at the request of the Committee Chairperson or any three members of the Committee.	
Quorum	6.7.3.4	Seven voting members of the Committee shall constitute a quorum.	

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Public Hearings	6.7.4	<b>Public Hearings</b>	
Hearing Request	6.7.4.1	Any person dissatisfied with a decision of the AHJ may request a hearing before the Committee.	
Special Meeting	6.7.4.1.1	The AHJ shall call a special meeting to hear this matter.	
Within 30 Days	6.7.4.1.2	Such meeting will be held within thirty days of the date the appeal is filed.	
Open and Public	6.7.4.2	All hearings shall be open and public and any person whose interest may be affected by a recommendation of the Committee shall be given an opportunity to be heard.	
In Writing	6.7.4.2.1	The Committee shall render all recommendations in writing to the AHJ.	
Final Decision	6.7.4.2.2	The AHJ shall render a final decision within 10 days of receiving the Committee recommendations.	
Waive Hearing	6.7.4.3	The applicant may waive a hearing by the Committee and appeal directly to the AHJ.	
Render Decision	6.7.4.3.1	The AHJ shall in such cases render this decision within ten days of the date the appeal is filed.	
Filing Appeals	6.7.4.4	Any person aggrieved by a decision of the AHJ may at any time, within 30 days after the filing of the AHJ's decision, file an appeal following the various methods of appeal or review procedures in the AHJ.	
Conflict of Interest	6.7.4.5	No member of the Committee shall vote on any question concerning a job or project in which he or she is: <ol style="list-style-type: none"> <li>1) Engaged as contractor or material dealer, or</li> <li>2) In the preparation of plans or specifications, or</li> <li>3) On any job or project in which he or she has any direct or indirect personal or</li> </ol>	

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		financial interest.	
<i>Full Disclosure</i>	6.7.4.5.1	In these instances, the Committee member shall also make full disclosure of his or her interest to the Committee.	