



***AMENDED* AGENDA**

Board of Health

Wednesday, August 9, 2023

4:00 PM

Health & Human Services Center

Community Room

303 West Chapel Street

Dodgeville, Wisconsin

Zoom

<https://us02web.zoom.us/j/88591625021?pwd=UE5YL3dNMFRnYWlXRFIsZ0dpb0lUT09>

Meeting ID: 885 9162 5021

**Iowa
County,
Wisconsin**

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Any subject on this agenda may become an action item

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|----|--|
| 1 | Call to Order and Welcome |
| 2 | Roll Call and Introductions |
| 3 | Approve the agenda for this meeting |
| 4 | Approval of the minutes from the May 10, 2023 prior meeting |
| 5 | Report from committee members and an opportunity for members of the audience to address the Committee. No action will be taken. |
| 6 | Microbiology Water Testing Laboratory: Report on Status; Review of draft Policy and Procedure
- Leah Walrack, RN, Public Health Nurse |
| 7 | 2024 Iowa County Health Department Budget (draft) |
| 8 | Public Health Program Updates – <ul style="list-style-type: none"> Costing and Capacity Assessment; Workforce Assessment per CDC Infrastructure Grant requirements Community Narcan Training sessions, Wellness Expo, WIC clinic collaboration, Bridging Brighter Smiles Dental Clinic, Rural Safety Day, fall flu clinics, covid boosters Students: MPH student (summer); 4th Year Nursing student (fall) |
| 9 | Monthly report (programmatic stats) |
| 10 | Next meeting date |
| 11 | Adjournment |

Posting Verified by: Debbie Siegenthaler, Director/Health Officer; Joan Davis, Chair

Date: **7.28.2023**

Initials: DS

	UNAPPROVED MINUTES Board of Health Wednesday, May 10, 2023 @ 4:00 PM Health & Human Services Building – Community Room 303 West Chapel Street Dodgeville, WI 53533	Iowa County Wisconsin
For information regarding zoom or access for the disabled, please call 935-0399		
1	Meeting was called to order by Chairperson Joan Davis at 4:00 PM.	
2	Roll Call and Introductions: Committee members present: Joan Davis, Tom Howard, Justin O'Brien, Gerald Galle, Dody Cockeram. Excused: Vickie Stangel. Participating via telephone: Troy Moris, Environmental Health Consortium Coordinator. Others Present: Iowa County Health Department Director Debbie Siegenthaler, Medical Advisor Dr. Peter Mullin, Bruce Paull.	
3	Approve the agenda for this meeting: Galle moved to approve the agenda for this May 10 meeting. Cockeram seconded the motion. Motion passed unanimously.	
4	Approval of the minutes from the March 22 prior meeting: Howard moved to approve the minutes of the March 22, 20223 meeting. Galle seconded the motion. Motion passed unanimously.	
5	Report from committee members and an opportunity for members of the audience to address the Committee. No action will be taken. No reports/addresses.	
6	Board of Health Lay Member Appointment: Vickie Stangel. Director Siegenthaler announced the County Board's appointment of Vickie Stangel for a three-year term as a lay member of the Iowa County Board of Health. Siegenthaler noted that Stangel would fill the position that recently retired lay member Linda Pittz had held and that Stangel would not be present at this May 10 meeting but would be present at the next Board of Health Meeting.	
7	2002 Annual Report of the Iowa County Health Department – Approval: Director Siegenthaler distributed copies of the 2022 Iowa County Health Department Annual Report. She stated that the Health Department was statutorily required to submit an annual report and that this current report was organized around essential services, including Communicable diseases (which included communicable disease management, a lengthy Covid section, immunizations, vaccination clinics, and a narrative complementing the data). She emphasized that these activities (especially those related to Covid) were truly a team effort. The report contains an Environmental Health Section showing that statistics remained relatively steady throughout the Covid outbreak. She stated that the report provided a historical review of the entire Health Department's activities as well as providing a review and assessment of the staff and the entire program. Finally, the report provides a fiscal summary for the past five years. O'Brien moved to approve the 2022 Annual Report, Galle seconded the motion. The motion was approved unanimously.	
8	Environmental Health Program Update – Troy Moris, RS, EH Consortium Coordinator: Moris stated that the Environmental Health Consortium was planning on going from five to three counties (Iowa/Grant/Lafayette) and hoped to do so January 2024. The current consortium which has included Richland and Vernon counties has been operating for 35 years. This change would have fiscal implication as three counties would now be sharing the cost of the program instead of five. This implication will require Iowa County to put in more money to the 3 county consortium. Debbie has indicated the need to increase this line item in the HD budget will need to occur in the 2024 budget, which has been mentioned several times to this Board as well as the County Administrator. During the last few years, there have been increases in cases regarding citizens who are competent but cannot keep their residences in good condition and cases of landowner/tenant disputes. He stated that the program's direction should be towards more proactive (preventative) activities. He described a new initiative for Iowa County regarding the creation of a water laboratory which would test for bacteria and that it would take up to 6 months to get this lab up and running. Funding would be made possible through a grant passed through SCS.	

	Program Updates: Director Siegenthaler commented on the <u>2023 County Health Ranking Report</u>. This report is assembled by UW and is based on metrics related to health outcomes and health factors. Overall, Iowa County ranked 11th of Wisconsin's 72 counties. Some of the "low" ranking areas included number of poor mental health days, slightly higher adult smoking rates, and the percentage of the population that has access to exercise facilities. She stated that the ratio of primary county physicians to residents for the county was 1:2150 and that access to dentists and mental health providers was low as well. <u>Healthy Iowa County Community Health Improvement Plan (CHIP): update on progress with the four Community Action teams (Transportation, Aging Concerns, Mental Health/AODA, Healthy Living:</u> Director Siegenthaler reported that four community action teams were formed for the four priorities and that three meetings/team have been held thus far. The teams are developing themes and contributing factors related to the priorities. Geana attends all of these meetings and Director Siegenthaler attends as many as she can. Carly and Carmen are also facilitators at these meetings. While themes are emerging, strategies are yet to be worked on at future meetings at which specific goals would be developed. <u>Public Health Program Updates – End of PH emergency 5/11/23, Comprehensive workforce Assessment per CDC Infrastructure grant, COVID-19 After Action Report and Improvement Plan, Narcan Training:</u> Director Siegenthaler reported that the End of the Public Health Emergency is 5/11/2023 but (DHS) monitoring will continue and vaccine will continue to be supplied by the state until the supply from the feds runs out. O'Brien suggested a thank you to volunteers and partners would be appropriate. Siegenthaler stated that the department would be getting a CDC infrastructure grant which would help locally identify programmatic gaps and would provide a comprehensive workforce assessment. This grant would be \$105,000 over a five year period. She also commented on the completion of after action reports as related to the Covid outbreak, including vaccination clinics, local and regional partners, and the capability areas of the Covid-19 response. Siegenthaler shared the results of this After Action Report with strength and recommendations in four core capability areas to include: operational coordination, emergency public information and warning, public health laboratory testing, and medical countermeasure dispensing and administration. Director Siegenthaler informed the board that Narcan Training was starting with Iowa County employees and that those persons trained would be provided with two nasal Narcan applicators each. <u>WPHA/WALSHAB Legislative and Policy Priorities:</u> Director Siegenthaler described the policy and budget agendas of WPHA/WALDHAB for the 2022-2024 period.
9	
10	Monthly Report (programmatic stats): Director Siegenthaler distributed copies of the Health Department's monthly statistics report. There were no questions/comments
11	Next meeting date: The next meeting of the Iowa County Board of Health is August 9, 2023, at 4:00 pm.
12	Adjournment: O'Brien moved to adjourn the meeting, seconded by Galle. Motion passed. Meeting was adjourned at 5:28 pm.

Minutes submitted by Tom Howard, Iowa County Board of Health Secretary



Policy & Procedures

Public Health – Iowa County Health Department Water Laboratory Procedures

IOWA COUNTY HEALTH DEPARTMENT	
POLICY & PROCEDURE TITLE:	Microbiology Water Testing Laboratory Policy and Procedure Quality Assurance/Quality Control Plan QA/QC
EFFECTIVE DATE:	October 15, 2023
DATE REVIEWED/REVISED:	7/2023
AUTHORIZED BY:	Director/Health Officer
ESSENTIAL PUBLIC HEALTH SERVICE:	1. Investigate, diagnose, and address health hazards and root causes affecting the population. 2. Communicate effectively to inform and educate about health, factors that influence it and how to improve it.

POLICY STATEMENT:

To outline procedures for implementation of an effective, DATCP certified Microbiology Water Testing Laboratory in the Iowa County Health Department in partnership with UW Oshkosh.

OBJECTIVES:

1. Provide a program for the testing of private well water specimens.
2. Ensure that all parties involved in the program understand the procedures for specimen collection, testing and follow-up.
3. Update all partners on the policy and procedures annually.
4. Promote private well water testing to residents.

WHO PERFORMS ACTIVITIES (JOB TITLES):

Iowa County Health Department
Iowa County Land Conservation
Private Citizens

INTENDED POPULATION:

Individuals and households wishing to understand the quality of their water.

PROCEDURE:

1. Incubator Temperature

- a. Incubator temperature monitoring
 - i. **Monitored twice daily** (once in the a.m., once in the p.m., and at least 4 hours apart).
 1. Certified Digital thermometers are replaced prior to expiration.
NIST certified thermometer certificate is kept in the binder in the water lab.
 - ii. **Record temperature reading** on the “Incubator temperature log” sheet on the incubator.
 1. Each sheet can hold temperature readings for two months.



Policy & Procedures

Public Health – Iowa County Health Department Water Laboratory Procedures

2. Temperature log sheets shall be stored in the QA/QC manual in the Iowa County Health Department Water Lab.
- b. The temperature of the incubator shall be maintained at 35° C +/- 0.5° C. Record any corrective actions taken if the temperature is found to be outside the established perimeter.

2. Refrigerator Temperature

- a. Refrigerator shall be monitored daily using digitally calibrated thermometers.
 - i. Refrigerator for storage of Quanti-Cult and non-selective media is located in the Iowa County Health Department Water Lab.
- b. Record temperature reading on the “Refrigerator Temperature Log” sheet located on the refrigerator. Each sheet can hold temperature readings for two months.
 - i. Refrigerator Temperature Logs shall be stored in the QA/QC manual in the Iowa County Health Department Water Lab.
- c. The temperature of the refrigerator shall be maintained between 1-8° C. Record any corrective actions taken if the temperature is found to be outside the established perimeter.

3. Thermometer Calibration

- a. NIST-certified digital data loggers will be used to ensure correct temperature monitoring in both incubator and refrigerator units.
- b. ICHD will maintain certification sheets including dates of certification, expiration dates, and model numbers of all units used. These will be stored in the QA/QC binder located in the Iowa County Health Department Water Lab.

4. Sampling Bottles. Bottles are obtained from IDEXX, Inc.

- a. Sterility (all sterility checks will be done by UW Oshkosh Lab personnel)
 - i. Each time a new order of bottles is obtained, the manufacturer will provide a certificate of analysis for sterility for the lot number purchased.
 - ii. UW Oshkosh will send a copy of this certificate to Iowa County Health Department with each lot of bottles shipped. The certificate of analysis shall be stored in the QA/QC manual in the Iowa County Health Department Water Lab.
 - iii. One bottle from each lot purchased will be filled with 100 mL of sterile tryptic soy broth (TSB) by UW Oshkosh Lab Personnel.
 1. pH should be verified using the pH meter at the Aquatic Research Lab at UW Oshkosh.
 2. Data recorded should include buffer type, date, calibration curve, and actual pH.
 3. Form filed in QA/QC manual behind under media/sample bottle checks tab.
 4. Iowa County Health Department will receive a copy of this form and file it in the QA/QC manual in the ICHD Water Lab.



Policy & Procedures

Public Health – Iowa County Health Department Water Laboratory Procedures

5. Sample is incubated for 24 hours and rechecked after 48 hours (record both results) at 35° C +/- 0.5° C. Once removed from incubation the bottles will be examined for any evidence of microbial growth by UW Oshkosh Lab Personnel.
- b. 100mL volume certification (all volume certification checks will be done by UW Oshkosh Lab personnel)
 - i. Each time a new order of bottles is obtained, the manufacturer will provide a certificate of analysis assuring the accuracy of the 100 mL mark on the bottles.
 - ii. The Iowa County Health Department shall file a copy of this certificate of analysis in the QA/QC manual in the Iowa County Health Department Water Lab.
 - iii. One bottle from each lot purchased will be checked for accuracy using a 100 mL Class A graduated cylinder (To Contain) stored at the Aquatic Research Lab at UW Oshkosh.
 1. Tap water is poured into a sterile bottle to the 100 mL line (as close as possible).
 2. The tap water in the 100 mL bottle is then poured into the 100 mL Class A "To Contain" graduated cylinder.
 3. Volume of tap water should be between 98 mL to 102 mL on the graduated cylinder.

NOTE: If outside the volume range, another bottle may be used or another measurement should be taken. If still not met, corrective action should be taken by the lab manager at UW Oshkosh.

- c. UV Auto fluorescence (done by UW Oshkosh personnel)
 - i. Each bottle lot will be checked by UW Oshkosh using a UV lamp and a copy of the results shall be stored in the QA/QC manual in the ICHD Water Lab.
- d. Labeling (done by Iowa County Health Department personnel)
 - i. Location from which sample was obtained, the date and time of sample, the signature of the sampler, and the type of test to be done (total coliform, E. coli, Enterococci) shall be indicated on the label.
 - ii. Sample number, if appropriate, should also be indicated on the label.

5. Media Checks (All Media Checks will be Completed by UW Oshkosh Personnel)

- a. Auto-fluorescence
 - i. Each time a new lot of media arrives it shall be checked for auto-fluorescence using a 366 nm ultraviolet light source with a 6-watt bulb by UW Oshkosh personnel.
 - ii. A copy of the information on auto-fluorescence and the lot number shall be stored in the QA/QC manual in the Iowa County Health Department Water Lab.



b. Positive and Negative Control Organisms

- i. Media quality will be checked using positive and negative control organisms (*E. coli*, *Klebsiella pneumoniae*, and *Pseudomonas aeruginosa*) provided by Quanti-Cult or as used in UW Oshkosh Bacteriology and/or medical bacteriology courses.
- ii. Instructions for running the Quanti-Cult bacterial cultures can be found in the QA/QC manual labeled “Methods” located at the Aquatic Research Laboratory at UW Oshkosh.
- iii. Control organisms will be utilized every 90 days during the testing season.
- iv. A copy of the results for these organisms will be obtained from UW Oshkosh and shall be stored in the QA/QC manual in the Iowa County Health Department Water Lab.
- v. If media is in use for more than 90 days from the date of the first check with positive and negative controls, the positive and negative controls must be run again. The Health Department will request an updated record of the media recheck every 90 days for each lot number available from UW Oshkosh and file the report in QA/QC Manual.

6. UV Light Function and Cleaning

- a. The UV light will be inspected and cleaned monthly by the Iowa County Health Department personnel using a soft cloth with a bleach solution.

7. Assay/Methods

- a. Well water is monitored for total coliforms and *E. coli* using the Colilert Test Kit by IDEXX (Westbrook, ME).
- b. Instructions for the use of the Colilert, and Colilert-18 media are detailed in the QA/QC manual in the Iowa County Health Department under “Methods”.
- c. Only employees who have been trained to perform this testing method will be allowed to conduct the testing.
- d. Samples are incubated in Fisher Scientific Incubator located at the Iowa County Health Department Laboratory.
- e. Results will be recorded on the results log on the Water Test Result spreadsheet located on the Iowa County Health Department “G” drive.

8. Destruction of Biohazard Materials – Addition of Bleach Solution

- a. A 200 ppm concentration of bleach will be applied by the Iowa County Health Department after incubation of any sample.
- b. Add approximately 5 mL of bleach solution to the sample.
- c. Allow to sit for at least 4 hours before disposal into the waste container.

9. Proficiency Testing

- a. A yearly proficiency test for the MicrobE (Coliforms) procedure will be conducted by all Iowa County Health Department Lab personnel.
- b. The proficiency test material will be obtained from Environmental Resource



Policy & Procedures

Public Health – Iowa County Health Department Water Laboratory Procedures

Associates (Arvada, CO) or a similar certified laboratory.

- c. Results of the proficiency test will be stored in the QA/QC manual in the Iowa County Health Department Water Lab.
- d. USEPA Lab Code # = WI 105-542 (needed for submission of proficiency testing results).
- e. New analysts will be trained by the Lab Supervisor and must demonstrate their ability to satisfactorily analyze unknown samples on each test procedure that they run before doing any official testing on compliance samples.

10. Data Handling

- 1. ICHD Water Test Request Form
 - a. When water samples are collected each water sample shall be accompanied by an ICHD Water Test Request Form.
 - b. All information should be completed upon taking the sample into the lab.
 - c. Staff member that accepts the sample will add their initials, the date, and time to the log and to the acceptance of the sample in the bottom right-hand corner of the Water Test Request Form. In order to protect the privacy of the requestor and/or well-owner, Personally Identifiable Information in the request form will be redacted prior to the release or disclosure of information in the form to the public.
- Blank sample forms are stored in the "G" Drive under G\Water Lab\Information\Forms.
- d. Staff member will report the results of each owner's well water test via phone call, email or mail a copy of the letter to the client. If the results are unsafe, call the client to inform them of the results as soon as possible.

11. Water Sample Conditions

- a. Water samples that are delivered to the Iowa County Health Department Water Lab under the following conditions will **not** be accepted.
 - i. Frozen, or too hot to touch.
 - ii. Not labeled with the time and date the sample was collected.
 - iii. Not paid for when dropped off at the Iowa County Health Department.
 - iv. Not collected in the proper sampling bottles (provided by the Health Department) – we do not accept sampling bottles from other labs.
 - v. Not filled to the 100 mL line for bacteria.
 - vi. Not accompanied by a completed Water Test Request Form.
 - vii. Leaking (through the cap, hole in the bottle, etc).
 - viii. More than 24 hours old.
- b. Bacteria Results Log
 - i. Each sample processed by the Iowa County Health Department will be identified on the Water Lab Results Spreadsheet on the Iowa County Health Department "G" drive under G\Water Lab\Results\Bacteria Results.
- c. Data retention and storage
 - i. All files will be retained for seven years.



12. Processing of Samples

- a. Verify all the information is on the Water Test Request Form.
- b. This includes name, address, report option, date and time sample taken, payment information, and date and time received.
- c. Separate samples being sent to UW Oshkosh (nitrates, lead and arsenic) and place them in the fridge.
- d. Fill out the water laboratory sample collection record with the client's name, the date and time the sample was taken, and the date and time you are putting the sample into the incubator, in the comments section enter the sample number and your initials.
- e. Write the sample number on the top of the Water Test Request Form.
- f. Label the sample bottle with the sample number with a sharpie.
- g. Sanitize the counter with an appropriate cleansing/sanitizing wipe. Wash your hands and put on gloves.
- h. Verify that the water level is at 100 mL for each sample bottle. In the IDEX bottle, there is a 100ml line. The state lab of hygiene bottles (red writing) has a fill line and a lower line beneath. The lower line is the 100 mL line.
- i. If the water levels are too high, the excess water needs to be poured out. Do this very carefully in the sink. **Be very careful not to contaminate the sample. Do not touch the inside of the bottle or the cap. Be very careful to place the cap with the inside up on the counter.** Carefully transfer the sample to a sterile bag, agitate the water, and return the water sample back to the bottle up to the 100ml line marking. Put the correct cap back on the bottle without touching the inside of the cap.
- j. After the water is at the correct volume in the sample bottles, you can add the Colilert Media.
- k. Take the cap off the bottle. **Place the cap on the counter with the inside of the cap facing upwards.**
- l. Hold the Colilert packet at the top and flick the package. This ensures the powder is loose and easy to pour.
- m. Snap the top of the media back (pull the top towards the flat part).
- n. Pour the media into the bottle. **Make sure you do not touch the bottle with the media packet.**
- o. Throw away the empty Colilert packet and place the cap back on the bottle. **Make sure to hold the cap only by the sides, do not touch the inside of the cap.**
- p. Invert the bottle about 25 times to mix the powder into the sample.
- q. Place the sample in the incubator on the same shelf as the thermometer.
Samples need to be incubated for 24 hours before they are ready.

13. Reading Bacteria Samples

- a. The color of the sample determines the results.
 - i. Colorless: Absent for Bacteria- Safe



- ii. Yellow: Present for Coliform Bacteria
- iii. Yellow and Fluoresces under the black light: Present for *E. coli* bacteria
- b. If the sample is yellow, place it under the black light. If the sample glows it is positive for *E. coli*.
- c. Record the results on the water test request form. Mark safe if the sample was absent. Mark unsafe if the sample was present for coliform. Then further mark if the sample was present for *E. coli* or not.
- d. On the water laboratory sample collection record: record the time and date the sample was taken out. Fill in the sample results. If the sample was present for coliform bacteria write “P” in the blank. If it was absent write “A”. Do the same for *E. coli*. Initial the form.
- e. Record the results on the Water Test Request Form.
- f. Either email or mail a copy of the letter to the client. If the results are unsafe, call the client to inform them of the results.

How to Use Colilert®

Presence / Absence (P/A)

Step 1.

Add reagent to sample and incubate 24 hours. Be sure not to touch the inside of the sample or the inside of the bottle cap. Using inversion mix the sample until all of the powder has dissolved.



Step 2.

Read results:

Colorless = negative

Yellow = total coliforms

Yellow/fluorescent = *E. coli*



14. Safety Plan

- a. Countertops will be disinfected with an appropriate bleach-based disinfectant on a daily basis and before and after samples are analyzed. An aseptic technique shall be employed at all times.
- b. No food is permitted in the area of biological testing.
- c. All biohazard materials will be disposed of as described in **section 8** of this QA/QC Plan.
- d. MSDS' are available in the QA/QC binder in the Iowa County Health Department



Policy & Procedures

Public Health – Iowa County Health Department Water Laboratory Procedures

Water Lab.

- e. All staff must familiarize themselves with the emergency escape routes, shelter, and emergency procedures at each location.
- f. If staff is unsure about where to obtain this information, please contact your supervisor.

15. Time

- a. All Nitrate samples will be analyzed within 14 days of collection if they contain one mL of sodium Sulfate (preservative). Sodium sulfate will be placed in each nitrate bottle by UW Oshkosh personnel before the bottles are shipped to the Iowa County Health Department.
- b. All bacteria samples must be analyzed within 48 hours of collection.

16. Nitrates and Arsenic

- a. All arsenic samples will be analyzed within 28 days of collection if they contain 1 mL of HNO^3 (nitric acid). Nitric acid will be placed in each arsenic bottle by UW Oshkosh personnel before the bottles are shipped to the Health Department. The HNO^3 acts as a preservative allowing the samples to be held for 60 days. Without the HNO^3 the sample is good for 14 days.
- b. Nitrates and arsenic samples will be labeled, and placed in correctly labeled areas of the refrigerator until the samples are shipped to UW Oshkosh for testing.

17. Power Outage

- a. In the event of a power outage samples must be discarded and re-collected if they are not in the correct temperature range.
 - i. Samples being incubated must be discarded if they are not between 34.5 – 35.5° C.
 - ii. Samples in the refrigerator must be discarded if they are not 1-5° C.

18. Resources

[Emergency Disinfection of Drinking Water \(epa.gov\)](https://www.epa.gov/emergency-response/emergency-disinfection-drinking-water)

[Potential Well Water Contaminants and Their Impacts | US EPA](https://www.epa.gov/ground-water-and-drinking-water/potential-well-water-contaminants-and-their-impacts)

[Ground Water and the Rural Homeowner \(usgs.gov\)](https://www.usgs.gov/groundwater/groundwater-basics/groundwater-and-the-rural-homeowner)

[PrivateWellClass.org](https://www.privatewellclass.org/)

[Household Water Treatment.pdf \(cdc.gov\)](https://www.cdc.gov/groundwater/groundwater-basics/groundwater-and-the-rural-homeowner)

[Drinking Water Regulations | US EPA](https://www.epa.gov/ground-water-and-drinking-water/drinking-water-regulations)

[Drinking Water Frequently Asked Questions \(FAQs\) | Drinking Water | Healthy Water | CDC](https://www.cdc.gov/groundwater/groundwater-basics/groundwater-and-the-rural-homeowner)