Adding a Food or General Sanitation Facility

[1] These procedures apply to a Base Camp or Installation. Ensure you have accessed your Location (a), and then select Facilities (b). This screen will show all the existing Facilities that have been added from this page, OR have been added from an OEHSA if deployed (Step 4). To add a new Facility click the (+) (c). NOTE: use the Facilities under the Location, and not the one outside the Location.

[2] Facilities are needed to add a Food or General Sanitation Inspection. To add any Facility, the type for which it pertains must first be selected. Notice the Location name is automatically populated provided we have selected it as seen in Step 1.

Note: Facilities added from an OEHSA will appear here too.
[3] The Facility – Detail page allows a user to thoroughly document the name and location information about the Facility. Food Facilities require that a few additional questions be answered. Save when finished.

- A proper name should include the Bldg #, any region of the location, i.e. Zone, and the common name if applicable.
- Additional notes are encouraged: PIC name, phone #, hours of operations, etc.

Notes When Making a Facility:

Rule #1:
multiple venues + shared facilities + single manager = single facility

Rule #2:
multiple venues + shared facilities + multiple/independent managers = separate facilities
[4] Facilities can also be added from the OEHSA. As seen in Step 1, the 2 Facilities exist in 2 spots [in DOEHRS]. The Facility added in Steps 2-3 has not yet been added to the OEHSA, but could be by using the (+) in tile 12.