



ACTON BOARD OF HEALTH RULES AND REGULATIONS

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ARTICLE 1. GENERAL APPLICABILITY AND ADMINISTRATION

- Regulation 1.1. The provisions of the State Environmental Code and all other statutes and regulations of the Commonwealth shall apply within the Town of Acton and shall be enforced by the Board of Health as provided by law. In addition, the following rules and regulations shall apply within the Town to the extent they impose additional or stricter requirements than those contained in the State Environmental Code, or other statutes or regulations of the state, or regulate matters not covered by such Code, statutes or regulations.
- Regulation 1.2. Whoever, himself or by his servant or agent of any other person or firm or corporation, violates any of these health or environmental regulations for which no penalty by way of fine or imprisonment, or both, is provided by the sanitary code or by other provisions of the law, shall be punished by a fine of not more than Fifty Dollars per offense and each day shall consist of another offense.
- Regulation 1.3. **Unconstitutionality Clause**
Should any section, paragraph, sentence, clause or phrase of these rules and regulations be declared unconstitutional or invalid for any reason, the remainder of said rules and regulations shall not be affected thereby.
- Regulation 1.4. **Repeal.**
All former rules and regulations or any part thereof in conflict with these rules and regulations are hereby repealed.
- Regulation 1.5. **Adoption**
These rules and regulations were adopted by unanimous vote of the Board of Health of the Town of Acton, on December 18, 1979.

ARTICLE 2. MINIMUM STANDARDS OF FITNESS FOR HUMAN HABITATION

- Regulation 2.1 Article 2 of the State Sanitary Code shall apply.
- Regulation 2.2 Any persons owning any building or premises, or their agents, in the Town of Acton in or upon which is any offensive debris, stagnant water or other offensive animal or vegetable substance, rubbish, or filth of any kind, shall when ordered by the Board of Health dispose of the same within such time as may be stated in the order.
- Regulation 2.3 No owner of land abutting a private street or passageway, having the right to use such street or passageway, shall suffer any debris, stagnant water or other offensive animal or vegetable substances to remain on that part of the street or passageway adjoining such land, but shall remove same whenever ordered by the Board of Health.
- Regulation 2.4 All cellars must be kept at all times in a clean and wholesome condition, properly ventilated; no decayed animal or vegetable matter shall be allowed to accumulate. All cellars must be cleaned by the owner when ordered to do so by the Board of Health.
- Regulation 2.5 No old rags, old papers, or other refuse material shall be brought into or allowed to remain within any building used as a dwelling, if gathered from any place outside such building.
- Regulation 2.6 All garbage and rubbish as defined by Article II of the Sanitary Code shall be stored in such a way as not to become offensive in any manner. Garbage cans should be adequate in size and have tight lids. Access to any trash containers to be picked up, by personnel licensed to do so by the Town of Acton, must be free of ice and snow and paths sanded for safe footing.
- 2.6.1 All garbage and rubbish containers sized two (2) cubic yards or more and leased for a period of more than three (3) months, to a private party by a commercial trash hauler licensed by the Town of Acton, shall be registered with the Board of Health. Registration will be performed on an annual basis, running concurrently with renewal of Commercial Hauler's License, and will require a nominal fee, to be paid by said Commercial Hauler, and submission of the following information:

- (1) name of owner/lessor of container
- (2) name of lessee, and address, and telephone number
- (3) location of container
- (4) site of disposition of container contents

All containers shall be maintained in such a manner as to be in compliance with Article 2 of the State Sanitary Code and Acton Regulations 2-2 through 2-6, above.

Regulation 2.7 No person unless having the authority to do so shall dump or deposit any ashes, rubbish, refuse, offal or decayed animal or vegetable matter on any public or private land for other than agricultural purposes and use for composting. Composting shall be done in a manner which will not create a nuisance.

Regulation 2.8 The owner of any house or building, or part thereof which is rented, leased, let or hired out to be occupied, or is occupied or intended, arranged or designed to be occupied as the home or residence of more than two families living independently of each other and having the common right in the halls, stairways, yard, cellar, sinks, water closets or privies, or any of them, and every lessee of the whole or of two or more tenements in any such house or building shall annually during the month of April file, in the office of the Town Clerk, a notice containing his name and address and also description of the property, by street number or otherwise as the case may be, in such manner as will enable the Board of Health and Building Inspector easily to find the same; and also the number of apartments in each house, the number of rooms in each apartment, and the number of families occupying the apartments. The notice shall contain the name and address of some agent for the house, for the purpose of receiving service of process, and notice to and service of process upon such agent shall bind the principal.

ARTICLE 3. HOUSING AND SANITATION STANDARDS FOR FARM LABOR CAMPS

Regulation 3-1. Article III of the State Sanitary Code shall apply.

ARTICLE 4. SANITATION STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN

Regulation 4-1. Article IV of the State Sanitary Code shall apply.

ARTICLE 5. REGULATIONS RELATIVE TO SEPTAGE PUMPING, TRANSFERRING, STORING AND DISPOSAL.

Regulation 5-1. Authority.

The Acton Board of Health, acting under the authority of Chapter 111, Section 31, of the Massachusetts General Laws, amendments and additions thereto, and by any other power thereto, enabling and acting thereunder and in accordance therewith, in the interest of and for the preservation of the public health, duly rescinds all previous rules pertaining to the pumping, transferring, storing and disposal of septage, adopted by the Acton Board of Health, and now duly adopts the following rules and regulations pertaining to the pumping of septic tanks and systems, and all other related issues.

Regulation 5-2. Definitions.

- 5-2.1 Septage - That material physically removed from any part of, or originating from, a onsite wastewater treatment system, including but not limited to, the solids, scum, sludge and liquid contents of a septic tank, pump chamber, d box, leaching area, cesspool dry well or portable toilet.
- 5-2.2 Septage Hauler - Any Person(s), corporations or other legal entities licensed by the Acton Board of Health to remove, collect, transport, Transfer, Store or dispose Septage to a Septage Disposal Facility.
- 5-2.3 Septage Disposal Permit - A permit issued for Septage disposal by the Health Department to a Septage Hauler.
- 5-2.4 Storage - Any depot or location where Septage is stored in trucks or stationary tanks for a period of more than twenty-four (24) hours, excluding any septic tanks previously approved by the Board of Health.
- 5-2.5 Transfer - The pumping, removal or shifting of Septage from one container to another, with the exception of pumping individual septic tanks into an on site vehicle.
- 5-2.6 Trip Ticket - An official form of the Town of Acton which contains all pertinent information regarding the location where the Septage was generated.

Regulation 5-3. Administration

- 5-3.1 Only Licensed Septage Haulers shall be authorized to Collect, Transport, Transfer, Store or Dispose of Septage.
 - 5-3.1.1 Licensed Septage Haulers shall obtain or renew their license on an annual basis, by January 1 of each year. A fee recommended by the Board of

Health and approved by the Board of Selectmen, shall be required for said license.

5-3.1.1.1 Each Septage truck shall be inspected and licensed by the Acton Health Department, in accordance with 310 CMR 15.19 (2) Equipment.

5-3.2 The Board of Selectmen shall establish the appropriate fees for the Septage Disposal Permits and revise as necessary. All other fees for any other licenses or permits associated with this regulation shall be generated by the Board of Health and recommended to the Board of Selectmen for their approval.

5-3.3 Permits for septage disposal at approved Wastewater Treatment or Septage Disposal Facilities shall be obtained in accordance with the applicable administrative procedures for each individual facility.

5-3.4 Trip Tickets shall be completed by each Licensed Septage Hauler for each pumping activity and submitted to the Board of Health within thirty (30) days after each pumping. All Trip Tickets shall be filed in accordance with appropriate procedures established by the Health Department.

5-3.5 The use of enzymes, degreasers, commercial bacteria or any other additives in any onsite wastewater treatment system shall be prohibited unless otherwise approved by the Board of Health or their designee.

5-3.6 It shall be a violation of this regulation for any person to use any physical, chemical or biological treatment process to restore or condition an onsite wastewater treatment system without prior approval from the Health Director.

Regulation 5-4 Septage Pumping

5-4.1 Septage waste may be taken only to Septage Disposal Facilities which are approved by the Board of Health.

5-4.2 Schedule and Requirements for Pumping of septic tanks.

5-4.2.1 All operating residential septic tanks, cesspools or other Septage storage structures, shall have their contents pumped out a minimum of once every twenty four months by a Licensed Septage Hauler.

5-4.2.2 All operating non-residential, regardless of size, and residential Septage storage structures, with a

capacity greater than 1500 gallons, shall be pumped out every twelve months by a Licensed Septage Hauler.

- 5-4.2.3 The Health Director may vary the pumping schedule on any given property provided that a report is provided for that property, indicating that the prescribed pumping schedule for that property is a manifest injustice and equal environmental protection can be provided by an alternative pumping schedule. This variance will expire in 5 years or at such time as the property is sold or there is a substantial change of usage.
- 5-4.2.4 Effluent tee filters shall be serviced a minimum of once per year according to the manufacturer's directions.

Regulation 5-5 Septage Transport

- 5-5.1 No person shall remove or transport Septage, in accordance with 310 CMR 15.19 (1) Permits, through the Town of Acton without being a Licensed Septage Hauler.
- 5-5.2 The contents of privies, cesspools, septic tanks, tight tanks or any other type of Septage storage container shall be transported in a manner that will not create a nuisance, environmental hazard or a health hazard.

Regulation 5-6 Septage Transfer & Storage

- 5-6.1 Except for facilities operating prior to January 1, 1994, Transfer and/or Storage of Septage within any Zone 1, Well Protection Area, Zone 2, Recharge Protection Area or Zone 3, Aquifer Protection Area of the Aquifer District as defined in Article 16 of the Acton Board of Health Regulations, shall be prohibited.
- 5-6.2 The operator/ owner of any permanent Transfer and/or Storage Station within the Town of Acton must, on or before September 1, 1994, submit an application for a permit, to the Board or its designee, to Transfer and/or Store Septage.
 - 5-6.2.1 Each application must indicate the property where Septage will be transferred and/or stored and the aquifer district which underlies the property. The application shall be accompanied by a plan showing the location of the Transfer and/or Storage area, the types and capacities of all vehicles or storage vessels used in transferring and/or storing and the measures

to be taken to prevent contamination to the air, ground or water on, underneath or adjacent to the site.

5-6.2.2 The Board of Health or its designee, shall make a determination regarding the issuance of a permit for Septage Transfer and/or Storage. Any permit issued must cite conditions necessary to protect the Health and Environment of the area. Any denial must specify in what manner the application was deficient in protecting the Health and Environment.

5-6.3 All temporary Transfer and/or Storage Stations shall receive a permit from the Health Director prior to any transfer and/or storage.

5-6.3.1 Temporary Transfer and/or Storage Stations shall be any location where for a period of less than four (4) hours and for no more than twice a year Septage is transferred and/or stored from a small collection truck to a larger hauling truck.

5-6.3.2 All Temporary Transfer and/or Storage Stations shall be on impervious material and all catch basins within 100' of the Transfer and/or Storage operation shall be sealed during the Transfer and/or Storage. Written permission from the owner of the property shall be submitted to the Health Director prior to any transfer/ storage.

Regulation 5-7 Inspection of Septage Equipment

5-7.1 All Licensed Septage Haulers shall have each of their trucks and trailers inspected, in accordance with 5-3.1.1.1 on an annual basis. A photo copy of their license must be kept in each truck.

5-7.1.1 No person shall use equipment to Remove, Transport, Transfer, Store or Dispose of the contents of privies, cesspools, septic tanks, tight tanks or any other type of Septage storage container unless such equipment has first been inspected and approved by the Health Department.

5-7.1.2 Mobile tanks (vacuum trucks) shall be securely mounted on trucks. They shall be watertight and provided with a leak proof cover and tight discharge valves.

5-7.1.3 Mobile tanks shall be provided with a vent constructed in a manner that will permit the

escape of gas, but not the liquid contents of the tank.

5-7.1.4 The suction or pressure hose for each truck shall be in good condition.

5-7.1.5 Pumps shall be maintained in a manner that will prevent the leakage of Septage.

Regulation 5-8 Variance

5-8.1 Variances may be granted as follows: The Board of Health may vary the application of any provisions of this Article with respect to any particular case when, in its opinion (1) the enforcement thereof would do manifest injustice; and (2) the applicant has proved that the same degree of environmental protection required under this article can be achieved without strict application of the particular provision.

Regulation 5-9 Penalties

5-9.1 Any person(s) violating any of the provisions of this Article, for which a penalty is not otherwise provided in this Article, shall be fined not less than \$10.00 nor more than \$500.00, in accordance with 310 CMR 15.26.

5-9.2 The issuance of fines shall be preceded by the issuance of an order from the Health Director to the person or persons responsible to comply with the violated provision.

5-9.3 The person or persons to whom any order has been served may request a hearing before the Board of Health within seven days after receipt of the order.

Regulation 5-10 Severability

5-10.1 Each regulation of this Article shall be construed as separate to the end that if any regulation or sentence, clause, or phrase thereof shall be held invalid for any reason, the remainder of that regulation and all other regulations shall continue in full force.

ARTICLE 6. MINIMUM STANDARDS FOR SWIMMING POOLS

Regulation 6-1. Article VI of the State Sanitary Code and the following shall apply.

Regulation 6-2. Terms Defined

- 6-2.1 Swimming Pool means and includes every public or semi-public pool of water, located indoors or outdoors, having a depth of two (2) feet or more at any point and used for swimming or bathing, together with the bathhouses, equipment, and appurtenances used in connection with the pool.
- 6-2.2 Public Pool means every swimming or wading pool, admission to which may be gained by the general public, with or without the payment of a fee.
- 6-2.3 Semi-Public Pool means a swimming or wading pool on the premises of, or used in connection with a hotel, motel, trailer court, apartment house, country club, youth club, school, condominium, camp, or similar establishment where admission to the use of the pool is included in the fee or consideration paid or given for the primary use of the premises. Semi-Public pool shall also mean a pool constructed and maintained by groups for the purposes of providing bathing facilities for members and guests only.
- 6-2.4 Wading Pool means a pool of water in a basin having a maximum depth of less than two (2) feet intended chiefly as a wading place for children.
- 6-2.5 Operator means any person who alone or jointly or severally with others owns a public or semi-public swimming pool or wading pool regulated by this article, or has care, charge or control of such a pool as agent or lessee of the owner or as an independent contractor.

Regulation 6.3. Annual Permit Requirements for Swimming or Wading Pools

- 6.3.1 No person shall operate or maintain any swimming or wading pool without a permit from the Board of Health. The permit shall state the method of water treatment, the number of trained lifeguards required, and the maximum number of people allowed in the water at any time. The permit shall be subject to the requirements of these regulations.
- 6.3.2 The operator shall post the permit in a conspicuous location near the swimming or wading pool.
- 6.3.3 All permits shall expire December 31, following the date of issue, and may be revoked for cause at any time by the Board of Health.

- 6-3.4 Applications for a permit shall be made to the Board of Health at least fifteen (15) days before the expiration of a permit, or otherwise at least fifteen (15) days before the opening of the swimming or wading pool.

Regulation 6-4. Health Regulations

- 6-4.1 No person having a communicable disease shall be employed or work at a swimming pool.
- 6-4.2 The following regulations should be enforced by the operator:
 - (A) No bather shall enter the pool unless he first takes a cleansing shower.
 - (B) No person suffering from a fever, cough, cold, inflammation of the eyes, nasal or ear discharges, or any communicable disease shall be allowed the use of the pool.
 - (C) No person with sores or other evidence of skin disease, or who is wearing a bandage of any kind, shall be allowed the use of the pool.
- 6-4.3 The operator shall cause a sign to be placed at the entrance of the pool enclosure, which reads substantially as follows:

"All persons are required to take a cleansing shower bath before entering the pool."

"No person with a communicable disease is allowed to use the pool."

Regulation 6-5. Lifeguards

- 6.5.1 Purpose
 - A. The purpose of this regulation is to protect the public health and safety by setting forth the conditions by which pools (Public & Semi-Public) can operate with and without lifeguards.
- 6-5.2 Requirements for Lifeguards
 - A. Unless otherwise noted in this regulation, the Board of Health requires that lifeguards be present at all times when pools are in operation, to ensure that swimmer safety and water quality are maintained.
 - B. Unless otherwise noted in this regulation, it is expected

that the lifeguard at every pool shall be responsible for testing the quality of water and the adherence with all Board of Health requirements and conditions, as well as swimmer safety.

6-5.3 Exception to Lifeguard Requirement

- A. Any pool that meets the following conditions shall be entitled to operate without a lifeguard being present.
 - 1. Prior to opening a pool the operator or owner shall post a sign at the pool stating the potential liability of operating without a lifeguard and the understanding that the Board recommends that a lifeguard be present at all times of operation.
 - 2. Any pool operating without a lifeguard must designate a contact and alternative person who is given the power to close the pool or to hire a lifeguard and to be responsible for maintaining water quality and adherence to the Board of Health's rules and regulations. The name of the contact person and the alternative person shall be posted on a sign at the pool prior to the opening of a pool.
 - 3. All children under sixteen (16) years of age must be accompanied by an adult swimmer over sixteen (16) years of age.
 - 4. No individuals are permitted to swim alone. At a minimum, two swimmers must be in the pool enclosure at the same time, with at least one being an adult.
 - 5. Every pool operating without a lifeguard will present to the Board of Health a list of on-call lifeguards that are contracted to provide on-call service during weekends and special events.
 - 6. Any pool operator who is planning to hold a special event within a pool enclosure, at which there is a reasonable expectation of ten (10) or more people being present, must notify the Health Department during regular business hours at least twenty-four (24) hours in advance with specifications as to start and end times of the event and name of the lifeguard who will be present.

6-5.4 Penalties

- A. Any violation of this regulation shall subject the

operator to a fine of \$50.00.

- B. Any subsequent violation shall cause the suspension of a pool license for a period of one week, a fine of \$100.00 to be paid prior to the reopening of the pool. The operator shall also be required to appear at a meeting before the Board of Health.
- C. Any two (2) separate violations will require that the pool maintain a lifeguard at all times.

Regulation 6-6. Safety Equipment

- 6-6.1 The operator shall provide, in a readily accessible location, at least one shepherd's crook pole with minimum handle length of twelve (12) feet and one ring buoy with a minimum inside diameter of fifteen (15) inches weighing two and one half (2 1/2) pounds and with a quarter (1/4) inch rope attached, not less in length than one and one half (1 1/2) times the width of the pool.

Regulation 6-7. First Aid Equipment

- 6-7.1 The operator shall provide a standard Red Cross 24-Unit first-aid kit or its equivalent. The telephone numbers of the local police and fire departments shall be posted in a conspicuous place. A telephone, other than a pay station, shall be available within 100 yards of the pool.

Regulation 6-8. Bathhouse and Sanitary Facilities

- 6-8.1 The operator shall provide hose bibs for flushing down the dressing rooms, bathhouse interior, and outside pool decks.
- 6-8.2 The operator of every public and semi-public swimming pool shall provide and maintain a fence enclosure with self closing and lockable gates which will prevent animals, unauthorized persons and children from entering the pool area at all times.

Regulation 6-9. Structural

- 6-9.1 Structural elements and all accessories including diving boards, ladders, walkways, etc. shall be maintained in good, clean condition and in good repair at all times. The pool shall be finished in a light color.
- 6-9.2 The operator shall, at all times, when the pool is in use, provide a minimum of twenty (20) foot candles of light above the deck and water surface. Underwater lights shall have a minimum 1.0 watts per square foot of pool surface

area.

- 6-9.3 The water depth of every swimming pool shall be plainly marked on the pool deck at the edge of the pool and on the vertical pool walls, at or above the water surface.
- 6-9.4 Private and commercial pools having a depth of two (2) feet or more must be enclosed by a protective fence at least four (4) feet in height with a lockable gate. Gates shall lock on closing. Gate locks must be placed on the inside of the fence. Both fence and gate lock must meet with the approval of the inspector. Vertical stays in the fence must not be more than two inches apart. The Acton Board of Health may designate the Acton Building Department inspection personnel as their technical agents to enforce the above regulation. Permit application plans must include adequate fence and gate details.

Regulation 6-10. Water Recirculation and Filtration Systems

- 6-10.1 All swimming pools shall be equipped and operated with an automated system for recirculation, purification and disinfection of the pool water.
- 6-10.2 Disinfection by the hand addition of chemicals is prohibited.
- 6-10.3 Chlorinators of hypochlorinators shall be dependable in operation and equipped with a calibrated controlling device capable of being finely adjusted to the required rates.

Regulation 6.11. Testing Equipment and Records

- 6-11.1 A test kit which is capable of measuring free chlorine (DPD method), total chlorine, pH, and total alkalinity is required at all semi-public pools. Each test kit shall be maintained in good repair at the pool with a fresh supply of the necessary reagents.
- 6-11.2 Tests for residual disinfectant (chlorine) and hydrogen-ion concentration (pH) shall be made at least three (3) times daily. Total alkalinity must be tested at least once daily (50-100 ppm recommended).
- 6-11.3 The operator shall maintain a current written daily record of all data pertaining to the operation and condition of the pool and he shall keep it available for inspection by the Board of Health at all reasonable times.
- 6-11.4 The records shall include data regarding types and amounts of chemicals used daily and results of chemical testing (including the date, time of test, free chlorine reading, pH, total alkalinity, bather load, weather conditions and the

name of the tester.)

Regulation 6-12. Chemical Standards.

6-12.1 Swimming Pool water shall be treated with chlorine as a disinfectant in accordance with the following:

FREE RESIDUAL CHLORINE (ppm)		
pH	1.0 - 3.0	7.2 - 7.8

Regulation 6-13. Water Clarity.

6-13.1 At all times any swimming or wading pool is in use, the water shall be sufficiently clear to permit a black disk four (4) inches in diameter on white field, when placed on the bottom of the pool at the deepest point, to be clearly visible from the sidewalks of the pool at all distances up to ten (10) yards measured from a line drawn across the pool through said disk.

Regulation 6-14. Closure of Pools.

6-14.1 If at any time the swimming pool or wading pool does not conform with the requirements for residual chlorine, pH and water clarity set out in these regulations, the operator shall immediately close the pool until the pool water conforms with these standards. Failure to meet with the requirements of these regulations at any time shall cause the swimming or wading pool to be closed until the requirement(s) have been met.

Regulation 6.15. General Enforcement.

6-15.1 If an examination reveals that a swimming pool or wading pool does not comply with the provisions of these regulations, the Board of Health may, as it considers necessary, issue an order which revokes or suspends a permit.

ARTICLE 7. MINIMUM STANDARDS FOR BATHING BEACHES

Regulation 7-1. Article VII of the State Sanitary Code shall apply.

ARTICLE 8. MINIMUM STANDARDS FOR DEVELOPED FAMILY TYPE CAMPGROUNDS

Regulation 8-1. Article VIII of the State Sanitary Code shall apply.

ARTICLE 9. MINIMUM SANITATION STANDARD FOR PRIVATE AND SEMI-PUBLIC WATER SUPPLY

Regulation 9-1. Terms

- 9-1.1 Well - The word "well" so used in these regulations shall include any pit, pipe, excavation, spring, casing, drill hole or other source of water to be used for any purpose of supplying potable water in the Town of Acton, and shall include dug wells, driven or tubular wells, drilled well (artesian or otherwise) and springs, gravel packed, gravel walled wells, gravel developed and wash boring. For further explanation, see Massachusetts Department of Public Health bulletin, Rural Water Supplies 1956.
- 9.1.2 Water Systems - The words "water systems," as used in these regulations shall include pipes, valves, fittings, tanks, pumps, motors, switches, controls and appurtenances installed or used for the purpose of storage, distribution, filtration, treatment or purification of water for any use whether or not inside a building.
- 9-1.3 Private Water Supply - The term "private water supply" means any water system serving or intended to serve water for human consumption or for domestic uses on one lot. The system shall include all of the sources, treatment works and transmission lines to the point where distribution takes place within the building. (amended 3/5/81)
- 9.1.4 Semi-Public Water Supply - The term "semi-public water supply" means any well water system serving or intended to serve water for human consumption or for other uses or purposes, to multiple dwelling of two or more units or to more than one multiple dwelling under a single ownership and located on the same lot, and shall include; roadside restaurants, dairies, schools, institutions, motels, mobile home parks, bottling plants, campgrounds, recreational camps for children, state forests, parks and beaches. (amended 3/5/81)
- 9.1.5 Public Water Supply - the term "public water supply" as used in these regulations shall mean water provided by the Acton Water District or the Town of Concord Water Department or other municipal supplier to the Town of Acton. (amended 3/5/81)

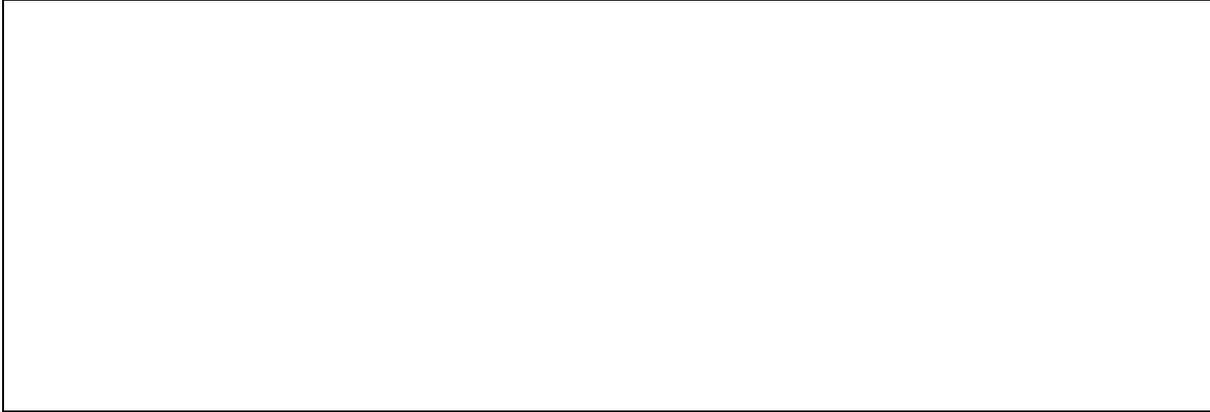
Regulation 9-2. Wells.

- 9-2.1 No well shall be installed until a permit has been obtained by

the Board of Health or its agent. The fee for this permit shall be set by the Board of Health from time to time.

- 9-2.2 The well contractor shall observe reasonable sanitary measures and precautions in the performance of his work in order to prevent pollution or contamination of the well.
- 9-2.3 See Illustration 1, for suggested examples of typical installation.

ILLUSTRATION 1



- 9-2.4 A plot plan shall be submitted to the Board of Health indicating the location of the well.
- 9-2.5 Wells shall be located at least 25 feet from the street and 100 feet from any leaching system in the vicinity, and any other distance as per Title 5 of the State Environmental Code.
- 9-2.6 Wells must be properly curbed and covered to prevent entrance of contamination and to divert surface drainage away from the well.
- 9-2.7 Evidence of the yield of the well shall include a demonstration test, in the presence of Board of Health agent, of the rate of flow, in a satisfactory manner by the well contractor before his equipment is removed from the site.
- 9-2.8 A minimum of 200 gallons per bedroom per day at 40 psi at the highest fixture serviced (a bedroom shall include undeveloped area that could be made into a bedroom).
- 9-2.9 Pressure tanks for individual home installation shall have a capacity of 30 gallons per bedroom served with a minimum size of 42 gallons. The water system shall be able to deliver 5 gallons per minute for four hour continuous running.
- 9-2.10 Water flow rate requirements may be adjusted accordingly when large storage, and or storage pressure tanks are provided (see page 101 Individual Water Supply Systems

of the U.S. Department of M.E.W.).

- 9-2.11 Auxiliary power must be available to maintain a water supply for multiple dwellings.
- 9-2.12 If a public water supply is not available due to a municipal or water district adopted moratorium or other condition of water shortage, a variance from regulation 9-6.4 may be granted by the Board of Health. The variance will only be granted subject to the following conditions:
 - (a) all other requirements for wells contained herein shall be met.
 - (b) public water supply water shall be used as soon as the moratorium or other condition of water shortage is lifted upon an order to the Board of Health and within a time limit specified by the Board and when permission to tie into such a public water supply line can be obtained from the authority having jurisdiction over it.
 - (c) where a public water supply line is accessible in an abutting way, all lines for the connection to a public water supply must be installed and a stub must be brought into the building on the lot where water for human consumption is required see Illustration A, page 13 Acton Board of Health rules and regulations 9-6.4. (amended 3/5/81)

Regulation 9-3. Sanitation, Production and Quality.

- 9-3.1 Sanitary protection must be incorporated into the construction of the well and final finishing at grade shall include a cement platform of 6 feet square or large enough to extend at least 2 feet in all directions from the well casing itself (see page 3 U.S.P.H. book).
- 9-3.2 All newly completed wells shall be disinfected in accordance with instructions from M.D.P.H. "Rural Water Supplies."
 - 9-3.2.1 Before approval every well shall be pump tested. The pump test shall include a draw down test at a minimum pumping rate of five (5) gallons/minute for four (4) hours. The results of the pump test shall be submitted to the Board of Health for approval.
 - 9-3.2.2 A bacteriological test to indicate a 0/100 ml. coliform density once a year will be the minimum requirement. The results shall be forwarded to the Acton Board of Health.
 - 9-3.2.3 A chemical analysis will be required once every three years (for all installations) and shall include as a minimum the following: Chloride, Color, Hardness, Iron, Manganese, Nitrate, Odor, pH,

Turbidity. The quality of the water must meet U.S. Public Health recommended standards. Further testing may also be required if the Board of Health agent notes any extenuating circumstances.

- 9-3.3 Owners of a private water supply shall be required to register with the Board of Health.
- 9-3.4 The owner of a semi-public water supply shall furnish at the request of the Board of Health or their agent a complete report or other particular information concerning the condition and operation of the water system or any part of it.
- 9-3.5 Pump houses or pump rooms shall be kept in a sanitary condition at all times. Also the size of the room should be no larger than necessary to house the pumping and the electrical equipment involved in the water system. Lawnmowers, snowblowers, or other gas powdered engines shall not be stored in the pump room. Insecticides and/or fertilizers shall not be stored in the pump room.
 - 9-3.5.1 Pump house, pump or pipe pits and wells shall be designed and constructed to allow easy access for maintenance and to prevent the entrance of pollution or contamination.
 - 9-3.5.2 Pump house and pump rooms or pitless adapters shall be in accordance with U.S. Public Health Service booklet "Manual of Individual Water Systems" as currently published.
- 9-3.6 No person shall install or enter into a contract for installing or making additions, modifications, or alterations to any "semi-public" water supply before submitting complete plans, specifications and descriptions to the Board of Health and receive from them written approval. Private and semi-public water supply systems shall be approved by the Board of Health before occupancy is permitted.

Regulation 9-4. Water Conditioning.

- 9.4-1 Permanent disinfection of a polluted supply is prohibited. Treatment plans for water conditioning such as iron, manganese, hardness, etcetera, shall be submitted for Board of Health approval.

Regulations 9-5. Pipes and Equipment.

- 9.5-1 All service pipes and connections shall be of non-toxic

material and specifications approved by New England Water Works Association.

- 9-5.2 The installation of pipes shall be such that they are protected from crushing and/or attack by rodents and freezing.
- 9-5.3 Dissimilar metals should be discouraged in the water system. The use of non-conductive plastic inserts between pipes and fittings or the installation of a sacrificial anode is helpful in minimizing corrosion problems.
- 9-5.4 Electrical service grounds shall not be attached to the water piping.

Regulation 9-6. Prohibitions

- 9-6.1 Surface water supplies for private or semi-public water supplies shall be prohibited.
- 9-6.2 Cisterns shall be prohibited.
- 9-6.3 Cross connections shall be prohibited. No cross connection between a private source of water supply and a public water supply shall be allowed. See illustration A.

ILLUSTRATION A

Swing joint permitting use of secondary water or municipal water supply without cross connection.



- 9-6.3.1 Other cross connections for whatever purpose shall not be allowed without a written permit from Massachusetts Department of Public Health.
- 9-6.4 Private or semi-public well water systems or other sources of potable water shall not be approved where a public water line is accessible in an abutting way and where permission to tie in such water line can be obtained from the authority having jurisdiction over it. The Board of Health may require the owner or occupant of an existing building or buildings, wherever a public water line is accessible in an abutting way to cause such building or buildings to be connected with the public water line in a manner and within a period of time satisfactory to the Board of Health. (amended 3/5/81)

9-6.4.1 Notwithstanding the requirements of 9-6.4, the Health Department shall grant approval for the installation of irrigation wells in public water supply areas when the following conditions have been met:

- a. The irrigation well shall be an artesian or bedrock well and shall be used for irrigation purposes and only for the lot where the well is installed.
- b. All underground sprinkler heads of the irrigation system shall be a minimum of 25' from the septic system and all underground sprinkler lines shall be a minimum of 10' from the septic system.
- c. The irrigation well shall be tested in accordance with all drinking water supply standards, as stated in Board of Health regulation 9-3.2.
- d. The irrigation well shall be registered with DEM. An as-built plan of the well location shall be provided along with coordinates.
- e. The irrigation well shall also comply with applicable local and state regulations.
- f. Should the irrigation well not be used for a period of two years, it shall be abandoned by filling the well head with a concrete slurry and by taking any other action necessary to make the area safe from potential accidents.

(amended 9/14/95)

9-6.5 A well must be located on the lot it serves. Service of more than one lot is prohibited.

Regulation 9-7. Enforcement

9-7.1 The Board of Health may vary the application of any provision of this article with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustices; provided that the decision of the Board of Health shall not conflict with the spirit of these minimum standards. Any variance granted by the Board of Health shall be in writing. A copy of any such variance shall, while it is in effect, be available to the public at all reasonable hours in the office of the Clerk of the Town, or in the office of the Board of Health, and notice of the grant of variance shall be filed with the Commissioner of Public Health of the Commonwealth.

9-7.2 Any variance or other modification authorized to be made by this article may be subject to such qualification, revocation, suspension, or expiration as the Board of Health expresses in its grant. A variance or modification authorized to be made by this article may

otherwise be revoked, modified or suspended, in whole or in part, only after the holder thereof has been notified in writing and has been given an opportunity to be heard in conformity with the requirements for an order and hearing of Regulations 9-7.3 and 9-7.4 of this article.

9-7.3 The provisions of Article 1 of this Sanitary Code shall govern the enforcement of this article.

9-7.4 Every order authorized by this article shall be in writing. All orders shall be served on the designated person:

- (a) personally, by any person authorized to serve civil process, or
- (b) by leaving a copy of the order at his last and usual place of abode, or
- (c) by sending him a copy of the order by registered or certified mail, return receipt requested, if he is within the Commonwealth, or
- (d) if his last and usual place of abode is unknown or outside the Commonwealth, by posting a copy of the order in a conspicuous place on or about the affected premises.

9-7.5 Subject to the emergency provisions of these Regulations, any order issued under the provisions of this article shall:

- a. include a statement of the violation, or defect, and may suggest action which if taken will effect compliance with this code, and
- b. allot a reasonable time for any action it requires and
- c. inform the person to whom it is directed of their right to a hearing and of their responsibility to request the hearing and to whom the request shall be made.

9-7.6 The person or persons to whom any order served pursuant to Regulation 9-7.4 of this article has been directed may request a hearing before the board by filing within seven (7) days after the day the order was served in the office of the Board of Health a written petition requesting a hearing on the matter. Upon receipt of such petition the Board of Health shall set a time and a place for such hearing and shall inform the petitioner thereof in writing. The hearing shall be commenced not later than ten (10) days after the day on which the petition was filed: provided, that upon application of the petitioner the Board of Health may postpone the date of the hearing for a reasonable time beyond such ten (10) day period if in the judgement of the

Board of Health, the petitioner has submitted a good and sufficient reason for such postponement.

- 9-7.6.1. At the hearing the petitioner shall be given an opportunity to be heard and so show why the order should be modified or withdrawn.
- 9-7.6.2. After the hearing the Board of Health shall sustain, modify, or withdraw the order and shall inform the petitioner in writing of its decision. If the Board of Health sustains or modifies the order, it shall be carried out within the period allotted in the original order or in the modification.
- 9-7.6.3. Every notice, order, or other record prepared by the Board of Health in connection with the hearing shall be entered as a matter of public record in the office of the Board of Health.
- 9-7.6.4. If a written petition for a hearing is not filed in the office of the Board of Health within seven (7) days after an order as provided in Regulation 7.6 has been issued, or if after a hearing the order has been sustained in any part, each day's failure to comply with the order as issued or modified shall constitute an additional offense. (See Regulation 9-7.8)
- 9-7.7 Any person aggrieved by the decision of the Board of Health may seek relief therefrom in any court of competent jurisdictions, as provided by the laws of the Commonwealth.
- 9-7.8 Any person who shall violate any provision of this article for which penalty is not otherwise provided in any of the General Laws or in any other provision of this article or article of the sanitary code shall upon conviction be fined not less than \$25.00 or more than \$100.00 dollars.
- 9-7.9 Any person who shall fail to comply with any order issued pursuant to the provisions of this article shall upon conviction be fined not less than \$25.00 or more than \$100.00 dollars. Each day's failure to comply with an order shall constitute a separate violation in whole or in part, only after the holder thereof has been notified in writing and has been given an opportunity to conform with the requirements for an order and hearing of Regulation 9-7.4 and 9-7.6 of this article.

ARTICLE 10. MINIMUM SANITATION STANDARD FOR FOOD SERVICE ESTABLISHMENTS AND RETAIL FOOD STORES

Regulation 10-1. Article 10 of the Commonwealth of Massachusetts Sanitary

Code shall apply and Rules and Regulations relative to Retail Food Establishments, Division of Food and Drugs.

- Regulation 10-2. The Board of Health or its agents shall have the right to require specific design criteria for dishwashing apparatus to protect the health and safety of the public.
- Regulation 10-3. No person having bare feet shall be allowed in any public building or in any establishments dealing with the distribution, preparation or otherwise handling of foods. This shall include restaurants and retail stores.
- Regulation 10-4. The sale of non-pasteurized milk and milk products is prohibited.
- Regulation 10-5. A late charge of \$20.00 will be charged to all establishments who fail to renew Food Service Permits by December 31 for the ensuing calendar year.
- Regulation 10-6. Sundries permits shall be issued to those establishments selling limited amounts of prepackaged materials as a secondary function. The fee for said permits shall be set by the Board.

ARTICLE 11. MINIMUM REQUIREMENTS FOR THE DISPOSAL OF SANITARY SEWAGE IN UNSEWERED AREAS.

- Regulation 11-1. Authority
The Board of Health of the Town of Acton, Commonwealth of Massachusetts, acting under the authority of Chapter 111, Section 31, of the General Laws and amendments and additions thereto, and by any other power thereto, enabling and acting thereunder and in accordance therewith, has, in the interest of and for the preservation of the public health, duly rescinded all previous Rules and Regulations pertaining to the construction or installation of cesspools or septic tank systems adopted by the Board of Health, Town of Acton, and has duly made and adopted the following rules and regulations pertaining to the design, construction, or installation of onsite wastewater treatment works.
- Regulation 11-2. The provisions of the Department of Environmental Protection, Commonwealth of Massachusetts, 310 CMR 15.000, The State Environmental Code, Title 5: Standard Requirements for the siting, construction, inspection, upgrade and expansion of on site sewage treatment & disposal systems & for the transport & disposal of septage plus any and all amendments and additions thereto, apply to all permits issued by the Board of Health, Town of Acton. Where the following rules and regulations of the Town are more stringent, they shall prevail. All work done

by permit shall conform to the specifications, workmanship and requirements of the State and town rules and regulations. Any variance, additional clarification or unusual conditions not covered herein shall be noted in writing on the original Disposal Works Installation Permit Application, any variance approved, shall become a part of the permit.

Regulations 11-3 Permits

11-3.1 All Disposal Works Construction permits issued by the Board of Health shall expire two (2) years from date of issue. The Health Director may grant one permit renewal with a term expiring not later than one year from the original expiration date of the permit, with such additional conditions or restrictions as may be reasonably required.

11-3.2 All Disposal Works Installers shall obtain a Disposal Works Installer's permit from the Board of Health. Such permit shall expire at the end of each calendar year. Applicants for such permits shall submit in writing a list of three (3) references (preferably State and local health inspectors) who can attest to the experience of the applicant in construction or repair of onsite wastewater systems. For good and sufficient reason, the Board of Health may waive this requirement.

Regulation 11-4 Fees

11-4.1 Fees for permits, licenses, applications, and other activities governed by this regulation shall be recommended by the Board of Health and approved by the Board of Selectmen.

Regulation 11-5 Soil Classification

11-5.1 Deep test holes, for determining the Estimated Seasonal High Groundwater Elevation, within Aquifer Zones 1, 2 and 3 (as defined in Article 16) for new construction, may not be excavated in June, July, August, September, and October.

11-5.2 At the discretion of the witnessing Agent of the Acton Board of Health, additional deep test holes may be required to adequately determine soil characteristics.

11-5.3 The Acton Board of Health shall schedule the time and place that such tests are to be made in conjunction with the owner, developer, or agent of the land.

Regulation 11-6 Siting of Onsite Wastewater Systems

- 11-6.1 Onsite wastewater systems shall be constructed not less than the minimum distances away from items listed in (15.211) of Title 5, State Environmental Code with the following additions.
 - 11-6.1.1 No sewage disposal system with a capacity of less than 2,000 gallons per day shall be constructed within seventy-five (75) feet of any wetland (Any land area or surface area so defined by the Massachusetts Wetland Protection Act, MGL, Ch. 131, s. 40 and/or the Town of Acton Wetlands Protection Bylaw.)
 - 11-6.1.2 No sewage disposal system with a capacity of 2,000 gallons per day or greater shall be constructed within one hundred (100) feet of any wetland (Any land area or surface area so defined by the Massachusetts Wetland Protection Act, MGL Ch. 131, s. 40 and/or the Town of Acton Wetlands Protection Bylaw)
 - 11-6.1.3 Pier or sonotube-type foundations shall be located a minimum of ten (10) feet from both septic tanks and soil absorption systems
 - 11-6.1.3.1 Pier or sonotube-type foundations may be located a minimum of five (5) feet from a septic tank and ten (10) feet from the soil absorption system when the bottom elevation of the foundation is equal to or deeper than the bottom elevation of the septic tank
 - 11-6.1.4 Above-ground pools with a depth greater than three (3) feet shall be located a minimum of ten (10) feet from the septic tank and from the soil absorption system.
- 11-6.2 In the area designated as the Flood Plain District by 'Flood Insurance Rate Map of the Town of Acton, Massachusetts, Map No. 2, plus the map index and street index' and the associated data provided in the 'Flood Insurance Study, Town of Acton, January 6, 1988, published by the U.S. Department of Housing and Urban Development, Federal Insurance Administration ('HUD Flood Insurance Study'), onsite wastewater systems shall be located or designed so as to avoid impairment or contamination during flooding, and must comply with the Town of Acton Zoning Bylaw 4.1.

- 11-7.1 A Schedule 40 PVC building sewer requires an approved sleeve where the pipe transits through the building foundation.
- 11-7.2 All residential septic tanks, cesspools, or other structures shall have their contents pumped out a minimum of once every two years by a septage hauler licensed by the Town of Acton.
- 11-7.3 Non-single family residential septic tanks and/or grease traps shall have their contents pumped out by a septage hauler licensed by the Town of Acton as follows:

Septic tank 1,500 gal & under - once/ 2yrs. Minimum
 Septic tank over 1,500 gal - once/ yr. minimum

- 11-7.3.1 Grease traps shall be inspected monthly. They shall be cleaned, by a septage hauler licensed in the Town of Acton, whenever the level of grease is 25% of the effective depth of the trap, or at least every three months, whichever is sooner. This cleaning shall be reported to the Health Department office within thirty (30) days of its occurrence.

- 11-7.4 Septic tanks and grease traps may be required to be pumped at more frequent intervals if directed by the Board of Health.
- 11-7.5 No electrical connections or wire splices are to be made inside a pump/dosing chamber, septic tank, tight tank, or riser to any of the aforementioned vessels, unless sealed in an appropriate code-approved watertight and airtight enclosure. It is preferred that all electrical connections and wire splices shall be made on the outside of any of the aforementioned vessels and in the appropriate enclosures.

Regulation 11-8 Disposal facilities - Siting requirements

- 11-8.1 Disposal facilities for any use shall be designed utilizing the Long-Term Acceptance Rates prescribed in 310 CMR 15.242 and to meet the requirements given in Table 1. No disposal facility shall be constructed with an area less than 600 square feet.
 - 11-8.1.1 Disposal facilities with less than minimum required disposal area, in Table 1, but greater than 600 square feet shall be required to add an additional settling tank of equal or greater size than the primary septic tank.

Table 1: Minimum Required Disposal Areas	
Design Flow (gallons per day)	Minimum Required Area (square feet)
0 – 330	600 ft ²
331 – 440	800 ft ²

441 – 550	900 ft ²
551 and up	1000 ft ²

11-8.2 The Board of Health may require that certain trees or foliage be removed if in their estimation they feel said trees may develop root growth that may interfere with proper operation of the system.

11-8.3 Soil absorption systems constructed in areas where the underlying natural soil material has a percolation rate of greater than 10 minutes per inch, shall have a minimum of 6" of Title 5 Fill Material (as defined in 310 CMR 15.355(3)) placed beneath the stone.

11-8.3.1 The Board of Health or its agents may require this minimum 6" of gravel at its discretion, regardless of the type of underlying soil material.

11-8.3.2 The four (4) foot minimum requirement of naturally occurring pervious soil material may not be lessened in order to provide room for this requirement.

11-8.4 The minimum depth of clean washed stone 3/4"- 1 1/2" in size shall be 12 inches measured below the invert of the distribution pipes.

11-8.4.1 A variance may be granted to 11-8.4 by the Health Director if the following conditions are met:

- 1) A Department of Environmental Protection approved effluent filter is installed in the last outlet tee of the septic tank.
- 2) A two-compartment septic tank is installed in lieu of a single compartment tank
- 3) No other variances to Acton Board of Health Regulations or 310 CMR 15.000 are requested.

11-8.5 Leaching facilities for new construction, when built in areas where the percolation rate is greater than 30 minutes per inch, shall be preceded by a wastewater treatment system that meets the following treatment standards:

Parameter	Effluent Limit
BOD ₅	30 mg/L
TSS	30 mg/L

Regulation 11-9 Subdivision Requirements

11-9.1 Extreme care shall be practiced on the layout of a subdivision in unsewered areas. The number of lots to be tested in a subdivision shall be determined by the Board of Health based on the site examination. Such tests shall include deep

observation holes and percolation tests for each area selected. A permit shall be required for each individual house lot per Regulation 11-3. Information from prior testing, when conducted after January 1, 1996, used for subdivision approval can be used providing the leaching area falls within the area previously tested.

Regulation 11-10 Backfill

11-10.1 All lines in soil absorption systems shall be left uncovered until after inspection. Contractors shall leave the cover off the distribution box and have ten (10) gallons of water on site for use of the inspector to test the level of the distribution box and outlet water flow.

11-10.2 The owner shall take the necessary precautions to see that soil absorption systems are not damaged by surface waters, animals or other agents while awaiting inspection.

11-10.3 All soil absorption systems, except for those under pavement, shall have a final cover of sufficient topsoil to support a dense vegetative cover, preferably grass. System components under paved areas shall be insulated when necessary to prevent freezing.

Regulation 11-11 Occupancy Permits

11-11.1 A Certificate of Occupancy shall not be issued until a certificate of compliance shall have been issued first indicating that the onsite wastewater system has been sited and constructed in compliance with the terms of the permits and the requirements of this code and Title 5 of the State Environmental Code. All applications for occupancy of houses without town water must be accompanied by a report from a DEP certified laboratory, certifying that the quality of the potable water meets the requirements of the U.S. Environmental Protection Agency recommendations for drinking water. The quantity of water shall be a minimum of 5 gallons per minute for 4 hours continuous pumping.

11-11.2 An application for an occupancy permit shall constitute a permit when signed by the Building Inspector, Gas and Plumbing Inspector and the Board of Health.

Regulation 11-12 Nuisance

11-12.1 Every owner or occupant of a premises in which there is an onsite wastewater system shall keep the same in a sanitary condition and shall have the same emptied and cleaned when necessary. The Board of Health can determine the necessity for emptying and cleaning an onsite wastewater system. No septic tank, cesspool or leaching pit shall be emptied except by persons licensed by the

Board of Health. If the owner or occupant fails to comply with such order, the Board may cause the nuisance, source of filth, or cause of sickness to be removed, and all expenses incurred thereby shall be paid by the person who caused or permitted same, if he has had actual notice from the Board of Health of the existence thereof.

Regulation 11-13 Inspections of Onsite Wastewater Systems

11-13.1 No person shall conduct an inspection of an onsite wastewater system pursuant to 310 CMR 15.301 within the limits of Acton unless:

- (a) He/she is approved as a System Inspector as defined in 310 CMR 15.340 and
- (b) He/she is registered as an Onsite Wastewater System Inspector with the Acton Board of Health.

11-13.2 The Inspector shall complete every applicable section of the most recent version of the “Title 5 Official Inspection Form – Not for Voluntary Assessments, Subsurface Sewage Disposal System Form,” supplied by the Massachusetts Department of Environmental Protection, or such subsequent form published by the same.

11-13.2.1 Attached with the official inspection form, the Inspector shall provide a sketch diagram showing the vertical separation distance between the bottom of the soil absorption system and the groundwater table and the horizontal ties to each system component from permanent features adjacent to the system.

11-13.3 The Acton Board of Health may revoke or suspend the registration and/or listing of an Onsite Wastewater System Inspector after opportunity for a hearing is conducted pursuant to MGL c. 30A and after the Board of Health determines that the Inspector has:

- (a) falsified an inspection report and/or
- (b) fraudulently altered an inspection report and/or
- (c) failed to properly inspect a system as required in 310 CMR 15.302 and/or
- (d) failed to meet the provisions contained within this regulation

11-13.4 The Board of Health shall recommend fees for the annual registration of Inspectors and for the administrative processing of all Inspection Report Forms to the Board of Selectmen.

11-13.5 An Official Inspection pursuant to 310 CMR 15.300 – 15.305 shall be required prior to the approval of any increase in design flow to an existing onsite wastewater system

Regulation 11-14 Variances

11-14.1 Variances may be granted as follows:

The Board of Health may vary the application of any provisions of this Article with respect to any particular case when, in its opinion (1) the enforcement therefore would do manifest injustice; and (2) the applicant has demonstrated that the same degree of environmental protection required under this article can be achieved without strict application of the particular provision.

11-14.2 The Board of Health may issue order of conditions consistent with Regulation 11-1 to any permit that is granted with Variances to this Article.

Regulation 11-15 Severability

11-15.1 If any part or portions of these regulations were adjudicated as invalid, the adjudication shall apply only to the material so adjudged, and the remaining Rules and Regulations shall be deemed valid of full force and effect.

**ARTICLE 12. MINIMUM STANDARDS FOR THE KEEPING OF ANIMALS (FARM)
AND DOMESTIC PETS IN OTHER THAN STOCK YARDS.**

Regulation 12-1. No person may maintain a horse (or horses) anywhere in the Town of Acton without first providing an approved stable.

Regulation 12-2. Permit to Erect

12-2.1 No person shall erect any stable in the Town of Acton until he has presented a petition therefore upon a prescribed form to the Board of Health and received a permit from the said Board. No permit will be issued for construction of a stable on any plot containing less than two (2) acres (87,120 square feet). This permit must be presented to the Building Inspector when application is made for the building permit.

Regulation 12-3. Permit to Use

12-3.1 No person shall use any building in the Town of Acton as a stable until he has presented a petition upon a prescribed form to the Board of Health and been granted a license authorizing

such use.

Regulation 12-4. Construction of Stables

12-4.1 Every stable hereafter constructed in the Town of Acton shall be provided with a suitable watertight manure pit, unless the manure is removed daily in a manner satisfactory to the Board of Health. The stable shall be properly ventilated; the gutter and wash stand properly connected with an approved dry well unless otherwise allowed by the Board of Health.

Regulation 12-5. Disposal of Manure

12-5.1 No owner or occupant of a stable shall allow quantities of manure exceeding two cords to accumulate in or near said stable, and no manure shall be allowed to accumulate or remain uncovered outside of a stable building.

12-5.2 No person shall remove or carry any manure through any public or private street except in a proper vehicle and in such a manner that no manure shall be dropped on the street.

12-5.3 Manure pits shall be emptied at least once in ten (10) days from April first to November first, unless the same are so constructed as to be proof against the entrance of flies.

Regulation 12-6. Cleaning of Stables

12.6.1 All gutters, stalls, runways, and floors shall be kept clean and free from accumulations of manure, and shall be treated with chloride of lime or other suitable disinfectant at least once in every ten (10) days.

Regulation 12-7. The area of the paddock which is that area where the horse or horses exercise or feed shall be kept clean of manure. Manure shall be removed at least once every ten (10) days in area where it has accumulated. Agricultural lime can be used to also help control a fly problem.

Regulation 12-8. Revocation of Permits

12-8.1 Every permit granted for the occupancy of a stable may be revoked at any time when it shall appear to the Board of Health that such revocation is necessary to protect the public health or safety or that the conditions of the permit have been violated.

Regulation 12-9. Variances

12-9.1 The Board of Health may vary the application of any provision of this article with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustice; provided that the decision of the Board of Health shall not conflict with the spirit of these minimum standards.

Any variance granted by the Board of Health shall be in writing. A copy of any such variance shall, while it is in effect, be available to the public at all reasonable hours in the office of the Clerk of the Town, or in the office of the Board of Health.

12-9.2 Variance, Grant of Special Permission, Expiration, Modifications, Suspension of:

Any variance or other modification authorized to be made by this article may be subject to such qualification, revocation, suspension, or expiration as the Board of Health expresses in its grant. A variance or modification authorized to be made by this article may otherwise be revoked, modified, or suspended, in whole or in part, only after the holder thereof has been notified in writing and has been given an opportunity to be heard in conformity with the requirements for an order and hearing.

ARTICLE 13. IN ACCORDANCE WITH THE AUTHORITY GRANTED BY GENERAL LAWS TER. ED., CHAPTER 140, SECTION 51, AS AMENDED, THE BOARD OF HEALTH OF THE TOWN OF ACTON HEREBY ESTABLISHES THE FOLLOWING TERMS, CONDITIONS, RULES AND REGULATIONS FOR THE PRACTICE OF MASSAGE AND THE CONDUCTING OF ESTABLISHMENTS FOR THE GIVING OF VAPOR BATHS.

Regulation 13-1. Regulations Governing the Practice of Massage/Muscular Therapy

13.1.1 Massage or Muscular Therapist shall mean any person who has been trained in and practices the art of massage and/or muscular therapy.

13.1.2 Massage or muscular therapy shall mean a method of applying pressure on or friction against, rubbing, kneading, tapping, pounding or stroking the external parts of the body with the hands or arms; with or without the aid of mechanical or electrical apparatus or appliances; and with or without supplementary aids such as rubbing alcohol, liniments, oils, creams, lotions, powders or similar preparations; for the purpose of reducing tension, stimulating circulation and

generally providing for an increase in a person's health and well being.

- 13.1.3 Sanitization shall mean effective germicidal treatment by a process that provides enough accumulative heat or concentration of chemicals for enough time to reduce the germ count, including bacterial, viral and fungal pathogens, to a safe level on cleaned towels, linens and instruments.

Regulation 13-2. Registration

- 13.2.1 No person shall practice massage and/or muscular therapy for commercial purposes within the Town of Acton without a certificate of registration from the Board of Health.

- 13.2.2 An applicant for a certificate must:

- a) complete an application form available at the Health Department which shall at a minimum include:
 - 1. Full name, place of business, home address, former occupation and addresses of the same for past two years, substantive letters of reference from three professional people, kind of massage to be practiced, proposed massage establishments, education, training, experience, certificates and diplomas, criminal record, names of other persons actually giving massage in the same establishment, and the names and addresses of the corporate officers of the business if incorporated.
- b) Submit a certified copy of proof of graduation from a school of massage or muscular therapy approved by the American Massage Therapy Association and the Commonwealth of Massachusetts Department of Education.
or
proof of graduation from a school of massage or muscular therapy certified by the Board of Education in the State in which the school is located, and which requires at least 500 hours and at least six months of instruction and practical training.
- C). Show certification that applicant is free of tuberculosis in communicable form or other communicable disease as set forth by the Department of Public Health in the Commonwealth of Massachusetts.

- 13-2.3 Any registered massage practitioner may at any time be required to furnish additional evidence of the required training within a reasonable amount of time. In addition, the practitioner may be required to furnish evidence of good health from a licensed

physician if the Health Department has reasonable cause to believe that the practitioner may pose a source of communicable disease which puts the public at risk.

13-2.4 The Board of Health prior to the issuance of any certificate of registration shall evaluate each individual application by the information provided as required in section 13-2.1- 13-2.3. The Board may also consider for evaluation any statements made by the applicant to the Board at any public meeting.

13.2.4(a) The Board of Health may delegate the Health Director or designee to review and approve a completed application, provided the application is consistent with this regulation in all respects, barring any variances requested or items brought to question by the Health Department.

13-2.5 The fee for an individual certificate of registration shall be established annually by the Board of Health.

13.2.6 All applicants must be older than 18 years old. No application shall be received from a minor.

13.2.7 All massage therapy certificates shall expire on May 1 of each yr.

Regulation 13.3 Exception and Exclusions

13.3.1 The provisions of these regulations shall not apply to the following classes of individuals while engaged in the performance of the duties of their respective professions:

- a). Physicians, surgeons, chiropractors, osteopaths, podiatrists, physical therapists or occupational therapists who are duly licensed to practice their respective profession in the Commonwealth of Massachusetts.
- b). Nurses registered under the laws of the Commonwealth of Massachusetts.
- c). Barbers and beauticians who are duly licensed under the laws of the Commonwealth of Massachusetts while engaging in practices within the scope of their licenses, except that this provision shall apply solely to the massaging of the neck, face, and/or scalp of the customer or client.
- d). Health care personnel in hospitals, nursing homes, or health care facilities licensed by the Commonwealth of Massachusetts.

- 13-3.2 A person registered or licensed to practice massage in any other city or town of the Commonwealth of Massachusetts may, on a referral by a physician attend specific patients in Acton. If requested, he/she shall submit to the Board a copy of his/her registration or license from another community and written confirmation of the referral.

Regulation 13-4. **Massage Therapy Establishment Licensing Requirements**

The Board shall license establishments annually for the sole purpose of providing massage therapy if the following requirements are met.

- 13-4.1 All zoning bylaws and requirements of the Town of Acton are met as specified by the Zoning Officer of the Town of Acton.
- 13.4.2 All massage therapists practicing on the premises hold current massage therapy registrations from the Town of Acton.
- 13.4.3 An application supplied by the Health Department has been completed.
- 13.4.4 The Board of Health prior to the issuance of any massage therapy establishment license shall evaluate each individual application by the information provided as required in sections 13.4.1 - 13.4.3. The Board may also consider for evaluation any statements made by the applicant at any public meeting.
- 13.4.5 A fee established by the Board of Health for a massage establishment permit shall be paid annually to the Town of Acton at the time the application is submitted.
- 13.4.6 License is nontransferable.

Regulation 13.5 **Massage Therapy Establishment Operating Requirements**

- 13.5.1 Massage therapy establishments shall at all times be equipped with an adequate supply of clean sanitary towels, coverings and linens. Clean towels, coverings and linens shall be stored in a sanitary manner free from contamination. Towels and linens shall not be used on more than one patron, unless they have first been laundered, disinfected and sanitized. Disposable towels and coverings shall not be used on more than one patron. Soiled linens and disposable items shall be deposited in approved, separate, covered receptacle and shall be disposed of as often as necessary in an approved sanitary manner.

13.5.1(a)All practitioners who utilize “portable” massage equipment for the purposes of practicing off site or in a client’s home shall have equipment approved by the Health Department.

This equipment shall include: massage table with cleanable surface, disinfectant to be used between seeing clients, an ample supply of clean linens to be kept in a sanitary manner and a receptacle for dirty linens. All other aspects of Article 13 shall apply.

- 13.5.2 Instruments and devices as well as hands utilized in performing massage and/or muscular treatment shall not be used on more than one patron unless they have been sterilized, disinfected and/or sanitized using approved methods.
- 13.5.3 Pads used on massage tables shall be covered with a durable, washable, plastic or other waterproof material, and disinfected between uses on patrons.
- 13.5.4 The room or rooms used by any person licensed to practice massage or to conduct an establishment for the giving of massage or muscular therapy shall be provided with an adequate supply of disinfectant to allow proper sanitization of hands immediately before and after treating each patron.
- 13.5.5 Therapists practicing in the establishment must be aware of the fundamental principals of prevention of the transfer of communicable diseases.
- 13.5.6 All rooms used in the conduct of the business shall be well lighted (20 lumens per square foot, minimum) and ventilated.
- 13.5.7 Walls, ceilings, floors and other physical facilities of the establishment must be maintained in good repair and in a clean and sanitary condition at all times.
- 13.5.8 A list of services and fees shall be clearly posted for unobstructed inspection by the patrons.
- 13.5.9 The establishment shall be open to the Director of Health, or appointed designee, for the purpose of making reasonable, unscheduled inspections to observe and enforce compliance with applicable regulations. Inspections will be made on at least an annual basis.
- 13.5.10 No establishment licensed for the giving of massage and/or muscular therapy shall be kept open or operate except between the hours of 8:00 A.M. and 9:00 P.M. unless authorized in writing by the Board.

Regulation 13-6 Revocation of License or Certificates of Registration

- 13.6.1 A license or Certificate of Registration may be revoked by the Board of Health if a licensee or certificate holder:

- a). after a written request, by the Board of Health fails to furnish additional evidence of physical fitness, training, experience, and criminal record, if any.
- b). has become unfit to engage in the practice of massage and/or muscular therapy by reason of the licensee's or certificate holder's physical condition, or fitness to do the work licensed.
- c). the Board can in its discretion revoke a license on grounds of criminal record.
- d). it is found that any material statement in the application for a license or certificate is untrue or false.
- e). refuses to permit any duly authorized officer of the Town or State to inspect the premises or the work of the licensee at any time.

Regulation 13-7 Variance

13.7.1 The Board of Health may vary the application of any provision of these regulations with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustice; provided, that the decision of the Board of Health shall not conflict with the spirit of these regulations. Any variance granted by the Board of Health shall be in writing. A copy of any such variance shall, while it is in effect, be available to the public at all reasonable hours in the office of the Clerk of the Town, or in the office of the Board of Health, and notice of the grant of variance shall be filed with the Commissioner of Public Health of the Commonwealth within seven (7) days of the vote of the Board of Health.

Regulation 13-8 Penalty

- 13.8.1 Whoever violates any provision of these rules and regulations shall be punished by a fine of not more than one hundred dollars (\$100.00). Each day shall constitute a separate violation.
- 13.8.2 If any clause, section, paragraph, sentence or phrase of these rules and regulations shall be decided invalid for any reason whatsoever, such decision shall not affect the remaining portions of these regulations, which shall remain in full force and effect, and to this end the provision of these regulations are hereby declared severable.

ARTICLE 14. MINIMUM STANDARDS FOR SANITARY LANDFILL OPERATION

Regulation 14.1. Selection of Site

14-1.1 Sanitary landfill operations shall be limited to areas where spreading forms of pollution are considered not likely to occur.

14-1.2 Geological characteristics of the site shall be determined by on-site testing including, but not limited to, borings and test pits and may be supported by any other reliable survey information available. Information of this nature is necessary to:

14-1.2.1 Determine the availability of cover material of suitable quality and quantity from the site.

14-1.2.2 Evaluate the influence that such geological factors would have on the ease of excavation, surface water and groundwater pollution; and determine maximum ground water table.

14-1.2.3 The Board of Health reserves the right to require additional engineering or other data which, in its opinion, are needed to assure appropriate selection and operation of a landfill area.

14-1.3 In the selection of a sanitary landfill site, no area shall be considered or assigned which does not provide for a minimum distance of four (4) feet from the lowest point of refuse to the maximum ground water elevation as determined by seasonal high water.

Regulation 14.2 Plan Approval

14.2-1 All sanitary landfills shall be designed in accordance with these regulations by a registered professional engineer experienced in matters of solid waste disposal.

14.2-2 The design for a sanitary landfill shall include scaled topographic plans and profiles of the proposed fill area, access roads, grades for proper drainage, streams, ponds and wetlands, slopes, depth of fill, surface and groundwater control, fencing, proximity to nearest dwelling, utilities, employee facilities, operating and finished grades,

groundwater determinations, buffer zones, water for fire control, adjacent and abutting land use, zoning, and all other pertinent information which may be required to indicate clearly the orderly development, operation, and completion of the sanitary landfill area.

- 14-2.3 Detailed plans, operational specifications, and other necessary reports pertinent to the sanitary landfill shall be submitted to the Board of Health for review and approval.

Regulation 14-3. Permit Requirements

- 14-3.1 No person shall maintain or operate a sanitary landfill without the written permission of the Board of Health. The permit shall be subject to the regulations set forth herein.
- 14-3.2 No permit shall be issued until plans are approved by the Acton Board of Health.
- 14-3.3 No permit shall be issued until assignment of the site has been made by the Board of Health.
- 14-3.4 The permit to operate a sanitary landfill shall include, but not be limited to, a description of the exact location and area (in acres) of the land to be used, the owner(s) of this land, and the operator(s) of the landfill. Pertinent restrictions or limitations of the assignment shall be specified on the permit.
- 14-3.5 A new permit shall be issued by the Board of Health following any modification of assignment.
- 14-3.6 Permits may be suspended by the Board of Health for failure of the owner or operator of the sanitary landfill facility to comply with the requirements of these regulations.
- 14-3.7 Permits shall expire one year from the date of issue and shall be renewable provided that the amount of time remaining for utilization of the landfill area is specified.

Regulation 14-4. Special Wastes

- 14.4.1 The operator may make special provisions for the limited disposal of certain special wastes; provided that such disposal is conducted in a

separate area specially designed for this purpose and with the permission of and under the direction of the Board of Health.

14-4.2 The Board of Health may, by regulation, prohibit the deposition of certain toxic, harmful or hazardous waste materials.

14-4.3 No untreated body wastes may be discharged in the area without special permission of the Board of Health.

14-4.4 No oily or chemical wastes may be discharged in the area without special permission of the Board of Health.

Regulation 14-5. Disposal of Large Items

14-5.1 The Board of Health may, by regulation, restrict the optimum size of certain large, heavy, or bulky items to be disposed of in the sanitary landfill.

14-5.2 A specific area will be set aside for the disposal of large metal objects.

Regulation 14-6. Salvage

14-6.1 The salvaging of material from a sanitary landfill site shall not be allowed except by permit from the Board of Health.

14-6.2 The operator may make provisions for the limited salvaging of material, provided that such operations are conducted only when a special permit for this purpose is issued by the Board of Health and provided that a definite plan of procedure is established and followed to enable such operation to be carried out in an organized, sanitary, orderly, and dependable manner with no interference to the routine sanitary landfill operations.

Regulation 14-7. Inspection and Evaluation

14-7.1 Routine inspections and evaluations of the landfill operations shall be made by the Board of Health.

14-7.2 Notice of any deficiencies, together with any recommendations for their correction, shall be

provided by the inspecting agency to the owner or person responsible for the use of the land; and to the appropriate individual, firm or governmental agency responsible for the landfill operation.

Regulation 14-8. General Administration and Enforcement

14-8.1 The provisions of Article 1 of the State Sanitary Code shall govern the administration and enforcement of these minimum standards except as supplemented by the following regulations.

Regulation 14-9. Assignment of Sanitary Landfill Facility

14-9.1 No place shall be designated as a site for a sanitary landfill unless this place is so assigned by the Board of Health, in accordance with the provisions of Section 150A of Chapter 111 of the General Laws.

14-9.2 No person shall operate a sanitary landfill unless he is the holder of a permit granted by the Board of Health.

Regulation 14-10. Orders: Service and Content

14-10.1 If an examination reveals the existence of a health or safety hazard at any sanitary landfill, the Board of Health may, as it considers necessary, issue an order which revokes or suspends a permit. Such an order shall be complied with in accordance with its direction and the disposal of solid wastes at the particular sanitary landfill will not be permitted unless and until the permit has been re-issued or the order has been revoked in writing by the Board of Health.

14-10.2 Every order authorized by these regulations shall be in writing. All orders shall be served on the designated person:

14-10.2.1 Personally, by any person authorized to serve civil process, or

14-10.2.2 By leaving a copy of the order at his last and usual place of abode, or

14-10.2.3 By sending him a copy of the order by registered or certified mail, return receipt

requested, if he is within the Commonwealth,
or

14-10.2.4 If his last and usual place of abode is unknown or outside the Commonwealth, By posting a copy of the order in a conspicuous place on or about the sanitary landfill.

14-10.3 Any order issued under the provisions of These regulations shall:

14-10.3.1 Include a statement of the violation or defect, and may suggest action which if taken will effect compliance with this code, and

14-10.3.2 Allot a reasonable time for any action it requires, and inform the person to whom it is directed of his right to a hearing and of his responsibility to request a hearing, and to whom the request shall be made.

Regulation 14-11. Hearing

14-11.1 The person or persons to whom any order served pursuant to Regulation 10 of these regulations has been directed may request a hearing before the Board of Health by filing within seven (7) days after the day the order was served in the office of the Board of Health a written petition requesting a hearing on the matter. Upon receipt of such petition the Board of Health shall set a time and place for such hearing and shall inform the petitioner thereof in writing. The hearing shall be commenced not later than ten (10) days after the day on which the petition, the Board of Health may postpone the date of the hearing for a reasonable time beyond such ten-day period if in the judgement of the Board of Health, the petitioner has submitted a good and sufficient a good and sufficient reason for such postponement.

14-11.2 At the hearing the petitioner shall be given an opportunity to be heard and to show why the order should be modified or withdrawn.

14-11.3 After the hearing, the Board of Health shall sustain, modify, or withdrawn the order, and may suspend or revoke the permit and/or assignment and

shall inform the petitioner in writing of the decision. If the Board of Health sustains or modifies the order, it shall be carried out within the time period allotted in the original order or in the modification.

14-11.4 Every notice, order, and other record prepared by the Board of Health in connection with the hearing shall be entered as a matter of public record in the office of the Board of Health.

14-11.5 Any person aggrieved by the decision of the Board of Health may seek relief therefrom in any court of competent jurisdiction as provided by the laws of this Commonwealth.

14-11.6 If a written petition for a hearing is not filed in the office of the Board of Health within seven (7) days after an order as provided in Regulation 10 has been issued, or if after a hearing the order has been sustained in any part, each day's failure to comply with the order as issued or revised shall constitute an additional offense.

Regulation 14-12. Appeal

14-12.1 Any person aggrieved by the final decision of the Board of Health with respect to the denial of a plan approval, the denial of, revocation of, or failure to renew a permit, or with respect to any order issued pursuant to Regulation 10 may appeal for a trial de novo in the district court of the district in which the affected sanitary landfill is situated.

Regulation 14-13. Penalties

14-13.1 Any person who operates or maintains a sanitary landfill without the unexpired and unrevoked written permission of the Board of Health shall upon conviction be fined not less than one hundred (\$100.00) nor more than five hundred (\$500.00) dollars.

14-13.2 Any person who shall violate any provision of these regulations which penalty is not otherwise provided in any of the General Laws or in any other provision of these regulations or of Article I of the State Sanitary Code shall upon conviction be fined not less than ten (\$10.00) nor more than fifty (\$50.00) dollars.

14-13.3 Any person who shall fail to comply with any order issued pursuant to the provisions of these regulations shall upon conviction be fined not less than one hundred \$100.00 nor more than five hundred (\$500.00) dollars. Each day's failure to comply with an order as issued shall constitute an additional offense.

Regulation 14-14. Variance

14-14.1 The Board of Health may vary the application of any provision of these regulations with respect to any particular case when, in its opinion, the enforcement thereof would do manifest injustices; provided, that the decision of the Board of Health shall not conflict with the spirit of these regulations. Any variance granted by the Board of Health shall be in writing. A copy of any such variance shall, while it is in effect, be available to the public at all reasonable hours in the office of the Clerk of the Town, or in the office of the Board of Health, and notice of the grant of variance shall be filed with the Commissioner of Public Health of the Commonwealth within seven (7) days of the vote of the Board of Health.

14-14.2 Any variance or other modification authorized may be subject to such qualification, revocation, suspension, or expiration as the Board of Health expresses in its grant. A variance or other modification authorized may otherwise be revoked, modified, or suspended, in whole or in part, only after the holder thereof has been notified in writing and has been given an opportunity to be heard, in conformity with the requirements for an order and hearing as specified in Regulation 10 of these regulations.

Regulation 14-14. Operator May Promulgate Rules.

14-15.1 An operator may promulgate such rules and regulations governing the operation of a solid waste disposal facility in his care, charge or control as he shall deem necessary or desirable in furtherance of, and that are not inconsistent with the Rules and Regulations herein contained, provided such Operator's Rules and Regulations shall be approved by the Board of Health prior to becoming effective.

ARTICLE 15. RECOMBINANT DNA ACTIVITY REGULATION

Regulation 15-1

15-1.1 No person, corporation or entity shall use recombinant DNA technology in the Town without first obtaining a permit from the Board of Health.

15-1.2 No permit for any activity involving the use of recombinant DNA technology ("activity") shall be granted unless the applicant submits the following information:

15-1.2.1 The names, addresses, official positions and qualifications of all persons responsible for conduct of such activity.

15-1.2.2 The nature of the organisms to be used in the activity, the location where the activity is to take place, the measures taken to insure proper handling, containment, isolation, emergency response, disposal and security of the organisms.

15-1.2.3 Proper procedures which will be used for: monitoring such activity, screening and training employees, establishing and enforcing safety standards, keeping and retaining records both of the recombinant DNA activity, any accidents or release of organisms containing recombinant DNA and of the health of employees.

15-1.3 All activity conducted under a permit for the use of recombinant DNA technology shall be conducted in accordance with the procedures and representations stated in the application.

15.1.4 All activity involving the use of such technology shall be conducted in accordance with the National Institutes of Health Guidelines for Research Involving Recombinant DNA Molecules, published in the Federal Register of May 7, 1986, and any subsequent Federal amendment thereto.

- 15-1.5 The Board of Health may deny an application or impose conditions on any permit issued under this regulation (including inspection or reporting requirements) where necessary to prevent release into the environment of any organism containing recombinant DNA, or to otherwise protect the health of the public or of the persons conducting such activity.
- 15-1.6 Permits under this regulation shall be granted for a one year period unless otherwise specified by the Board of Health. A permit may be suspended or revoked for cause.
- 15-1.7 Any person, entity or facility conducting activity covered by this ordinance is subject to reasonable inspections to insure compliance with the conditions governing conduct of such activity.

ARTICLE 16. MINIMUM REQUIREMENTS FOR ACTIVITIES WITHIN THE GROUNDWATER PROTECTION ZONES.

Regulation 16-1. Purpose

- 16-1.1 The purposed of this regulation is to protect the public health by protecting and improving the quality of the groundwater upon which the Town of Acton relies for its water supply, public and private.
- 16-1.2 Protecting and improving the groundwater shall include, but not be limited to the following actions:
 - 16-1.2.1 Preventing degradation of, and improving the quantity and quality of surface water, underground aquifers, public water supply, and groundwater within the Permit Area,
 - 16-1.2.2 Maintaining, improving, and preventing reduction of groundwater recharge,
 - 16-1.2.3 Preventing discharge, or potential discharge, onto or into the ground of any hazardous substance, or any other substance which may degrade the quality of groundwater,

- 16-1.2.4 Preventing any other activity which may degrade, reduce, interfere with, or otherwise adversely affect Regulated Waters,
- 16-1.2.5 Preventing any activity within the Permit Area that will alter quality of the Regulated Waters in such a way as to pose a threat to public health, safety or welfare.

Regulation 16.2. Definitions

- 16.2.1 Regulated Activities shall include, but not be limited to the following:
 - 16.2.1.1 Excavation, disposal, filling, construction, reconstruction, use, change or expansion of use, storage, or other activity involving any risk of discharge of any substance, including septic system leachate, directly, or indirectly, into the groundwater within the Permit Area,
 - 16-2.1.2 Any change of the recharge characteristics of any property within the Permit Area,
- 16-2.2 Regulated Entity (Entities) shall include any individual(s), agent(s), corporation(s), or other entity (entities).
- 16.2.3 Action(s) shall include, but not be limited to any or all activities listed above in Section 16-1.2.(1-.5) - Purpose.
- 16.2.4 Regulated Waters shall mean the surface water, underground aquifers, public water supply, and/or groundwater within the Permit Area.
- 16.2.5 The Permit Area shall be the Well Protection Area (Zone 1), the Recharge Protection Area (Zone 2) and the Aquifer Protection Area (Zone 3) as defined in the "Groundwater Protection District Map of the Town of Acton, January 1989," contained in the Goldberg, Zoino and Associates' "Final Report - Aquifer Protection/Areas, Town of Acton, Massachusetts," January 1989 and any updates to that map as adopted by the Acton Board of Health., Acton Planning

Department, Acton Board of Selectmen, Annual Town Meeting and/or Special Town Meeting.

- 16-2.6 Permit shall be a "Permit for Work in a Permit Area" which shall be granted by the Issuing Authority. The Permit shall specify in writing which of the Regulated Activity (Activities) may be undertaken by the Permit applicant.
- 16-2.7 The Issuing Authority shall be the Board of Health, or the Health Department of the Town of Acton, as delineated in Section 16-6., PERMITS GRANTED BY THE HEALTH DIRECTOR, and Section 16-5, Issuing Authority.
- 16-2.8 Information shall include, but not be limited to information supplied by the applicant, the Health Department, or any other information before the Board.
- 16-2.9 Risk(s) shall include, but not be limited to the reduction of quantity and/or quality of, or the discharge of any substance to, or any other risk to the Regulated Waters, which may in turn cause any threat to the public health or safety by contact with or ingestion of the Regulated Waters.

Regulation 16-3 Permit Required

- 16-3.1 No Regulated Entity (Entities) shall undertake, perform, or cause to be performed any Regulated Activity within the Permit Area without a Permit from the Issuing Authority.

Regulation 16-4 Issuance of Permits

- 16-4.1 Standards for Issuance. The Issuing Authority shall grant a Permit if it finds, based upon the Information, that the proposed activity poses no significant risk of reducing, interfering with, or degrading the groundwater or causing any threat to the public health and safety.

- 16-4.1.1 The Issuing Authority shall deny the permit if the Information does not demonstrate that the Regulated Activity, poses no significant risk to the Regulated Waters.

- 16-4.2 Conditions. The Board of Health, may take any Action(s) or impose such conditions and

limitations on the Permit as may be required to prevent Risk to the Regulated Waters.

- 16.4.2.1 Such conditions and limitations may include substance containment requirements, depth to groundwater requirements, run-off containment requirements, requirements to preserve groundwater recharge, limits on density of use, limits on the extent of impervious cover, treatment of water run-off, or other condition or limitation necessary to further the purposes of this regulation. All construction, use, or other activity shall be conducted in strict compliance with any conditions or limitations imposed in the Permit.
- 16-4.2.2 The Board may require the applicant to provide, at its own expense, such studies, test results, analyses or other data as may be necessary in order to determine whether granting the Permit would be consistent with the standards in this regulation.
- 16-4.2.3 Prior to the Board recommending approval of any subdivision to the Planning Board, an evaluation of the site and a design by competent soil scientists and qualified personnel, shall be submitted by the applicant to the Board.
- 16-4.2.4 A nitrate loading assessment for any project or subdivision which will have a total effluent discharge over 2,000 gallons per day shall be submitted by the applicant to the Board.
- 16-4.2.5 Within the Well Buffer area, monitoring wells, downgradient of all septic systems with a capacity of 550 gallons per day, or any commercial or industrial use, shall be provided.

- 16-4.2.6 Within the Recharge Protection area, monitoring wells, downgradient of all septic systems with a capacity of 2,000 gallons per day, or any commercial or industrial use, shall be provided.
- 16-4.2.7 Within the Well Buffer area, septic systems shall be set back 300' from any public, semi-public or private well supply system.
- 16-4.2.8 Within the Recharge Protection area, septic systems shall be set back 150' from any public, semi-public or private well supply system.
- 16-4.2.9 On site Sewer Treatment Plants, with advanced capabilities, shall be required for all projects in excess of 10,000 gallons per day within any aquifer protection zone.
- 16-4.2.10 All leaching areas within an aquifer zone shall be set back 100' from any recharge, retention, detention or surface drainage area.
- 16-4.2.11 Hydrogeological studies shall be submitted to the Board for any proposed effluent flow exceeding 5,000 gallons on any one property.

16-4.3 Issuance and Renewal. Permits shall be issued by the Issuing Authority, and shall remain in force so long as no significant change occurs in the extent or nature of the activity conducted by the applicant. If there has been any significant change in the extent or nature of the use or activity or if new information suggests that the current use or activity poses a Risk to the groundwater or to public health or safety, a new Permit shall be required from the Issuing Authority.

16-4.3.1 Every applicant for a Permit shall complete and file a written application in a form prescribed by the Health Director and appear in person or by an authorized representative before the Issuing Authority at the hearing on the

issuance of the Permit, unless the Issuing Authority waives the requirement for a personal appearance. The Board may also require the attendance of such other agents or employees of the applicant as may be necessary to provide Information relative to the application.

- 16-4.4 Revocation. The Board may revoke a Permit at any time if it concludes that the Regulated Activity or the manner in which the Regulated Activity is being conducted poses a significant Risk to the Regulated Waters or any other public health or safety risk. Except in an emergency, no Permit shall be revoked without a hearing before the Issuing Authority prior to the revocation. If a Regulated Activity presents an immediate and s significant Risk to the Regulated Waters or any other immediate and public health or safety risk, the Health Director may revoke a Permit without a prior hearing. In the event that a Permit is revoked by the Health Director, the permittee shall be entitled, upon request, to a hearing before the Issuing Authority within ten days after the revocation.

Regulation 16.5 Issuing Authority

- 16-5.1 The Board of Health shall be the Issuing Authority for all permits for all lands, properties, and realty trusts, regardless of ownership within the Permit Area except for those which meet the criteria given in Section VI, PERMITS GRANTED BY THE HEALTH DIRECTOR. The Board has delegated to the Health Director the authority to grant permits for the Health Director the authority to grant permits for the Health Director the authority to grant permits for properties that meet the criteria of Section 16-6.

Regulation 16-6. Permits Granted by the Health Director

- 16-6.1 Notwithstanding the provision of Section 16-3, Permits for installation of septic systems for single family homes may be granted by the Health Director, without conditions if all of the following criteria are met:

- 16-6.1.1 The total flow from the system, calculated in accordance with

Title 5 of the Massachusetts Code of Regulations, will not exceed 1000 gallons per day.

- 16-6.1.2 The percolation rates observed in accordance with required testing procedure exceeds six minutes per inch, or the depth from the bottom of the septic system to groundwater is at least six feet, or the system is at least 1.5 miles from any current or reasonably likely Well Protection Area.
- 16-6.1.3 The proposed system is not located within any Well Protection Area (Zone 1).
- 16-6.1.4 All other requirements of Title 5 of the Massachusetts Code of Regulations and the Acton Health Department are met.
- 16-6.1.5 There are no special circumstances which, in the opinion of the Health Director, could pose a risk of degradation of the groundwater or other public health or safety threat.

16-6.2 Notwithstanding the provisions of Section 16-3, permits for installation of septic systems for single family homes in areas with percolation rates of less than 6 mpi may be granted by the Health Director, with conditions if all of the following criteria is met:

- 16-6.2.1 No underground fuel storage tanks shall be permitted on the site.
- 16-6.2.2 The septic tank shall be pumped a minimum of once every one/two years.
- 16-6.2.3 The site shall fully conform to the Town of Acton Hazardous Materials Control Bylaw.
- 16-6.2.4 The sewage disposal system for the proposed buildings at this site shall be approved by Acton Board of Health staff.

- 16-6.2.5 The leaching facility is designed and installed with pressure dosing of the system, said pressure dosing designed in accordance with the State Environmental Code, or it shall be in compliance with 16-6 Figure I.
- 16-6.2.6 Floor cleaning procedures for the building shall use only nontoxic and biodegradable cleaning compounds.
- 16-6.2.7 Sewage disposal system shall be a minimum 100 feet from flood plain and/or wetlands.
- 16-6.2.8 Floor drains are not permitted.

16-6 Figure 1 Groundwater Separation for Bottom of Septic Systems in Aquifer Zones			
Percolation Rate	Well Buffer Zone (1)	Recharge Zone (2)	Protection Zone (3)
2 minutes per inch	8.00'	7.00'	6.00'
3 minutes per inch	7.00'	6.00'	5.00'
4 minutes per inch	6.00'	5.25'	4.50'
5 minutes per inch	5.50'	4.75'	4.25'
6 minutes per inch	5.00'	4.50'	4.00'
7 minutes per inch	4.75'	4.25'	4.00'
8 minutes per inch	4.50'	4.00'	4.00'
9 minutes per inch	4.25'	4.00'	4.00'
10 minutes per inch	4.00'	4.00'	4.00'

Regulation 16-7. Fees

16-7.1 Both the initial grant of the Permit and any renewal shall be subject to a reasonable Permit fee established by the Board of Health. Fees shall be paid when the application is filed.

Regulation 16-8. Enforcement and Penalties

16-8.1 The provisions of any Permit shall be enforced by the Health Department. Permittees shall provide access, at reasonable times and upon notice, to employees or authorized agents of the Department for inspection of records or facilities, sampling, or other observation, testing or procedures necessary to ensure compliance with this regulation.

16-8.2 Any initial violation of the provisions of this regulation shall result in a fine of not more than fifty dollars per day for each day during which the violation continues. Any second or subsequent violation of the regulation shall result in a fine of not more than one hundred dollars per day for each day during which the violation continues. Upon learning of an initial violation the Health Director shall contact the person or persons involved and attempt to resolve the matter informally. The Health Director may hold a hearing on the violation and require the person or persons alleged to be in violation to attend.

16-8.3 In the event that an initial violation can not be resolved by the parties, or of a second or subsequent violation, the Board of Health shall hold a hearing, after notice to the person or persons alleged to be in violation of the regulation, who shall be required to attend and provide any Information necessary to resolve the issues and assure compliance with this regulation.

ARTICLE 17 - REGULATIONS FOR BODY ART ESTABLISHMENTS

Regulation 17-1. Purpose and Scope

The purpose of the Regulations for Body Art Establishments is to set forth a regulatory scheme governing the practice of body art in Acton.

Regulation 17-2. Definitions

Aftercare means written instructions given to the client, specific to the body art procedure(s) rendered, about caring for the body art and surrounding area, including information about conditions and/or symptoms which warrant medical care, if necessary.

Applicant means any person who applies to the Board of Health for either a body art establishment permit or practitioner permit.

Autoclave means an apparatus for sterilization utilizing steam pressure at a specific temperature over a period of time.

Autoclaving means a process which results in the destruction of all forms of microbial life, including highly resistant spores, by the use of an autoclave for a minimum of thirty minutes at 20 pounds of pressure (PSI) at a temperature of 270 degrees Fahrenheit.

Bloodborne Pathogens Standard means OSHA Guidelines contained in 29 CFR 1910.1030, entitled "Occupational Exposure to Bloodborne Pathogens."

Board of Health or Board means the Acton Board of Health, or its Agent.

Body Art means the practice of physical body adornment by permitted establishments and practitioners using, but not limited to, the following techniques: body piercing, tattooing, cosmetic tattooing, branding, and scarification. This definition does not include practices that are considered medical procedures by the Board of Registration in Medicine, such as implants under the skin, which are to be performed only under the direction of a physician.

Body Art Establishment or establishment means a location, place, or business that has been granted a permit by the Board, where the practices of body art are performed, whether or not for profit.

Body Art Practitioner or practitioner means a specifically identified individual who has been granted a permit by the Board to perform body art in an establishment that has been granted a permit by the Board.

Body Piercing means puncturing or penetrating the skin of a client with presterilized single-use needles and the insertion of presterilized jewelry or other adornment into the opening. This definition excludes piercing of the earlobe with a presterilized single-use stud-and-clasp system manufactured exclusively for ear piercing.

Branding means inducing a pattern of scar tissue by use of a heated material (usually metal) to the skin, making a serious burn, which eventually becomes a scar.

Client means a member of the public who requests a body art procedure at a body art establishment.

Contaminated Waste means waste as defined in 105 CMR 480.000: Storage and Disposal of Infectious or Physically Dangerous Medical or Biological Waste, State Sanitary Code, Chapter VIII.

Department means the Department of Public Health or its authorized representatives.

Disinfectant means a product registered as a disinfectant by the U.S. Environmental Protection Agency (EPA).

Disinfection means the destruction of disease-causing microorganisms on inanimate objects or surfaces, thereby rendering these objects safe for use or handling.

Ear piercing means the puncturing of the lobe of the ear with a presterilized single-use stud-and-clasp ear-piercing system following the manufacturer's instructions.

Equipment means all machinery, including fixtures, containers, vessels, tools, devices, implements, furniture, display and storage areas, sinks, and all other apparatus and appurtenances used in connection with the operation of a body art establishment.

Hand Sink means a lavatory equipped with hot and cold running water under pressure, used solely for washing hands, arms, or other portions of the body.

Hot water means water that attains and maintains a temperature 110°-130°F.

Instruments Used for Body Art means hand pieces, needles, needle bars, and other instruments that may come in contact with a client's body or may be exposed to bodily fluids during any body art procedure.

Invasive means entry into the client's body either by incision or insertion of any instruments into or through the skin or mucosa, or by any other means intended to puncture, break, or otherwise compromise the skin or mucosa.

Jewelry means any ornament inserted into a newly pierced area, which must be made of surgical implant-grade stainless steel; solid 14k or 18k white or yellow gold, niobium, titanium, or platinum; or a dense, low-porosity plastic, which is free of nicks, scratches, or irregular surfaces and has been properly sterilized prior to use.

Minor means any person under the age of eighteen (18) years.

Operator means any person who individually, or jointly or severally with others, owns, or controls an establishment, but is not necessarily a body art practitioner.

Permit means Board approval in writing to either (1) operate a body art establishment or (2) operate as a body art practitioner within a body art establishment. Board approval shall be granted solely for the practice of body art pursuant to these regulations. Said permit is exclusive of the establishment's compliance with other licensing or permitting requirements that may exist within the Town of Acton.

Person means an individual, any form of business or social organization or any other non-governmental legal entity, including but not limited to corporations, partnerships, limited-liability companies, associations, trusts or unincorporated organizations.

Physician means an individual licensed as a qualified physician by the Board of Registration in Medicine pursuant to M.G.L. c. 112 § 2.

Procedure surface means any surface of an inanimate object that contacts the client's unclothed body during a body art procedure, skin preparation of the area adjacent to and including the body art procedure, or any associated work area which may require sanitizing.

Sanitary means clean and free of agents of infection or disease.

Sanitize means the application of an U.S. EPA registered sanitizer on a cleaned surface in accordance with the label instructions.

Scarification means altering skin texture by cutting the skin and controlling the body's healing process in order to produce wounds, which result in permanently raised wheals or bumps known as keloids.

Sharps means any object, sterile or contaminated, that may intentionally or accidentally cut or penetrate the skin or mucosa, including, but not limited to, needle devices, lancets, scalpel blades, razor blades, and broken glass.

Sharps Container means a puncture-resistant, leak-proof container that can be closed for handling, storage, transportation, and disposal and that is labeled with the International Biohazard Symbol.

Single Use Items means products or items that are intended for one-time, one-person use and are disposed of after use on each client, including, but not limited to, cotton swabs or balls, tissues or paper products, paper or plastic cups, gauze and sanitary coverings, razors, piercing needles, scalpel blades, stencils, ink cups, and protective gloves.

Sterilize means the use of a physical or chemical procedure to destroy all microbial life including highly resistant bacterial endospores.

Tattoo means the indelible mark, figure or decorative design introduced by insertion of dyes or pigments into or under the subcutaneous portion of the skin.

Tattooing means any method of placing ink or other pigment into or under the skin or mucosa by the aid of needles or any other instrument used to puncture the skin, resulting in permanent coloration of the skin or mucosa. This term includes all forms of cosmetic tattooing.

Ultrasonic Cleaning Unit means a unit approved by the Board, physically large enough to fully submerge instruments in liquid, which removes all foreign matter from the instruments by means of high frequency oscillations transmitted through the contained liquid.

Universal Precautions means a set of guidelines and controls, published by the Centers for Disease Control and Prevention (CDC), as "Guidelines for Prevention of Transmission of Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) to Health-Care and Public-Safety Workers" in Morbidity and Mortality Weekly Report) (MMWR), June 23, 1989, Vo1.38 No. S-6, and as "Recommendations for Preventing Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Patients During Exposure-Prone Invasive Procedures" in MMWR, July 12,1991, Vo1.40, No. RR-8. This method of infection control requires the employer and the employee to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other blood pathogens. Precautions include hand washing; gloving; personal protective equipment; injury prevention; and proper

handling and disposal of needles, other sharp instruments, and blood and body fluid-contaminated products.

Regulation 17- 3. Exemptions

- (A) Physicians licensed in accordance with M.G.L. c. 112 § 2 who perform body art procedures as part of patient treatment are exempt from these regulations.
- (B) Individuals who pierce only the lobe of the ear with a presterilized single-use stud-and-clasp ear-piercing system are exempt from these regulations.

Regulation 17-4. Restrictions

- (A) No tattooing, piercing of genitalia, branding or scarification shall be performed on a person under the age of 18.
- (B) Body piercing, other than piercing the genitalia, may be performed on a person under the age of 18 provided that the person is accompanied by a properly identified parent, legal custodial parent or legal guardian who has signed a form consenting to such procedure.
- (C) No piercing of genitalia, branding or scarification shall be performed on any person in Acton.

Regulation 17-5. Operation of Body Art Establishments

Unless otherwise ordered or approved by the Board, each body art establishment shall be constructed, operated and maintained to meet the following minimum requirements:

(A) Physical Plant

- (1) Walls, floors, ceilings, and procedure surfaces shall be smooth, free of open holes or cracks, light-colored, washable, and in good repair. Walls, floors, and ceilings shall be maintained in a clean condition. All procedure surfaces, including client chairs/benches, shall be of such construction as to be easily cleaned and sanitized after each client.
- (2) Solid partitions or walls extending from floor to ceiling shall separate the establishment's space from any other room used for human habitation, any food establishment or room where food is prepared, any hair salon, any retail sales, or any other such activity that may cause potential contamination of work surfaces.
- (3) The establishment shall take all measures necessary to ensure against the presence or breeding of insects, vermin, and rodents within the establishment.
- (4) Each body art station shall have a minimum of 45 square feet of floor space for each practitioner. Each establishment shall have an area that may be

screened from public view for clients requesting privacy. Multiple body art stations shall be separated by a divider or partition at a minimum.

- (5) The establishment shall be well ventilated and provided with an artificial light source equivalent to at least 20 foot candles 3 feet off the floor, except that at least 100 foot candles shall be provided at the level where the body art procedure is being performed, and where instruments and sharps are assembled.
- (6) A separate, readily accessible hand sink with hot and cold running water under pressure, preferably equipped with wrist- or foot-operated controls and supplied with liquid soap, and disposable paper towels stored in fixed dispensers shall be readily accessible within the establishment. Each operator area shall have a hand sink.
- (7) There shall be a minimum of one toilet room containing a toilet and sink. The toilet room shall be provided with toilet paper, liquid hand soap and paper towels stored in a fixed dispenser.
- (8) At least one covered, foot operated waste receptacle shall be provided in each operator area and each toilet room. Receptacles in the operator area shall be emptied daily. Solid waste shall be stored in covered, leakproof, rodent-resistant containers and shall be removed from the premises at least weekly.
- (9) At least one janitorial sink shall be provided in each body art establishment for use in cleaning the establishment and proper disposal of non-contaminated liquid wastes in accordance with all applicable Federal, state and local laws. Said sink shall be of adequate size equipped with hot and cold running water under pressure and permit the cleaning of the establishment and any equipment used for cleaning.
- (10) All instruments and supplies shall be stored in clean, dry, and covered containers. Containers shall be kept in a secure area specifically dedicated to the storage of all instruments and supplies.
- (11) The establishment shall have a cleaning area. Every cleaning area shall have an area for the placement of an autoclave or other sterilization unit located or positioned a minimum of 36 inches from the required ultrasonic cleaning unit.
- (12) The establishment shall have a customer waiting area, exclusive and separate from any workstation, instrument storage area, cleaning area or any other area in the body art establishment used for body art activity.
- (13) No animals of any kind shall be allowed in a body art establishment except service animals used by persons with disabilities (e.g., Seeing Eye dogs). Fish aquariums shall be allowed in waiting rooms and nonprocedural areas.
- (14) Smoking, eating, or drinking is prohibited in the area where body art is performed, with the exception of fluids being offered to a client during or after a body art procedure.

(B) Requirements for Single Use Items Including Inks, Dyes and Pigments

- (1) Single-use items shall not be used on more than one client for any reason. After use, all single-use sharps shall be immediately disposed of in approved sharps containers pursuant to 105 CMR 480.000.
- (2) All products applied to the skin, such as but not limited to body art stencils, applicators, gauze and razors, shall be single use and disposable.
- (3) Hollow bore needles or needles with a cannula shall not be reused.
- (4) All inks, dyes, pigments, solid core needles, and equipment shall be specifically manufactured for performing body art procedures and shall be used according to manufacturer's instructions.
- (5) Inks, dyes or pigments may be mixed and may only be diluted with water from an approved potable source. Immediately before a tattoo is applied, the quantity of the dye to be used shall be transferred from the dye bottle and placed into single-use paper cups or plastic caps. Upon completion of the tattoo, these single-use cups or caps and their contents shall be discarded.

(C) Sanitation and Sterilization Measures and Procedures

- (1) All non-disposable instruments used for body art, including all reusable solid core needles, pins and stylets, shall be cleaned thoroughly after each use by scrubbing with an appropriate soap or disinfectant solution and hot water, (to remove blood and tissue residue), and shall be placed in an ultrasonic unit operated in accordance with manufacturer's instructions.
- (2) After being cleaned, all non-disposable instruments used for body art shall be packed individually in sterilizer packs and subsequently sterilized in a steam autoclave. All sterilizer packs shall contain either a sterilizer indicator or internal temperature indicator. Sterilizer packs must be dated with an expiration date not to exceed six (6) months.
- (3) The autoclave shall be used, cleaned, and maintained according to manufacturer's instruction. A copy of the manufacturer's recommended procedures for the operation of the autoclave must be available for inspection by the Board. Autoclaves shall be located away from workstations or areas frequented by the public.
- (4) Each holder of a permit to operate a body art establishment shall demonstrate that the autoclave used is capable of attaining sterilization by monthly spore destruction tests. These tests shall be verified through an independent laboratory. The permit shall not be issued or renewed until documentation of the autoclave's ability to destroy spores is received by the Board. These test records shall be retained by the operator for a period of three (3) years and made available to the Board upon request.

- (5) All instruments used for body art procedures shall remain stored in sterile packages until just prior to the performance of a body art procedure. After sterilization, the instruments used in body art procedures shall be stored in a dry, clean cabinet or other tightly covered container reserved for the storage of such instruments.
- (6) Sterile instruments may not be used if the package has been breached or after the expiration date without first repackaging and resterilizing.
- (7) If the body art establishment uses only sterile single-use, disposable instruments and products, and uses sterile supplies, an autoclave shall not be required.
- (8) When assembling instruments used for body art procedures, the operator shall wear disposable medical gloves and use medically recognized techniques as set forth in Section (C) and section 17-6 to ensure that the instruments and gloves are not contaminated.
- (9) Reusable cloth items shall be mechanically washed with detergent and dried after each use. The cloth items shall be stored in a dry, clean environment until used.

(D) Posting Requirements

The following shall be prominently displayed:

- (1) A Disclosure Statement, a model of which shall be available from the Department. A Disclosure Statement shall also be given to each client, advising him/her of the risks and possible consequences of body art procedures.
- (2) The name, address and phone number of the local Board of Health that has jurisdiction and the procedure for filing a complaint.
- (3) An Emergency Plan, including:
 - (a) a plan for the purpose of contacting police, fire or emergency medical services in the event of an emergency;
 - (b) a telephone in good working order shall be easily available and accessible to all employees and clients during all hours of operation; and
 - (c) a sign at or adjacent to the telephone indicating the correct emergency telephone numbers.
- (4) An occupancy and use permit as issued by the local building official.
- (5) A current establishment permit.
- (6) Each practitioner's permit.

(E) Establishment Recordkeeping

The establishment shall maintain the following records in a secure place for a minimum of three (3) years, and such records shall be made available to the Board upon request:

- (1) Establishment information, which shall include:
 - (a) establishment name;
 - (b) hours of operation;
 - (c) owner's name and address;
 - (d) a complete description of all body art procedures performed;
 - (e) an inventory of all instruments and body jewelry, all sharps, and all inks used for any and all body art procedures, including names of manufacturers and serial or lot numbers, if applicable. Invoices or packing slips shall satisfy this requirement;
 - (f) A Material Safety Data Sheet, when available, for each ink and dye used by the establishment; and
 - (g) a copy of these regulations.

 - (2) Employee information, which shall include:
 - (a) full names and exact duties;
 - (b) date of birth;
 - (c) home address;
 - (d) home /work phone numbers; and

 - (3) Client Information, which shall include:
 - (a) name;
 - (b) date of birth;
 - (c) address of the client;
 - (d) date of the procedure;
 - (e) name of the practitioner who performed the procedure(s);
 - (f) description of procedure(s) performed and the location on the body;
 - (g) a signed consent form as specified by 6(D)(2); and,
 - (h) if the client is a person under the age of 18, proof of parental or guardian identification, presence and consent including a copy of the photographic identification of the parent or guardian.

 - (4) All client information shall be considered confidential and shall not be provided to any persons except to the Board of Health or it's authorized agent.
- (F) The establishment shall require that all body art practitioners have either completed, or were offered and declined, in writing, the hepatitis B vaccination series. Records documenting compliance with this requirement shall be provided to the Board upon request.

Regulation 17-6. Standards of Practice

Practitioners are required to comply with the following minimum health standards:

- (A) A practitioner shall perform all body art procedures in accordance with Universal Precautions set forth by the U.S Centers for Disease Control and Prevention.

- (B) A practitioner shall refuse service to any person who appears to be under the influence of alcohol or drugs.
- (C) Practitioners who use ear-piercing systems must conform to the manufacturers directions for use, and to applicable U.S. Food and Drug Administration requirements. No practitioner shall use an ear piercing system on any part of the client's body other than the lobe of the ear.
- (D) Health History and Client Informed Consent. Prior to performing a body art procedure on a client, the practitioner shall:
 - (1) Inform the client, verbally and in writing that the following health conditions may increase health risks associated with receiving a body art procedure:
 - (a) history of diabetes;
 - (b) history of hemophilia (bleeding);
 - (c) history of skin diseases, skin lesions, or skin sensitivities to soaps, disinfectants etc.;
 - (d) history of allergies or adverse reactions to pigments, dyes, or other sensitivities;
 - (e) history of epilepsy, seizures, fainting, or narcolepsy;
 - (f) use of medications such as anticoagulants, which thin the blood and/or interfere with blood clotting; and
 - (g) any other conditions such as hepatitis or HIV.
 - (2) Require that the client sign a form confirming that the above information was provided, that the client does not have a condition that prevents them from receiving body art, that the client consents to the performance of the body art procedure and that the client has been given the aftercare instructions as required by section 6(K).
- (E) A practitioner shall maintain the highest degree of personal cleanliness, conform to best standard hygienic practices, and wear clean clothes when performing body art procedures. Before performing body art procedures, the practitioner must thoroughly wash their hands in hot running water with liquid soap, then rinse hands and dry with disposable paper towels. This shall be done as often as necessary to remove contaminants.
- (F) In performing body art procedures, a practitioner shall wear disposable single-use gloves. Gloves shall be changed if they become pierced, torn, or otherwise contaminated by contact with any unclean surfaces or objects or by contact with a third person. The gloves shall be discarded, at a minimum, after the completion of each procedure on an individual client, and hands shall be washed in accordance with section (E) before the next set of gloves is put on. Under no circumstances shall a single pair of gloves be used on more than one person. The use of disposable single-use gloves does not preclude or substitute for handwashing procedures as part of a good personal hygiene program.
- (G) The skin of the practitioner shall be free of rash or infection. No practitioner affected with boils, infected wounds, open sores, abrasions, weeping dermatological lesions or

acute respiratory infection shall work in any area of a body art establishment in any capacity which such practitioner is so affected.

- (H) Any item or instrument used for body art that is contaminated during the procedure shall be discarded and replaced immediately with a new disposable item or a new sterilized instrument or item before the procedure resumes.
- (I) Preparation and care of a client's skin area must comply with the following:
 - (1) Any skin or mucosa surface to receive a body art procedure shall be free of rash or any visible infection.
 - (2) Before a body art procedure is performed, the immediate skin area and the areas of skin surrounding where body art procedure is to be placed shall be washed with soap and water or an approved surgical skin preparation. If shaving is necessary, single-use disposable razors or safety razors with single-service blades shall be used. Blades shall be discarded after each use, and reusable holders shall be cleaned and autoclaved after use. Following shaving, the skin and surrounding area shall be washed with soap and water. The washing pad shall be discarded after a single use.
 - (3) In the event of bleeding, all products used to stop the bleeding or to absorb blood shall be single use, and discarded immediately after use in appropriate covered containers, and disposed of in accordance with 105 CMR 480.000.
- (J) Petroleum jellies, soaps, and other products used in the application of stencils shall be dispensed and applied on the area to receive a body art procedure with sterile gauze or other sterile applicator to prevent contamination of the original container and its contents. The applicator or gauze shall be used once and then discarded.
- (K) The practitioner shall provide each client with verbal and written instructions on the aftercare of the body art site. The written instructions shall advise the client:
 - (1) on the proper cleansing of the area which received the body art;
 - (2) to consult a health care provider for:
 - (a) unexpected redness, tenderness or swelling at the site of the body art procedure;
 - (b) any rash;
 - (c) unexpected drainage at or from the site of the body art procedure; or
 - (d) a fever within 24 hours of the body art procedure; and
 - (3) of the address, and phone number of the establishment.

A copy shall be provided to the client. A model set of aftercare instructions shall be made available by the Department.

- (L) Contaminated waste shall be stored, treated and disposed in accordance with 105 CMR 480.000: Storage and Disposal of Infectious or Physically Dangerous Medical or Biological Waste, State Sanitary Code, Chapter VIII.

Regulation 17-7. Injury Reports

A written report of any injury, infection complication or disease as a result of a body art procedure, or complaint of injury, infection complication or disease, shall be forwarded by the operator to the Board which issued the permit, with a copy to the injured client within five working days of its occurrence or knowledge thereof. The report shall include:

- (A) the name of the affected client;
- (B) the name and location of the body art establishment involved;
- (C) the nature of the injury, infection complication or disease;
- (D) the name and address of the affected client's health care provider, if any;
- (E) any other information considered relevant to the situation.

Regulation 17-8. Complaints

- (A) The Board shall investigate complaints received about an establishment or practitioner's practices or acts, which may violate any provision of the Board's regulations.
- (B) If the Board finds that an investigation is not required because the alleged act or practice is not in violation of the Board's regulations, then the Board shall notify the complainant of this finding and the reasons on which it is based.
- (C) If the Board finds that an investigation is required, because the alleged act or practice may be in violation of the Board's regulations, the Board shall investigate and if a finding is made that the act or practice is in violation of the Board's regulations, then the Board shall apply whatever enforcement action is appropriate to remedy the situation and shall notify the complainant of its action.

Regulation 17-9. Application for Body Art Establishment Permit

- (A) No person may operate a body art establishment except with a valid permit from the Board.
- (B) Applications for a permit shall be made on forms prescribed by and available from the Board. An applicant shall submit all information required by the form and accompanying instructions. The term "application" as used herein shall include the original and renewal applications.
- (C) An establishment permit shall be valid from the date of issuance and shall automatically expire in one (1) year from the date of issuance unless revoked sooner by the Board.
- (D) The Board shall require that the applicant provide, at a minimum, the following information in order to be issued an establishment permit:
 - (1) Name, address, and telephone number of:
 - (a) the body art establishment;
 - (b) the operator of the establishment; and
 - (c) the body art practitioner(s) working at the establishment;
 - (d) a copy of the current permit for each body art practitioner who is hired to work at the establishment, before he or she begins work.

- (2) The manufacturer, model number, model year, and serial number, where applicable, of the autoclave used in the establishment;
 - (3) A signed and dated acknowledgement that the applicant has received, read and understood the requirements of the Board's body art regulations;
 - (4) A drawing of the floor plan of the proposed establishment to scale for a plan review by the Board, as part of the permit application process; and,
 - (5) Such additional information as the Board may reasonably require.
- (E) The application fee for a Body Art Establishment Permit shall be \$250 annually.
- (F) A permit for a body art establishment shall not be transferable from one place or person to another.

Regulation 17-10. Application for Body Art Practitioner Permit

- (A) No person shall practice body art or perform any body art procedure without first obtaining a practitioner permit from the Board. The application fee for a Body Art Practitioner Permit shall be \$100 annually.
- (B) A practitioner shall be a minimum of 18 years of age.
- (C) A practitioner permit shall be valid from the date of issuance and shall automatically expire in two (2) years from the date of issuance unless revoked sooner by the Board.
- (D) Application for a practitioner permit shall include:
- (1) name;
 - (2) date of birth;
 - (3) residence address;
 - (4) mailing address;
 - (5) phone number;
 - (6) place(s) of employment as a practitioner
 - (a) name and address of any other body art establishment (s)he has operated (or worked at) for the last five years, or is in the process of applying for;
 - (b) a copy of the permit for that establishment, if it is located in Massachusetts or any other state that requires a permit;
 - (c) a statement under oath that no such permit has been revoked or suspended or
 - (7) training and/or experience as set out in (E) below.
 - (8) certification by physician that applicant is free of communicable disease
 - (9) statement of criminal record
- (E) Practitioner Training and Experience

- (1) In reviewing and application for a practitioner permit, the Board shall consider experience, training and/or certification acquired in other states that regulate body art.
- (2) Training for all practitioners shall be approved by the Board and, at a minimum, shall include the following:
 - (a) bloodborne pathogen training program (or equivalent) which includes infectious disease control; waste disposal; handwashing techniques; sterilization equipment operation and methods; and sanitization, disinfection and sterilization methods and techniques; and
 - (b) First Aid and cardiopulmonary resuscitation (CPR).

Examples of courses approved by the Board include "Preventing Disease Transmission" (American Red Cross) and "Bloodborne Pathogen Training" (U.S. OSHA). Training/courses provided by professional body art organizations or associations or by equipment manufacturers may also be submitted to the Board for approval.

- (3) Each applicant shall provide documentation, acceptable to the Board, that s/he completed a course on anatomy, completed an examination on anatomy, or possesses an equivalent combination of training and experience deemed acceptable to the Board.
 - (4) Each applicant shall provide documentation, acceptable to the Board, that s/he completed a course on skin diseases, disorders and conditions, including diabetes, or completed an examination on skin diseases, disorders and conditions, including diabetes, or possesses a combination of training and experience deemed acceptable to the Board.
- (F) A practitioner's permit shall be conditioned upon continued compliance with all applicable provisions of these regulations.

Regulation 17-11. Grounds for Denial of Permit, Revocation of Permit, or Refusal to Renew Permit

- (A) The Board may suspend or revoke a permit or refuse to renew a permit on the following grounds, each of which, in and of itself, shall constitute full and adequate grounds for revocation or refusal to renew:
- (1) any actions which would indicate that the health or safety of the public may be at risk;
 - (2) fraud, deceit or misrepresentation in obtaining a permit, or its renewal;
 - (3) criminal conduct which the Board determines to be of such a nature as to render the establishment, practitioner or applicant unfit to practice body art as evidenced by criminal proceedings resulting in a conviction, guilty plea, or plea of nolo contendere or an admission of sufficient facts;

- (4) any present or past violation of the Board's regulations governing the practice of body art;
- (5) practicing body art while the ability to practice is impaired by alcohol, drugs, physical disability or mental instability;
- (6) being habitually drunk or being dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects;
- (7) knowingly permitting, aiding or abetting an unauthorized person to perform activities requiring a permit;
- (8) continuing to practice while his/her permit is lapsed, suspended, or revoked; and
- (9) having been disciplined in another jurisdiction in any way by the proper permitting authority for reasons substantially the same as those set forth in the Board's regulations.
- (10) other just and sufficient cause which the Board may determine would render the establishment, practitioner or applicant unfit to practice body art;

(B) Notice of Violation and Action Thereon

- (1) The Board shall give an applicant, establishment, or practitioner notice in writing of any violation of the Board's regulations, and the proposed action the Board intends to take with respect to such violations, which may include (a) a fine under regulation 17-4; (b) an order to cease and desist or to correct the violation, which shall specify a time for compliance; or (c) suspension or revocation of the permit for the establishment or practitioner. Such notice shall be delivered in hand or by certified mail to the permittee.
- (2) The permittee may either agree to pay fine or correct any condition within the time for compliance set forth in such notice of violation or request a hearing by the Board
- (3) Failure to comply with any notice of violation, or to request a hearing, shall be grounds for immediate suspension or revocation of the permit, or such other action as the Board determines.

(C) Applicants denied a permit may reapply at any time after denial.

Regulation 17-12. Grounds for Suspension of Permit

The Board or its agent may summarily suspend a permit pending a hearing on the merits on the question of revocation if, based on the evidence before it, the Board determines that an establishment and/or a practitioner is an immediate and serious threat to the public health, safety or welfare. The suspension of a permit shall take effect immediately upon written notice of such suspension by the Board or its agent.

Regulation 17-13. Procedure for Hearings

- A. Any person who has received a Notice of Violation under Regulation 17-11(b) may request a hearing thereon by filing a written request with the Board or its agent within seven (s) days after receipt of such notice. Receipt of the notice shall be deemed to occur on the date of delivery or receipt of certified mail, or on the date of the second notice of attempted delivery by the post office, if the addressee fails to pick up the certified mail.
- B. The Board shall schedule a hearing on such violation, as soon as practicable but in any case not more than 21 days after receipt of the request for a hearing, and shall notify the permittee of the date and time of such hearing in writing. If the permittee has been suspended in accordance with Regulation 17-12, it shall remain suspended pending the outcome of the hearing.
- C. The permittee shall be entitled to be heard with respect to any violations contained in the Notice of Violation. The applicant and any person testifying with respect to facts shall be sworn, but the Board need not otherwise observe the rules of evidence.
- D. The Board shall act by a majority vote of the members who attend the hearing, provided a quorum of the Board is present. The Board may affirm or modify the proposed action in its Notice of Violation or take such other action as it may determine.
- E. Following the hearing, the Board shall issue a written decision containing its findings of facts and a statement of its action.

Regulation 17-14. Unauthorized Practice of Body Art

The Board shall refer to the appropriate District Attorney, Attorney General, or other law enforcement official any incidents of unauthorized practice of body art.

Under Chapter E 45 of the Bylaws of Town of Acton, any person in violation of the Rules and Regulations of the Acton Board of Health shall be fined \$10.00 per offense per day.

Regulation 17-15. Severability

If any provision contained in this regulation is deemed invalid for any reason, it shall be severed and shall not affect the validity of the remaining provisions.

ARTICLE 18 – SMOKING ON SCHOOL GROUNDS

Article 18-1

The provisions of the State Law Chapter 71, Section 37H shall apply in the Town of Acton. The use of any tobacco products within the school building, the school facilities, on the school grounds, or on school buses by any individual, including school personnel is prohibited. Only duly authorized agents of the Board of Health shall do enforcement of this regulation. The Acton/Boxborough Regional School Committee may submit to the Board of

Health recommended personnel to be made authorized agents to enforce this regulation during hours when the schools are in session. (adopted April 29, 2002)

ADOPTION AND DATE OF EFFECT

These Rules and Regulations were adopted by a vote of the Board of Health, Town of Acton, Commonwealth of Massachusetts, on 6/14/2004.

Filed with the Town Clerk of Acton, Massachusetts on_____.