



Department of Environmental Health

Cayman Islands Government

Cayman Islands Environmental Centre
580 North Sound Road | P.O. Box 1820 | KY1-1109 | Cayman Islands
Main Office: 345.949.6696
Website: www.gov.ky/deh

FOI-PUBLICATION SCHEME 2024

Produced in accordance with the Deputy Governor's Code of Practice

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1. About the publication scheme

Every public authority covered by the Freedom of Information Act has a legal duty to maintain a publication scheme.

The purpose of a publication scheme is to make information readily available to the public without the need for specific written requests. Schemes are intended to encourage authorities to proactively publish information, to develop a culture of openness and participation.

The publication scheme lists the information which is readily available to the public. The list is divided into seven (7) different categories of information, to help you find the documents you are looking for.

This publication scheme commits the Department of Environmental Health (DEH) to making information available to the public as part of its normal business activities.

The Department of Environmental Health (DEH) will:

- specify the information held by the authority, which falls within the seven (7) categories below;
- proactively publish or otherwise make routinely available, information which is held by the authority and falls within the categories below;
- describe the methods by which specific information is made available, so that it can be easily identified and accessed by members of the public;
- list any fees charged for access to information described in this scheme;
- publish or otherwise make information available, in accordance with the methods and fees stated in this scheme;

- make this publication scheme available to the public;
- regularly review and update the information made available under this scheme.

2. Information that may be withheld

The Department of Environmental Health (DEH) will generally not publish:

- information in draft form;
- information that is not held by the Department of Environmental Health (DEH), or which has been disposed of in accordance with a legally authorised disposal schedule;
- information that is not readily-available – for example: information that is contained in files that have been placed in archive storage, or is otherwise difficult to access;
- information which is exempt under the FOI Act, or otherwise protected from disclosure – for example: personal information; or commercially sensitive information. Records containing exempt matter will be published in a redacted¹ form, where ever it is practical to do so, indicating which exemptions apply.

In maintaining this publication scheme, we aim to be as open as possible.

However, there may be limited circumstances where information will be withheld from one of the categories of information listed in *section 7: Categories of information*.

Information will only be withheld where the FOI Act expressly permits it.

For example: where disclosure would breach the law of confidentiality, infringe personal privacy, harm the Department of Environmental Health's (or another organisation's) commercial interests, or endanger the protection of the environment.

Whenever information is withheld, we will inform you of this and explain why that information cannot be released. Even where information is withheld, it may be possible to provide a redacted copy, with the exempt matter edited out.

If you wish to complain about any information which has been withheld, please refer to *section 6: Complaints*.

CLASSES OF INFORMATION HELD

Classes of Information	Restrictions & Accessibility to information
Cabinet reports & recommendations	FOI requests concerning this type of information should be directed to the Ministry of Sustainability, Climate Resiliency and Wellness.
Personal / Human Resource records	Access to information restricted to the relevant personnel.
Inspections reports & recommendations	Majority of information can be accessed by the public using FOI. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation.

¹ A copy of the record, with the exempt matter deleted in accordance with the National Archive's *Redaction Standard*.

Complaints	Majority of the information can be accessed by the public through FOI Act. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Lab analysis	Majority of the information can be accessed by the public through FOI Act. Access is restricted for personal information concerning clients or private residents or if information is being used in an investigation. Services paid for by private entities are the property of the payee unless the information is prejudice to health & human safety.
Financial information i.e. accounts, budget	Majority of the information can be accessed by the public through FOI Act. Access restricted for personal information concerning clients or private residents or if information is being used in an investigation.
Tender Contracts	FOI request concerning this type of information should be directed to the Ministry of Sustainability, Climate Resiliency and Wellness or to the Central Tenders (Procurement) Committee.

3. Methods of access

Information available under our publication scheme will usually be accessible through the methods described below.

Section 7: Categories of information provides more details on the information available under the scheme and additional guidance on how the information within each category may be accessed.

Online

Many of our documents are published electronically on this website and can be downloaded in PDF format. Where information is available online, a link within *section 7: Categories of information* will direct you to the relevant page or document.

If there is no link, or the link is broken, you can use our website's "Search" facility at www.gov.ky/deh. If you are still having trouble locating information listed under our scheme, please contact the FOI Information Manager, Yolanda Morales-Carvalho at 949-6696 or direct line at 949-5924 or email at foi.evh@gov.ky & foi.deh@gov.ky.

Email

If information is listed in our publication scheme but is not published on the website, we may be able to send it to you by email. You can email us at foi.evh@gov.ky & foi.deh@gov.ky to request information. Please provide a telephone number so that we can call you to clarify details if necessary.

Phone

Documents listed in the publication scheme can also be requested by telephone. Please call the FOI Information Manager, Yolanda Morales-Carvalho at 949-6696 or direct line at 949-5924 to request information.

Post

All information listed in the publication scheme will usually be available in hard copy. Requests may be addressed to:

Department of Environmental Health
P.O. Box 1820
Cayman Islands KY1-1109

In your request, please provide your name and address, full details of the information or documents you would like to receive. You may also wish to provide a telephone number so that we can call you to clarify details if necessary. For faster processing, please also include any applicable fee. (See *section 4: Fees and charges* for further details.)

Personal visits

In limited cases, you may be required to make an appointment to view information listed in the publication scheme. This will be clearly stated in *section 7: Categories of information*, and relevant contact details will be provided in that section.

Advice and assistance

If you experience any difficulty identifying the information you want to access, please contact

Information Manager
CIG- Department of Environmental Health
Tel: (345) 949-6696
Direct: (345) 949-5924
P.O. Box 1820, Grand Cayman KY1-1109
email: foi.evh@gov.ky

The Department of Environmental Health (DEH) will adhere to its obligations under section 10 of the FOI Act, and any requirements relating to disability or discrimination when providing information in accordance with this publication scheme.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Department of Environmental Health (DEH) is legally required to translate any information, it will do so.

4. Fees and charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum effort and cost to the public. The Department of Environmental Health (DEH) strives to ensure that fees and charges are clearly explained and kept to a minimum.

Information that is published online, downloaded through a website, or sent to you by email will be provided free of charge.

Fees may be charged for providing information in paper copy or on computer disc. Charges will reflect the actual costs of reproduction and postage, as described below.

Reproduction costs

Where fees apply, photocopied information will be charged at a standard rate of \$1.00 per page (black and white; any size) and \$1.50 per page (colour; any size).

Computer discs will be charged at a rate of \$2 per disc.

Postage costs

The Department of Environmental Health (DEH) will pass on to the requester the actual costs of postage or courier delivery.

Details of any individual charges which differ from the above policy are provided within *section 7: Categories of information*.

If a fee applies, you will be advised of the amount and how it has been calculated. Information will be provided when the Department of Environmental Health (DEH) has received your payment.

5. Requests for information outside the publication scheme

Information held by the Department of Environmental Health (DEH) that is not published under this scheme can be requested in writing. Your request will be considered in accordance with the provisions of the FOI Act.

Freedom of Information requests must be made in writing (letter, fax, prescribed form) including in electronic form. Email requests are also acceptable. You don't have to give a reason why you want the information; however, your request should be specific. Remember that a public agency may not be able to respond to a vague or voluminous request if it may strain available resources. Specific requests will help you get what you want, so try to provide as much information as possible: what kind of document it is, what format is the information in, what date or year was it produced.

6. Complaints

The Department of Environmental Health aims to make our publication scheme easy to use, and to ensure our information is accessible to the public.

If you wish to complain about any aspect of this publication scheme, please contact FOI Information Manager Yolanda Morales-Carvalho at 949-6696 or direct line at 949-5924 or email at foi.evh@gov.ky & foi.deh@gov.ky and we will try to resolve your complaint as quickly as possible.

You have legal rights to access information under this scheme, and a right to complain to the Ombudsman if you are dissatisfied with our response.

Office of the Ombudsman
5th Floor, Anderson Square, 64 Shedden Road
George Town, Grand Cayman
PO Box 2252
Grand Cayman KY1-1107
CAYMAN ISLANDS
Email: info@ombudsman.ky
Telephone: +1 345 946 6283

7. Categories of information

- About Us
- Strategic Management
- Finance & Administration
- Policies & Procedures
- Decisions & Recommendations
- Lists & Registers
- Our Services

ABOUT US

Department of Environmental Health
Cayman Islands Environmental Centre
580 North Sound Road
PO Box 1820
Grand Cayman KY1-1109
Cayman Islands
Telephone: (345) 949-6696
Web site: www.gov.ky/deh

Ministry

Ministry of Sustainability, Climate Resiliency and Wellness

Minister

Hon. Dwayne Seymour, CCI, JP, MP

Chief Officer

Ms, Nellie Pouchie, Cert. Hon.
5th Floor Government Administration Building
Box 140
133 Elgin Avenue
Grand Cayman KY1-9000
Cayman Islands
Email: healthandwellness@gov.ky
Tel: (345) 244 2488

Director of the Department of Environmental Health

Mr. Richard Simms

Assistant Director, Environmental Health

Dr. Paulino Rodrigues

Assistant Director, Solid Waste

Mr. Michael Haworth

Information Manager

Yolanda Morales-Carvalho, Information Manager
Sue Dixon, Deputy Information Manager

Cayman Islands Environmental Centre
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 Email: foi.evh@gov.ky & foi.deh@gov.ky
 Website: www.gov.ky/deh
 Freedom of Information website: www.gov.ky/foi

Organisation and functions

The Department of Environmental Health (DEH) protects the public from environmental health-related hazards through measures and activities including management of food hygiene and safety, laboratory services, district sanitation and rodent control, engineering and developmental control, solid and hazardous wastes including waste collection, recycling, and disposal; and public education and promotion programmes.

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Location and hours	Matters handled
Grand Cayman	
Dept. of Environmental Health (DEH) – Main Office Cayman Islands Environmental Centre 580 North Sound Road, George Town Working Hours: 8:30 a.m. to 5:00 p.m. Monday to Friday (excluding public holidays) Cashier: 8:30 a.m. to 4:00 p.m.	• Main staff office & admin • Laboratory • Engineering • Training for food industry & cosmetology workers • Conference Rooms • Public Relations • Inspection of properties and food establishments • Investigation of environmental health complaints • Rodent control • Cashier

George Town Landfill (Solid Waste Management) - located in Industrial Park, adjacent to the Esterly Tibbetts Highway (or otherwise known as the Harquail Bypass), with access via Seymour Drive, off North Sound Road. <u>Working Hours:</u> 7:00 a.m. to 5:00 p.m. Monday to Saturday Residents can also deposit recyclable items at the 24-hour drop-off site located at the front of the George Town landfill.	• Collection of residential waste and commercial waste • Collection and disposal of infectious waste • Disposal of hazardous waste • Disposal of dead animals • Litter collection / Roadside cleaning • Recycling • Removal of abandoned motor vehicles
Sister Islands	
The DEH has an office in Cayman Brac which caters to the needs of residents in Cayman Brac & Little Cayman. 211 Stake Bay Road, Cayman Brac, Cayman Islands <u>Working Hours:</u> 8:30 a.m. to 5:00 p.m. Monday to Friday (excluding public holidays) <u>Cayman Brac & Little Cayman Landfill Hours:</u> 7:00 a.m. to 4:30 p.m. Monday to Friday and 8:30 a.m. to 3:00 p.m. Saturday	Environmental Health & Solid Waste matters: • Collection & disposal of solid waste. • Collection of recyclables. • Public relations & educational activities. • Inspection of properties and food establishments. • Investigation of environmental health complaints. • Rodent control. • Training for food industry & cosmetology workers. • Testing of water and food samples.

Boards and committees

Currently, (December 2024) there are no (Appointed) boards within DEH; but DEH officers are members of a number of boards and committees that function within government and the private sector. Frequently, DEH officers are asked to produce reports or recommendations from an Environmental Health prospective.

Frequently asked questions

The most frequently asked questions at the Department of Environmental Health are usually related to regarding garbage collection. However, there is a list of FAQ related to Environmental Health matters which is available on this link <https://www.gov.ky/deh/about/faqs.html>

STRATEGIC MANAGEMENT

The Ministry of Sustainability & Climate Resiliency and Wellness administers the authority's operations at the organizational level; developing business plans and corporate policy; setting long-term goals and objectives; evaluating the agency's overall performance and progress towards established targets; managing programs to improve business processes and ensure consistent service delivery; preparing or revising Act and other regulatory instruments that affect the authority's functions and responsibilities; obtaining legal advice from external sources using the Act that regulate the function of government entities.

Governance

The Department of Environmental Health (DEH) is regulated by two main laws which are the Litter Act and the Public Health Act and Regulations. There is no regulation under the Litter Act.

The Litter Act (12 of 1982) (1997 Revision)

Public Health Act (2021 Revision)

- Public Health Act (2002 Revision) Public Health (Infectious Waste) Regulations (2002 Revision)
- Public Health Act (2002 Revision) (Garbage and Refuse Disposal) Regulations (2011 Revision)
- Public Health Act (2002 Revision) (Miscellaneous Fees) Regulations (2011 Revision)
- Public Health Act (2002 Revision) (Quarantine) (Amendment) Regulations 2011
- Public Health Act (2002 Revision) The Ships (Sanitation Control) Regulations 2011

The Tobacco Act (2008)

- The Tobacco Act 2008 The Tobacco Regulations 2010

DEH Guidelines

- Complaints & Requests Procedure Guidelines.
- Guidelines of Burial at Sea
- Guidelines for Development Control
- Guidelines of the Examination of Imported Foods.
- Guidelines for Food Safety at Outdoor Events
- Guidelines for Indoor Mould Prevention and Remediation in Buildings.
- Guidelines for the Importation and Disposition of a Deceased body or Human Ash
- Guidelines for the Operation of Barbershops & Beauty Salons.
- Guidelines for the Operation of Tourist Accommodation Properties (Hotel, Condominiums & Guesthouses).
- Guidelines for the Operation of Temporary / Itinerant Food Facilities.
- Guidelines for the Production and Supply of Bottle Water in the Cayman Islands.
- Guidelines for Schools & Preschools.
- Guidelines for Tattooing, Body Piercing & Body Art Establishments & Procedures.

FINANCE & ADMINISTRATION

The Ministry of Sustainability & Climate Resiliency and Wellness administers the authority's internal functions and manages its resources efficiently and effectively. This includes the management of monetary resources; material resources; human resources; information resources; and relationships with clients, the public and other government agencies using the laws that regulate the function of government entities.

Financial Management

- Annual Salary Scale for Salaried Staff (September 1, 2012)
- Financial Regulations (2013 Revision)
- Public Management and Finance Act (2013 Revision)
- Public Management and Finance Regulation (2013 Revision)
- Public Holidays Act
- Strategic Policy Statement (2021)
- Procurement Act (2016)

Administration

- Health Insurance Act (2013 Revision) Health Insurance Regulations (2013 Revision)
- Public Service Management Act (2013 Revision)
- Public Servant Code of Conduct for Civil Servants
- Public Service Pensions Act (2013 Revision)
- Public Service Pensions Regulations (2017 Revision)
- Schedule One of the Personnel Regulations: A document describing Employment Terms and conditions (2011 Revision)
- Data Protection Act (2021 Revision)
- The Freedom of Information Act (2021 Revision)
- Freedom of Information Regulations (2021 Revision)
- National Archive and Public Records Act (2010 Revision)
- National Archive And Public Records (Regulations) 2007
- Insurance Policies – Certificate of Insurance that covers government-owned vehicles
- Job Vacancies/Career Opportunities – online at www.careers.gov.ky
- Press Releases- online at www.gov.ky/deh
- Salary Scales - Annual and Monthly Salary Scale for Salaried Staff and Hourly Rate for Wage Workers, 2015 – online at www.pocs.gov.ky

POLICIES & PROCEDURES

In addition to the laws and regulations listed above the following policies and procedures are used at DEH.

- Complaints-handling procedure
- Human Resource policies & procedures
- Hurricane Preparedness Manual
- Hazardous Materials policy and procedures

- Solid Waste Management procedures
- Environmental Health Laboratory policies and procedure

List of Forms Used (External & Internal)

- Application Form for Swimming Pool / Spa Review
- Application Form for an Environmental Health Related Business
- Application Form for Environmental Health Related Business – New Business
- Application Form for Environmental Health Related Business – Re-application
- Basic Food Hygiene Training Course application Form
- Collection and Disposal Service Contract Form
- Complaints/ Request Investigation Form
- Community Clean-up Assistance Form
- Derelict Vehicles Removal Form
- Food Premises Inspection Report Form
- Food Safety Advice and Consultation Form
- Food Safety Risk Assessment Score Sheet
- Horse Stables and Animal Pens Inspection Form Reports
- Hotel / Condominium Inspection Report Form
- Laboratory Chain of Custody and Analysis Request Form
- Public Facilities Inspection Form
- Public Facilities Inspection Form Recreation & Institutional Health & Safety
- School Inspection Report Form (Pre-School & Day Care Centre)
- Waste Disposal Contracts for Incinerator Services George Town Landfill

List of Brochures at DEH

- A Common Pest: House Flies
- Aluminium Can Recycling
- DEH Battery Recycling
- Camping Tips
- CAREERS in the Department of Environmental Health
- Child Safety Tips
- Cigarette Litter
- Cistern Safety Maintenance
- DEH Christmas Tree Recycling
- DEH Recycling Services
- Food Safety in the kitchen
- Garbage Disposal Flyer
- Garbage Dumps
- Get a Grip on Litter
- Guidelines of Bonfires
- How to Disinfect Water
- Lead Poisoning: What you need to know
- Leftovers
- Litter
- Lunch Box Safety
- Facts on Mould
- Recycling Used Cooking Oil

- Recycling Aluminium Cans with Condominiums
- Responsibilities of DEH
- Rodent Control
- Solid Waste Management
- Starting Your Own Recycling Program
- Used Motor Oil Recycling
- Water Cooler Maintenance

Permits Grated

The DEH issues the following:-

- Permits to import and export human remains.

Request for information concerning permits not issued by DEH should be directed to the public authority that has responsibilities for issuing a particular permit.

DECISIONS & RECOMMENDATIONS

Inspections by Environmental Health Officers are documented through reports or recommendations based on their findings. Many of these reports or recommendations can be accessed by the public under the FOI Act.

List of inspections carried out by DEH

- Liquor Licensing inspections
 - Inspections for all establishments serving alcohol such as bars and restaurants.
- Food Safety inspections
 - Inspections of food establishments such as restaurants and grocery stores.
 - Post-mortem inspections, food containers inspections, and temporary food stalls.
- Tourist Accommodation inspections
 - Inspections of hotels, condos, and guest houses.
- Government Buildings inspections
 - Inspections of Government offices and private & public schools.
- Cosmetology industry & other consumer facilities inspections
 - Inspections of beauty salons, barbershops, tattoo parlours, mobile beauty & barbershops.
- District Sanitation inspections
 - Rodent inspections and district complaints inspections.
- Environmental Engineering Inspections
 - Inspections of apartments, commercial buildings, industrial businesses.
 - Inspections of recreation facilities such as parks, swimming pools, spas, etc.
- Lab Analysis reports
 - Lab reports on the analysis of samples such as food, drinking water, beaches, pools, spas, wastewater, ground and surface water, landfill leachate, used oil, unknown substances, Mould, and hazardous material

OUR SERVICES

Environmental Engineering

Buildings can have an impact on a person's health, and the Engineering section of the department evaluates and examines all buildings (except for residential homes) from an Environmental Health perspective to ensure the safety and health of the population.

The following environmental health activities are covered under the regulations:

- Air quality
- Hazardous waste
- Industrial hygiene
- Lighting and ventilation
- Noise pollution control
- Sanitary facilities
- Solid waste management
- Swimming pools
- Water supply

Public Cemeteries Management

The provision of space for the burial of the dead is primarily provided by the government. The Department of Environmental Health (DEH) is responsible for the allocation of land for burial, design and construction of burial vaults. The maintenance of the grounds and landscaping is carried out by the Recreations, Parks & Cemeteries Unit (RPCU). The construction and maintenance of headstones and other grave monuments are usually the private responsibility of the families of the deceased.

Engineering Policy, Advice, & Project Management

The Engineering section also provides technical support for government projects that may need technical advice from an environmental health perspective. Also, this section provides project management for engineering projects undertaken by the department.

District Sanitation

The District Sanitation section of the department is responsible for the management of all district environmental health sanitation which includes the inspecting, monitoring and enforcement of the Public Health Act and DEH guidelines in the following areas: -.

- Auto garages/petrol service stations.
- All Schools (including daycare and tertiary schools).
- Collection of water/sewage samples for laboratory analysis.
- Cosmetology industry which includes Barber shops, beauty salons, tattoo parlors, and other health care centres.
- Environmental health nuisances and pests.
- Environmental health promotion and special projects.
- Public sanitary facilities including at beaches.
- Private dwellings and public buildings.
- Retirement facilities, foster homes and other public institutions.

- Recreational waters such as swimming pools and spas.
- Tourist accommodations such as hotels, condominiums, guest houses & tenement houses, etc.

Food Hygiene and Safety

The Department of Environmental Health (DEH) employs Environmental Health Officers in the Food Safety Team whose task is to ensure that all food businesses operate in a safe and hygienic way.

In order to ensure that these duties are met the Food Safety Team undertakes the following activities:-

- Condemnation of foods that do not meet food safety requirements.
- Food premises inspections.
- Food hygiene training.
- Inspection of imported foods.
- Inspection of locally slaughtered animals for public consumption.
- Investigation of cases of foodborne illness.
- Sampling of food and water.
- The recall/ withdrawal of unsafe food products.
- The investigation of consumer complaints concerning food and/or food premises.

Environmental Health Laboratory

The DEH Laboratory services provide analytical services in support of the Department of Environmental Health in its mandate of monitoring and controlling environmental conditions that may adversely affect human health. The DEH Lab ensures that such information obtained is accurate, precise, legally defensible and produced in a timely fashion

The DEH Laboratory performs the following functions:-

- Conduct analytical services that form part of the DEH monitoring programs relating to environmental health to ensure the safety of human health.
Examples of analytical services offered are potable water, bathing water, sewage, marine, groundwater, building air quality, environmental noise and food safety programs.
- Conduct environmental impact assessments in relation to environmental health issues.
- Provide assistance in the preparation of disaster preparedness plans and plans for the mitigation of accidental environmental disasters.
- Provide analytical services to the food sanitation monitoring program to improve the Islands' food hygiene practices.
- Response to HAZMAT emergencies.

Education and Promotions

The Communication and Marketing officer's role is to support the work of the DEH by generating and maintaining a high level of public awareness regarding all aspects of environmental health and solid waste matters. This includes the following activities:-

- Conduct presentations on littering and recycling in all schools.
- Keep the community informed about DEH activities through press releases and other media.
- Participate in national events to raise awareness on DEH matters.
- Produce educational material on DEH topics.
- Promote recycling and other waste reduction activities.
- Promote the Anti-littering message.
- Provide assistance to the community for clean-ups.

Solid and Hazardous Waste Management

Solid waste management is the collection, transport, processing or disposal, managing, and monitoring of solid waste materials. These are materials produced by direct or indirect human activity, and the process is generally undertaken to reduce their effect on health, the environment, and aesthetics.

Under the Public Health Act, the department is responsible for providing and operating waste disposal facilities that are capable of dealing with waste arising from within the Cayman Islands.

The solid waste section is responsible for the following activities:-

- Collections of residential waste and commercial waste
- Collection and disposal of infectious waste
- Disposal of hazardous waste
- Litter collection/roadside cleaning
- Recycling
- Removal of abandoned motor vehicles