



National Public Health Institute Of Liberia

Preventing and Controlling Public Health Threats

Document guiding the implementation of NPHIL's administrative regulations

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Background

The Administrative Regulation empowers the National Public Health Institute of Liberia to regulate and assess services fee from an applicant who then proceeds to the collection window at the Liberia Revenue Authority (LRA) for the collection of said fee and subsequent deposit into the consolidated fund in accordance with section 7 of the Revenue Code of Liberia, prior to the issuance of said service by the National Public Health Institute of Liberia.

Purpose

This Administrative Regulation is an instrument to govern the services provided by the National Public Health Institute of Liberia promulgating the official fee structure for services of the National Public Health Institute of Liberia.

Definition

The National Public Health Institute of Liberia (NPHIL) is responsible for the formulation of guidelines, policies and procedures to safe guard public health threats in Liberia.

Institution of Public Health Importance: This includes all institutions including publicly and privately operated that have the propensity to serve as a gathering place or a source of service for the public. Such institutions may serve as a potential source of public health threats or hazards.

Large, Medium, Small or Petty: These institutions or products are determined by the size and number of people served by the institutions or the quantity or volume of the product. A suggested measurement is provided in the annex.

Disposal Certificate: A public health certificate issued to institutions for the proper disposal of unwholesome products.

Public Health Standard Certificate for Institutions: A certificate issued to institutions of public health importance based on a comprehensive public health inspection.

De-Rating Certificates: A certificate issued in line with the International Health Regulation (IHR) to vessels following a complete inspection and possible control of rodents on board the vessel.

Public Health Certificate/Clearance for Imported/Exported Food & Food Products: Certificate/Clearance issued to importer/exporter for food and food product that have been inspected and tested and found to be free of public health threats including contaminants.

Public Health Certificates for Swimming Pools: Certificate issued to operators or owners of pools used for recreation by the public based on a comprehensive inspection and corrective action.

Public Health Sectorial Clearance: Clearance issued to institutions that are involved with work related to public health.

Cremation Permit: Permit to conduct cremation (Crude or Mechanize) on human remains under the supervision of a public health officer (Environmental Health Officer).

Exhumation Permit: Permit to exhume human remains for reburial under the supervision of a public health officer (Environmental Health officer).

Water & Food Testing: All public and private drinking water sources or food. Microbial, physical and chemical including heavy metals Parameters defined in the national water quality standards are checked

Public Health Standard Certificate

A certificate issued to institutions of public health importance based on a comprehensive public health inspection.

Note: The Public Health Standard Certificate is valid for one year

Procedures for obtaining the Public Health Standard Certificate

1. Applicant/Institution must send an application letter or fill out the application form available at NPHIL accompanied by the following document: **(Valid business registration)**
2. Deposit an amount assigned to the applicant/Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
3. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
4. Team of Public Health Technicians will assess the facility, collect sample where applicable and submit a former assessment report,
5. The Public Health Standard Certificate is then issued within 3 working days after completing the above requirement

Disposal Certificate

A public health certificate issued to institutions for the proper disposal of unwholesome products.

Note: The Public Health Disposal Certificate is valid for three years

Procedures for obtaining a disposal Certificate

1. If applicable, the Applicant/Institution must send an application letter or fill out the application form available at NPHIL,
2. Team of Public Health Technicians will assess the product, collect sample where applicable and submit a former assessment report,
3. Deposit an amount assigned to the applicant/Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
4. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
5. The Public Health Disposal Certificate is then issued within 3 working days after completing the above requirements
6. The disposal process is guided by NPHIL in collaboration with other line ministries and agencies of government

Import and Export Clearances

Clearance issued to importer or exporter for food and food product that have been inspected and tested and found to be free of public health threats including contaminants.

Note: The Public Health Export and import Clearances are valid for three months

Procedures for obtaining export and import clearances

1. Applicant/Institution must bring all food items for export to NPHIL for inspection, weighing and billing where applicable,
2. All imported food will be inspected and declared fit for public consumption before selling on the Liberia market upon arrival at various port of entry
3. Deposit an amount assigned to the applicant/Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
4. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
5. Export and import Clearances are issued within 3 working days after completing the above requirements

Swimming Pool Permit

Permit issued to operators or owners of pools used for recreation by the public based on a comprehensive inspection and corrective action.

Note: The Swimming pool permit is valid for one year

Procedures for obtaining a Swimming Pool Permit

1. Applicant/Institution must send an application letter or fill out the application form available at NPHIL,
2. Deposit an amount assigned to the applicant/Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
3. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
4. Team of Public Health Technicians will assess the Facility, collect pool sample for testing and submit a former assessment report,
5. The Public Health Permit is issued within 3 working days after completing the above tasks

Sectoral Clearance

Clearance issued to institutions that are involved with work related to public health.

Note: The Public Health Sectoral Clearance is valid for one year

Procedures for obtaining a Sectoral Clearance

1. Institution must send an application letter or fill out the application form available at NPHIL,
2. Deposit an amount assigned to the Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
3. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
4. Team of Public Health Technicians will assess the facility and submit a former assessment report pictorial evidence
5. The Public Health Sectoral Clearance is then issued within 24hrs after completing the above tasks

Cremation Permit

Permit to conduct cremation (Crude or Mechanize) on human remains under the supervision of a public health officer (Environmental Health Officer).

Note: The Public Health Cremation Permit is valid for three months

Procedures for obtaining a Sectoral Clearance

1. Applicant/Institution must fill out the application form available at NPHIL or online and submit the following documents: **(Cause of death)**
2. Deposit an amount assigned to the Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
3. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
4. The Cremation permit is then issued within 24hrs after completing the above tasks
5. An Environmental Health Technician will supervise the cremation process with extra arrangements

Exhumation Permit

Permit to exhume human remains for reburial under the supervision of a public health officer (Environmental Health officer).

Note: The Public Health Exhumation Permit is valid for three months

Procedures for obtaining an Exhumation Permit

1. Applicant/Institution must fill out the application form available at NPHIL or online and submit the following documents:
2. Deposit an amount assigned to the Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
3. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
4. The Exhumation permit is then issued within 48hrs after completing the above tasks
5. An Environmental Health Technician will supervise the Exhumation process with extra arrangements

Drinking Water, Swimming Pool and Food Testing

All public and private drinking water sources, swimming pool and public food establishments where applicable are to conduct Microbial, physical and chemical test including heavy metals Parameters quarterly defined in the national water quality standards.

Note: The testing result is valid for 3 months

Procedures for testing

1. Applicant/Institution must fill out the application form available at NPHIL or online and submit the following document: **(Valid business registration)**
2. Deposit an amount assigned to the Institution by the processing agent (staff) based on the fee regime charges into NPHIL's LBDI account # **001USD21322298101** or pay through Mobile Money # **0887077677**
3. The **deposit slip** (signed and stamped) or **Reference code** from the mobile money transaction is brought by the applicant/Institution to NPHIL for issuance of official receipt,
4. Sample will be collected by EHT and transported to the Environmental Health Laboratory for testing
5. Results will be available within one week
6. If the source of water or pool is contaminated based on the results, the water will be treated and then retested following the same procedures.
7. If the food is contaminated, a special arrangement will be made with other line **ministries and agencies for disposal** in accordance with the SOP for disposal