

**TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH  
CHAPTER 2. PROCEDURES OF THE STATE DEPARTMENT OF HEALTH**

**RULEMAKING ACTION:**

PERMANENT final adoption

**RULES:**

Subchapter 7. Additional Procedures for Administrative Penalty Proceedings

Part 1. Environmental Health Penalties

310:2-7-1. Applicability [AMENDED]

Subchapter 11. ~~Environmental~~ Consumer Health Service License Processing Times

310:2-11-1. Purpose and applicability [AMENDED]

310:2-11-2. Definitions [AMENDED]

310:2-11-3. Application submittal [AMENDED]

310:2-11-4. ~~Common procedures~~ Application processing and review [AMENDED]

310:2-11-5. Pending failures [AMENDED]

Subchapter 21. Rules of Procedure Governing Individual Proceedings

310:2-21-10. Pre-hearing procedure [AMENDED]

310:2-21-28. ~~Video teleconference~~ Videoconference hearings [AMENDED]

Subchapter 25. Discovery

310:2-25-5. Enforcement of discovery rules and orders [AMENDED]

**AUTHORITY:**

Commissioner of the Oklahoma State Department of Health; 63 O.S. § 1-104

**SUBMISSION OF PROPOSED RULES TO GOVERNOR AND CABINET SECRETARY:**

October 18, 2021

**COMMENT PERIOD:**

November 15, 2021 through December 15, 2021

**PUBLIC HEARING:**

December 15, 2021

**ADOPTION:**

January 20, 2022

**SUBMISSION OF ADOPTED RULES TO GOVERNOR AND LEGISLATURE:**

January 20, 2022

**APPROVED BY GOVERNOR'S DECLARATION:**

Approved by Governor's declaration on June 21, 2022

**FINAL ADOPTION:**

June 21, 2022

**EFFECTIVE:**

September 11, 2022

**SUPERSEDED EMERGENCY ACTIONS:**

n/a

**INCORPORATIONS BY REFERENCE:**

n/a

**GIST/ANALYSIS:**

Various subchapters of Chapter 2 are being revised. Subchapter 11 has been updated to accurately reflect that it applies to all Consumer Health Service licenses, not just environmental licenses, and to reduce the completeness review period from 60 to 30 days. Subchapter 21 has been updated to allow an individual to use his/her phone or laptop for videoconference hearings, rather than driving to a county health department location and using its equipment. Lastly, Subchapter 25 has been revised to correct a scrivener's error made in a legal reference.

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**PURSUANT TO THE ACTIONS DESCRIBED HEREIN, THE FOLLOWING RULES ARE CONSIDERED FINALLY ADOPTED AS SET FORTH IN 75 O.S., SECTIONS 250.3 (5) AND 308 (E), WITH AN EFFECTIVE DATE OF SEPTEMBER 11, 2022:**

**SUBCHAPTER 7. ADDITIONAL PROCEDURES FOR ADMINISTRATIVE PENALTY PROCEEDINGS**

**PART 1. ENVIRONMENTAL HEALTH PENALTIES**

**310:2-7-1. Applicability**

The requirements of ~~Part 1~~ of this Subchapter, ~~Environmental Health Penalties~~, are in addition to other requirements of this Chapter governing individual proceedings and are applicable to matters where the Department is a party brought under 63 O.S. § 1-1701.1A.

**SUBCHAPTER 11. ~~ENVIRONMENTAL~~ CONSUMER HEALTH SERVICE LICENSE PROCESSING TIMES**

**310:2-11-1. Purpose and applicability**

- (a) **Purpose.** The rules in this Subchapter are intended to establish time periods for issuance or denial of licenses that are required by law ~~for submittals made after the effective date of this Subchapter.~~
- (b) **Licenses included.** The provisions of this Subchapter apply to licenses reviewed by the Consumer Protection ~~Service~~ Division or the Occupational Licensing ~~Service and their successors~~ Division, both within Consumer Health Service.
- (c) ~~**Supersedes inconsistent rules.** Except as otherwise provided by statute, the provisions of this Subchapter shall supersede any inconsistent provision of other Chapters of this Title.~~

**310:2-11-2. Definitions**

The following words or terms, when used in this Subchapter shall have the following meanings, unless the context clearly indicates otherwise:

**"Administratively complete"** means an application that contains the information specified in the application form and rules in sufficient detail to allow the Department to begin ~~technical~~ regulatory review.

**"Application"** means a document prepared in accordance with the rules and the forms and instructions provided by ~~the Environmental Consumer Health Service~~ and submitted with the expectation of providing that information necessary for review and determination of the permit. The application consists of the initial submittal and all supplements.

**"Division"** means those portions of the Department that are specified in Section 310:2-11-1 and ~~which~~ are part of ~~the Environmental Consumer Health Service.~~

**"Submittal"** means each separately submitted document or document package that forms a part of an application.

**"Supplement"** means a response to a request for additional information following completeness and ~~technical~~ regulatory reviews, and information submitted voluntarily by the applicant.

**310:2-11-3. Application submittal**

- (a) **Application forms.** Each Division ~~shall~~ will make available to the public, for each type of ~~environmental permit or license~~ required, a detailed, comprehensive ~~permit~~ application package, including rules, forms, checklists, instructions and guidance.
- (b) **Filing.** Applications and submittals ~~shall be~~ are filed with the respective Division.
- (c) **Format.** Each submittal must be ~~separately fastened, labeled and tabbed, including maps and drawings~~ complete and legible, so required information can be easily found and to clearly preserve the chronology.

**310:2-11-4. ~~Common procedures~~ Application processing and review**

- (a) **Filing of applications.** Unless otherwise provided in this Subchapter, upon the receipt of an application and the proper fee, each Division ~~shall~~ will:
  - (1) file-stamp the application with the date of receipt, the Division name and the application number; and
  - (2) assign each application to a named person who will do the review. This information ~~shall~~ will be timely logged.
- (b) **Administrative completeness review.** Unless otherwise provided in this Subchapter, the reviewer ~~shall have 60~~ has 30 calendar days ~~in which~~ to initially determine if the filed application is administratively complete.
  - (1) **Not complete.** Upon determining that the application is not administratively complete, the reviewer ~~shall~~ will immediately notify the applicant ~~by mail~~ and ~~shall~~ indicate with reasonable specificity the inadequacies and measures necessary to complete the application. Such notification ~~shall~~ does not require or preclude further review of the application and further requests for specific information. If the reviewer fails to notify the applicant as specified in this Paragraph, the period for ~~technical~~ regulatory review ~~shall~~ will begin at the close of the administrative completeness review period.
  - (2) **Complete.** Upon a determination that the application is administratively complete, the ~~reviewer~~ shall log the date and immediately notify the applicant by mail. The period for technical regulatory review period begins.
- (c) **~~Technical Regulatory~~ review.** Each Division involved ~~shall~~ will have ~~thirty (30)~~ 30 days from the date ~~a completed an~~ application is ~~filed~~ determined to be administratively complete to review each application for ~~technical~~ compliance with the relevant regulations and reach a final determination.
- (d) **When times are tolled.** The time period for ~~technical~~ regulatory review is ~~tolled~~ tolled (the clock stops) during litigation, during public review (public meetings or hearings, administrative hearings, public comment periods, and review by other federal or State agencies) or when the Division has asked for supplemental information and advised the applicant that the time period is tolled pending receipt.
- (e) **Supplements.** To make up for time lost in reviewing inadequate materials, a request for supplemental information may specify that up to 30 additional calendar days may be added to the deadline for ~~technical~~ regulatory review, unless the request for supplemental information is a second or later request that identifies new deficiencies not previously identified.
- (f) **~~Delays~~ Failure to provide supplemental information.** ~~Failure by an applicant to supplement an application within 180 days after the request shall be deemed to be withdrawn unless the time is extended by agreement for good cause. An application is considered withdrawn, if an applicant fails to provide supplemental information within 180 days from the date of request. The 180 day time period may be extended by agreement for good cause.~~
- (g) **Extensions.** Extensions may be ~~made~~ allowed as provided by law or at Consumer Health Service's discretion.

**310:2-11-5. Pending failures**

- (a) **Circumstances outside agency control.** ~~Technical review~~ Review times ~~shall~~ may be tolled ~~for specified when, prior to the deadline, when~~ the Commissioner certifies that a failure to meet a deadline is imminent and is caused by circumstances outside the control of the Department. Such circumstances

include, but are not limited to, acts of God, a substantial and unexpected increase in the number of applications filed, ~~and or~~ additional review duties imposed on the Department from an outside source.

~~(b) **Other circumstances.** Where circumstances which are not clearly outside the control of the Department may cause a failure to meet a deadline, then:~~

~~(1) At least thirty (30) calendar days prior to the deadline the Department shall reassign staff and/or retain outside consultants to meet such deadline.~~

~~(2) The Applicant may agree to an extension of time for a specific purpose and period of time with a refund of the entire application fee, unless a refund is prohibited by law. When the Department is unable to meet an application deadline for reasons within its control, the applicant can agree to an extension or withdraw the application and receive a refund for the application fee, unless the refund is prohibited by law.~~

## **SUBCHAPTER 21. RULES OF PROCEDURE GOVERNING INDIVIDUAL PROCEEDINGS**

### **310:2-21-10. Pre-hearing procedure**

(a) **Purpose.** All matters pending before the Office of Administrative Hearings are subject to pre-hearing procedures determined by the assigned administrative law judge to be appropriate for a prompt and efficient resolution to matter. At least one pre-hearing conference will routinely be ordered unless the assigned administrative law judge determines the same to be unnecessary.

~~(b) **Initial Disclosure Statement.** Within thirty (30) days after the filing of an answer, each party shall file the following information, and shall provide copies to the assigned administrative law judge and all parties:~~

~~(1) A brief statement of the case, together with a list of stipulations to which the party will agree, and requested remedies;~~

~~(2) A list of all known witnesses who have knowledge of the facts surrounding the issues of the case and who may be expected to be called at the hearing. The list shall include a brief summary of the expected testimony of each witness;~~

~~(3) A list of any known documents or other exhibits together with the original or a copy of each document or exhibit that may be offered into evidence at the hearing. Non-documentary exhibits shall be described and a date given when they can be made available to the opposing party for inspection;~~

~~(c) **Pre-hearing Conference procedure.** The assigned administrative law judge shall provide notice to the parties of the date, time, and place of any pre-hearing conference at least ten (10) days prior to the scheduled date. The conference shall be informal, structured by the assigned administrative law judge, and not open to the public. If a record is deemed advisable by the assigned administrative law judge or requested by the parties, the conference may be recorded by audio tape and/or transcribed by a court reporter at the requesting party's expense. The pre-hearing conference shall be used to resolve any dispute or matter the resolution of which would promote the orderly and prompt conduct of the pre-hearing process or the hearing on the merits. The administrative law judge shall issue an order reciting any agreements made by the parties as to any matter considered. No witnesses shall appear or present evidence. The assigned administrative law judge may convert a pre-hearing conference into a scheduling conference, which may be held telephonically.~~

~~(d)~~**(c) Final Pre-hearing Conference.** The assigned administrative law judge may hold more than one pre-hearing conferences or a final pre-hearing conference to formulate the final plan to streamline the hearing on the merits. If a final pre-hearing conference is ordered, the attorneys and any unrepresented parties shall confer prior to the final pre-hearing conference and prepare a single suggested Pre-hearing Conference Order for use during the conference and the hearing on the merits. Any party unable to secure the cooperation of another party may submit their own Proposed Final Pre-hearing Conference Order and, if the other party's cooperation is shown to be without cause, request that the other party's Proposed Final Pre-hearing Conference Order be stricken. The Final Pre-hearing Conference Order may follow substantially the form provided in Rule 5 of the Rules for District Court, 12, O.S., Ch.2, App. Such order, when entered, controls the subsequent course of the proceeding, unless modified to prevent manifest

injustice. The assigned administrative law judge may waive the requirement of a pre-hearing conference order unless such order is requested by a party.

**310:2-21-28. ~~Video teleconference~~ Videoconference hearings**

(a) **General.** Any hearing may be held ~~using by video teleconference~~ videoconference technology ~~using the capability provided for such transmissions at qualified local county health department locations.~~ The proceedings will be conducted in a manner that is similar to those conducted when all parties are in the same room. ~~Participants will be~~ A participant is required to sit in front of a ~~television monitor and can device (e.g. phone, laptop, computer monitor, television) that allows the person to see the parties at the other locations.~~

(b) **Procedure.** ~~The opposing party witnesses are required to arrive at the designated video-teleconference venue at least twenty (20) minutes prior to the time of hearing.~~ At the commencement of a ~~video teleconference~~ videoconference the presiding administrative law judge, hearing clerk or video coordinator will check that the link has been established. The administrative law judge will confirm that the remote participants ~~at the remote location~~ can be seen and heard clearly and in like manner ~~insure~~ verify that the remote participants ~~at the remote venue~~ can clearly see and hear the participants and administrative law judge at the hearing venue. The assigned administrative law judge will decide and explain the procedure for the ~~video teleconference~~ videoconference prior to testimony being taken. Identification for each participant, such as a driver's license or photo I.D., may be required. At the beginning of the docket, each case will be called and the parties will be given the number in which their case will be heard. Only the case being heard by the presiding administrative law judge will be in video contact with the tribunal. ~~Parties are to remain at the video teleconference location until their case is called and their hearing has been conducted.~~ The administrative law judge may dismiss witnesses prior to conclusion of the hearing.

(c) **Seating and configuration of the participants.** ~~The Department's representative and witnesses will sit on the right side of the table as they are facing the tribunal. The opposing party and witnesses will sit on the left side of the table as they are facing the tribunal. Depending upon the arrangement of the particular room at the remote venue, seating arrangements may change. All persons present will use good manners and maintain a civil attitude. All persons present will dress and act appropriately as conduct themselves as if they were in a formal courtroom, including turning off or silencing all cell phones or other electronic devices. No hats will be worn in either venue. Once a hearing begins, all video-teleconference participants at all locations connected to the conference shall be in full view of the camera at all times, with minimal visual obstructions.~~

(d) **Hearing procedure.** The administrative law judge will be in charge of the proceedings. Parties will be sworn in and testimony taken as in a courtroom proceeding. The entire proceeding will be recorded using both audio and video means. Only one person shall talk at a time as directed by the administrative law judge.

(e)(d) **Recesses.** If a recess is taken, the administrative law judge will indicate for the record when it starts and stops and when the record is to continue. The administrative law judge will also note the presence or absence of those attending and previously identified prior to the recess.

(f)(e) **Exhibits.** All exhibits that a party intends to present at a hearing must be submitted to the administrative hearing clerk and opposing party/counsel at least five (5) days prior to the hearing. All exhibits must be identified numerically and indicate if the exhibit is by petitioner or respondent.

(Example: Respondent's Exhibit 1). If the author of a document is not present to provide a foundation for admission, and the document does not otherwise qualify for an exception, it may be denied admission into evidence unless the administrative law judge determines it has probative value to the issues of the case. Other than a request for a hearing letters to the tribunal or letters to the Department are not part of the evidence unless offered by one of the parties and admitted.

(g)(f) **Witnesses.** In some cases, witnesses may be required to wait outside the hearing room at a remote venue because of limitations on space or because of a procedural requirement. In most cases, all

witnesses will be sworn in at the beginning of the hearing and admonished not to discuss their testimony with other witnesses.

(g) **Continuances.** A request to continue a video-teleconference hearing must be made no later than five (5) days before the hearing unless there is a showing of good cause. The request must be in writing and either mailed, faxed or emailed to the hearing clerk within the time specified. The request must explain why a continuance is necessary, must indicate the person requesting the continuance, and must indicate if the opposing counsel has been contacted and whether opposing counsel objects to the continuance request. If the hearing is continued, it will be scheduled on the next available docket.

(h) **Technical difficulties.** If a video link is interrupted or cannot be established, the hearing may be postponed or proceed as a telephone hearing at the discretion of the tribunal.

## **SUBCHAPTER 25. DISCOVERY**

### **310:2-25-5. Enforcement of discovery rules and orders**

The sanctions available in OAC ~~310:2-25-24~~ 310:2-21-24 are applicable to this Subchapter, and failure or refusal to comply with a discovery order may result in the imposition of one or more sanctions against the offending party. In addition, the Department may seek enforcement by District Court order if deemed necessary for the proper and just disposition of the case.