

**Oregon Mortuary & Cemetery Board  
Consumer-Industry Advisory Committee Meeting  
Tuesday, June 3, 2008  
Minutes**

**Members Present:**

Rick Bennett	AARP
Tim Corbett	CAO
Jon Cummings	Chair, OMCB
Nancy Felton	CAO
Scott Logan	OFDA
Wally Ordeman	OFDA
John Springer	Crematories

**Members Absent:**

Joncile Martin	OMCB
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**Guests:**

Chad Dresselhaus	AFCTS
Lynne Nelson	OMCB Staff
Mark Stehn	OFDA

The meeting was called to order at 9:00 a.m.

**Minutes:**

Minutes from the May 6, 2008 meeting were approved.

**Old Business:**

None

**New Business:**

We continued review of the suggested revisions to the Oregon Administrative Rules (OARs). Sections discussed today included OAR 830-040-0005<sup>1</sup> (page 20) through 830-040-0070 (page 25)<sup>2</sup>.

- **Section 830-040-0005 (2)** - added 'registered name, address and' before "physical location" and removed "front" added 'first page'.
- **Section 830-040-0010 (6)** - added ' The Board or' before "Staff".
- **(7)** There was a call for a CIAC vote regarding the word "may" at its discretion "shall" inform, committee voted for may. Correct numbering.
  
- **Section 830-040-0020** - title should read ' **For preparation, holding rooms and refrigeration.**

- (1) - no changes
- (2) - added '/holding' after "preparation".
- (2) - now becomes 4a. (#4 is a new heading) The following is required of Preparation and holding rooms.
- (3) - now becomes 4b
- (4) - now becomes 4c
- (5) - remove word "preparation" from all sentences.
- (5) - now becomes 4d
- (6) - now becomes 4e
- (7) - now becomes #2, with a,b,c,d. In (d), remove word 'State' add "Oregon"
- (8) - now becomes #3
- (9) - now becomes #4f, remove word preparation,
- (10) - now becomes #5

- **Section 830-040-0020** - Now looks like this...

#### **Requirements and Specifications for Preparation Rooms**

(1) The preparation room shall be of sufficient size to accommodate an operating or embalming table, a sink with running water and proper sewerage connections or systems, an instrument table, and a cabinet or shelves.

(7) (2) The equipment for preparation rooms shall include the following:

(a) An operating or embalming table, which provides suitable drainage;

(b) A covered waste can and a sink with running water and sewerage connections, disinfectants and antiseptics;

(c) A first aid emergency kit for personnel use which shall contain the minimum first aid supplies as specified by Workers' Compensation Department, OAR 437-127-0015; and

(d) In addition to the supplies required by Workers' Compensation Department, the State Mortuary and Cemetery Board requires one eye wash station be available for personnel use. The station should be plumbed into the cold water supply. There shall be two water spouts which are activated by one motion. The water must be able to flow continuously, hands free, for not less than 15 minutes to allow both eyelids to be held open during the rinsing process.

(8) (3) Instruments used during an embalming shall be cleaned and sterilized (either in a steam sterilizer or by chemicals) after each embalming. Instruments shall be free of stains and foreign particles.

#### **(4) The following is required of preparation and holding rooms.**

(2) (a) ~~The interior of the preparation room.~~ All furnishings, and equipment shall be finished with materials impervious to microbes, liquids and gases.

(3) (b) Outside ventilation shall be provided for by windows or transoms or forced air ventilation. The installation must be so arranged that it shall not be a menace to public health or offensive to the public.

(4) (c) In order to make the room as sanitary as possible, flooring must be impervious to microbes, liquids and gases.

(5) (d) ~~The preparation room~~ Rooms must be private and cannot be located near a public area passageway ~~unless there is a self closing, self locking entry door.~~ The preparation room entry door(s) must be labeled as "private" or "authorized entry only". This sign must be conspicuous and readable and must be permanently affixed to the door. The lettering on the sign shall not be smaller than one inch high.

#1: All references indicate the existing rule numbers or letters.

#2: Page numbers refer to the page numbers in the latest version of proposed revisions.

~~(6)~~ (e) All windows and exterior doors are to be screened or permanently closed and must be installed in such a way that the room shall be obstructed from view from the outside and so that fumes and odors are prevented from entering other parts of the building.

~~(9)~~ (f) ~~The preparation~~ Rooms shall be kept in a sanitary condition at all times.

~~(10)~~ (5) All facilities shall have a mortuary or hospital refrigeration unit available which is suitable for the storage of human remains. The refrigeration unit shall be in good operating condition and shall be maintained in a sanitary condition at all times. The refrigeration shall be no more than 30 minutes driving time from the licensed facility.

- **Section 830-040-0040 -**
  - (3) – Retain the last sentence previously deleted beginning with ‘Prior to a transfer.....
  - (3) – remove ‘Secretary of State’ add “Department of Consumer & Business Services”.
  - (5) – remove 2<sup>nd</sup> ‘b’ and make it a “c”.
  - (6) – remove 1<sup>st</sup> ‘c’ as shown, retain 2<sup>nd</sup> ‘c’ (under note).
- **Section 830-040-0050**  
Add back ‘Advertising’ title.
  - (1) to read; Each licensed facility advertising through any media (including but not limited to telephone books, websites, letterhead, newspapers, direct mail, billboards, etc.) shall include the licensed facilities registered name, or its assumed business name and at a minimum city and state as it appears on the Boards records.
  - (5) – add back in, renumber to #2
- **830-040-0060**
  - (2) – add back ‘either’ and ‘or’ its assumed
- **830-040-0070**
  - (4) – add back ‘immediate disposition’ remove “providers”

**Next meeting:** July 8, 2008 at 9:00 a.m. in AARP’s office. This meeting should end by noon.

Members who cannot attend are asked to advise the chair, Jon Cummings, 24 hours ahead of this time so the meeting can be cancelled, if necessary.

The meeting was adjourned at 3:00 p.m.

Written by Nancy Felton  
June 11, 2008

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