

ASC FAQ's

1. Do we have to meet the requirements of the Site Utility Questionnaire since we do not own the building, we are just renting it?
Yes. The Site Utility requirements have to be met before an approval can be issued.
2. Can we get a waiver for a site utility item?
No. ISDH does not issue waivers for site utility items, however in certain circumstances the Commissioner and the Director of the Engineering section may grant a waiver if severe hardship will be incurred by the owner in order to meet the site utility requirement. This waiver may be granted only if the health and wellbeing of the citizens of Indiana will not be compromised.
3. How do we answer the site utility comments since this is an existing building?
An 'as built' plan from the owner may be used. In the absence of an 'as built' plan, a site survey by a civil engineer or land surveyor is recommended.
4. If it is not possible to locate a manhole or cleanout at the change in direction or alignment of the sewer line, what do we have to do to have this project approved?
A waiver may be granted by ISDH. To obtain the waiver a waiver request must be submitted that includes the following:
 - (i) **A signed contract from the sewer cleaning contractor.**
 - (ii) **A letter stating that the company has the equipment to clean the sewer line at the change in direction or alignment.**
 - (iii) **The type of equipment and the literature stating how it will accomplish cleaning at the change in direction.**
5. This is an existing building; do we have to meet all the requirements of AIA Guideline Section 9 that pertain to this project?
Yes, all requirements have to be met. In cases where the requirement cannot be met, a request for waiver should be submitted to the ISDH.
6. We cannot find the original drawing for this building, how are we going to verify the required items for our project?
If this situation arises, the Architect/Engineer can complete design drawings for the project utilizing the current data available at the facility location.
7. This project is a "AIA Guideline Section 9.4 project"; do we have to provide MEP drawings?
Yes. The MEP criteria required under AIA Guidelines, 2001 Edition, sections 9.4.I and 9.4.J must be present before an approval is issued.

8. We are only changing the use of this space, we are not doing anything with the ventilation, do we still have to design a ventilation system?

Yes, the ventilation system must be redesigned to meet the criteria of the new facility.

9. How do we apply for a waiver?

To apply for a waiver, a request for waiver shall be sent to the Health Care Engineering Program Director. This letter must include the following:

(i) the rule or AIA guideline to be waived,

(ii) the proposed deviation from the rule, and

(iii) a brief justification to explain how there will be no adverse effect to patient care.

10. Do we have to have a sterilizing facility on-site at an ASC?

No. Sterilizing services may be contracted out to a company that specializes in sterilizing of surgical equipment; however a flash sterilizer must be present within the facility.

HOSPITAL FAQ's.

1. Can we come to your office to discuss this project with you and your colleagues before the submittal for this project is sent?
Yes. A meeting may be scheduled with the ISDH review engineer to discuss any relevant item relating to a project that is yet to be submitted or for one that is under review.
2. Which section of the AIA Guideline do I have to use to design my project?
For hospital projects, AIA Guideline Section 7 of the 2001 Edition is currently being utilized by ISDH to review projects submitted for approval. Relevant subsection must be used to design a specific project.
3. Will ISDH accept drawing/s from the equipment/s vendor/s?
Yes, however for the information on the drawings to be used in our review, the drawings must be certified by a State of Indiana registered Engineer or Architect.
4. Can I ask for a waiver with my initial submittal, or do I wait and send it with my response to the comments generated for the project?
Either way is acceptable.
5. When I submitted the plan for this hospital building, a Site Utility approval was issued, now that the hospital want to infill the shell spaces, do I have to submit site utility drawings with my submittal?
No. A Site Utility drawing is not needed unless changes have been made to the approved Site Utility plan.
6. Do we have to submit our plan before construction of the facility?
It is advisable to do this, however it is not a requirement.
7. How is Bulleting SE 13 relevant to our project?
Bulleting S.E. 13, titled "On-Site Water Supply and Wastewater Disposal for Public and Commercial Establishments", is relevant to healthcare projects because it was referenced by the Hospital Licensure Rule. (410 IAC-15).
8. Can we operate an offsite of the hospital without an approval from ISDH?
No.

9. Can offsite facility requirements such as laboratory services be contracted out to an outside vendor?

Yes. A waiver request has to be submitted and approved before such services can be billed under the hospital license.

10. Can an offsite of a hospital be allowed to operate pending an approval from ISDH?

No.