Getting to Know Your EH Portal

Presented by: Zac Griggs

EHS II, Aquatic Health Operations



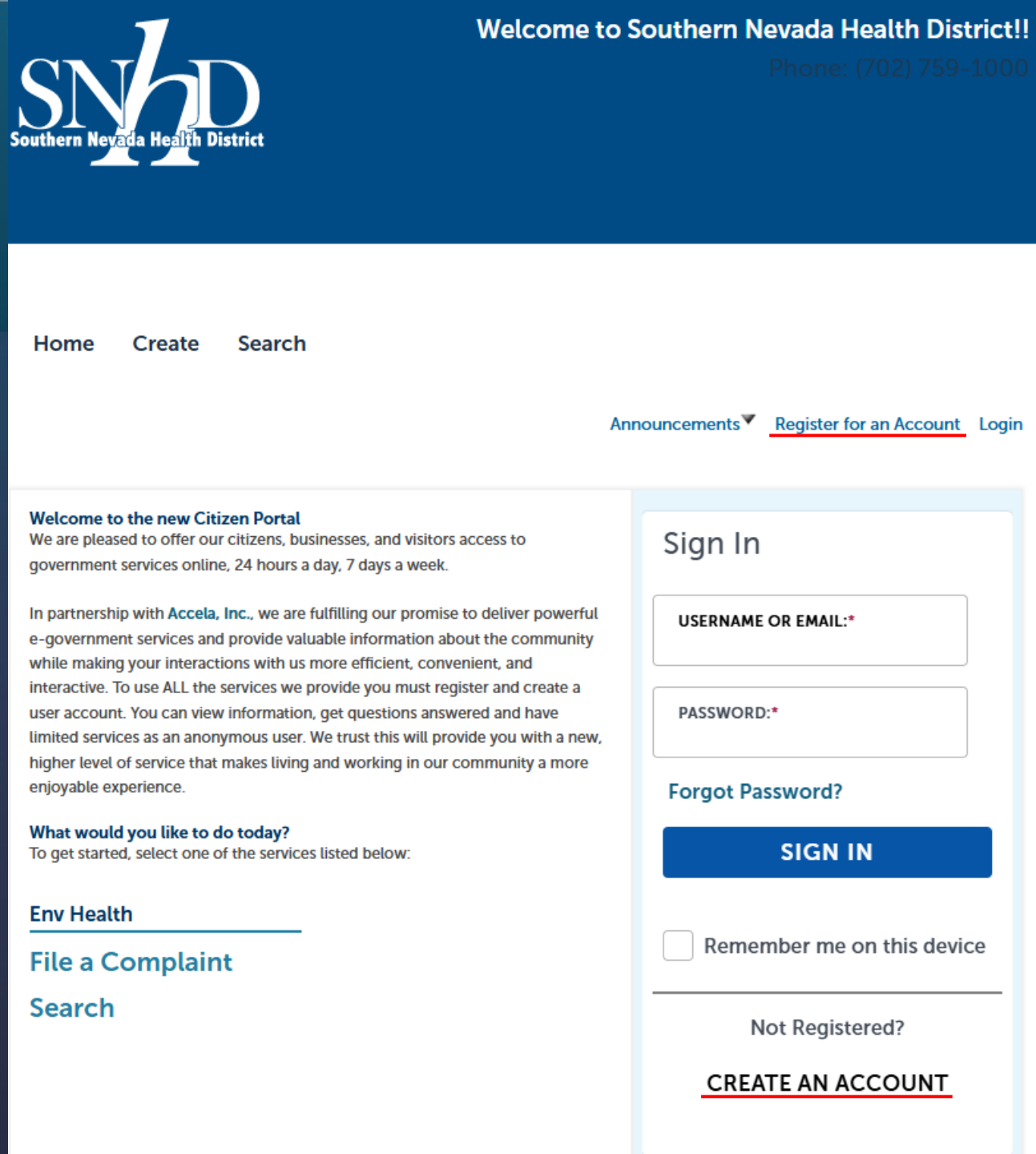
EH Portal Information and Resources



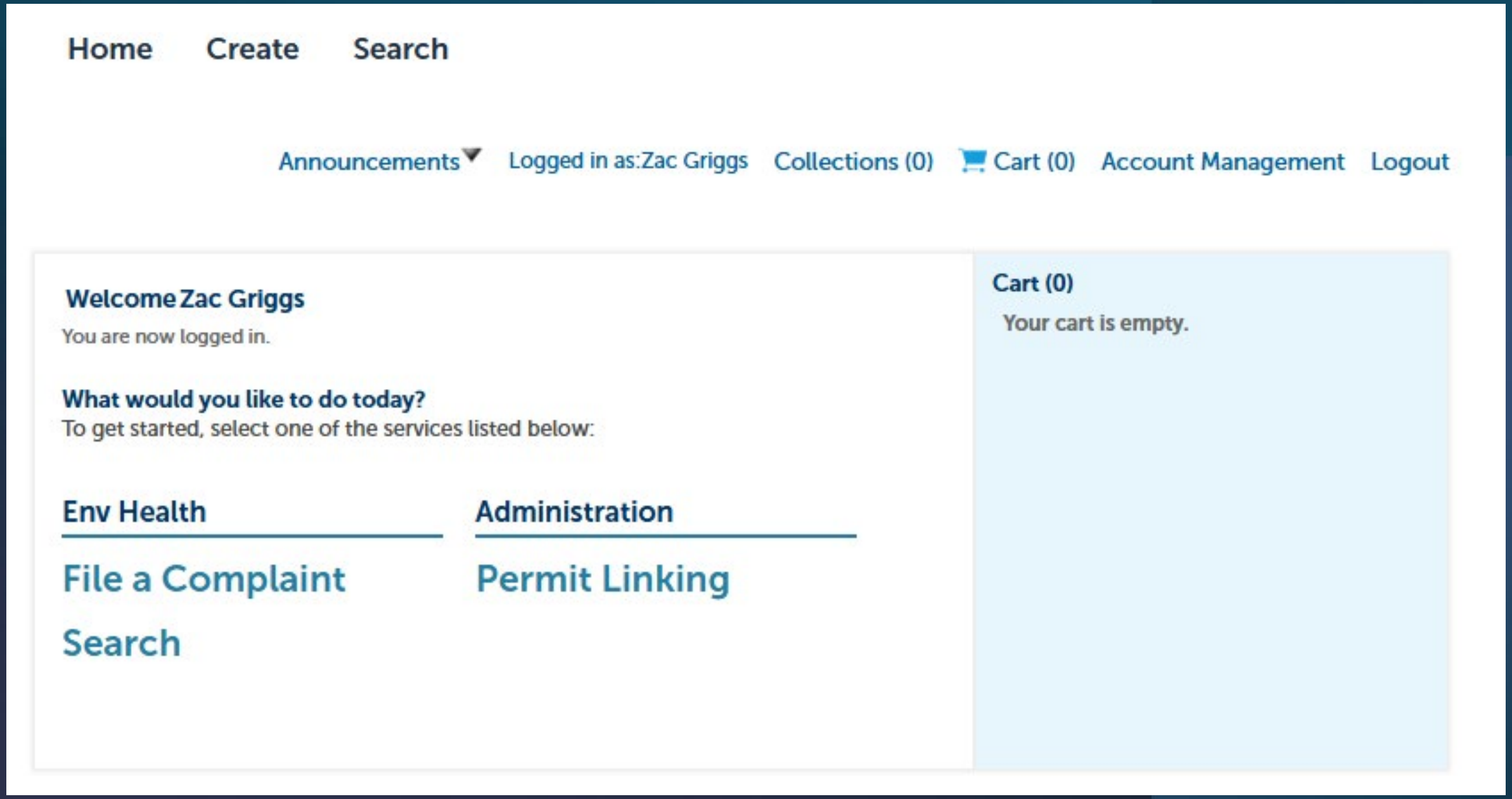
- Known as EH Portal, Accela, or ACA. These all refer to the same citizen user portal
- SNHD provides resources such as guides and videos at https://www.southernnevadahealthdistrict.org/environmental-health-portal/
- Many of the frequent questions to SNHD Aquatic Health staff are covered here. Please consult the provided resources prior to contacting SNHD for assistance

Accessing Your Account

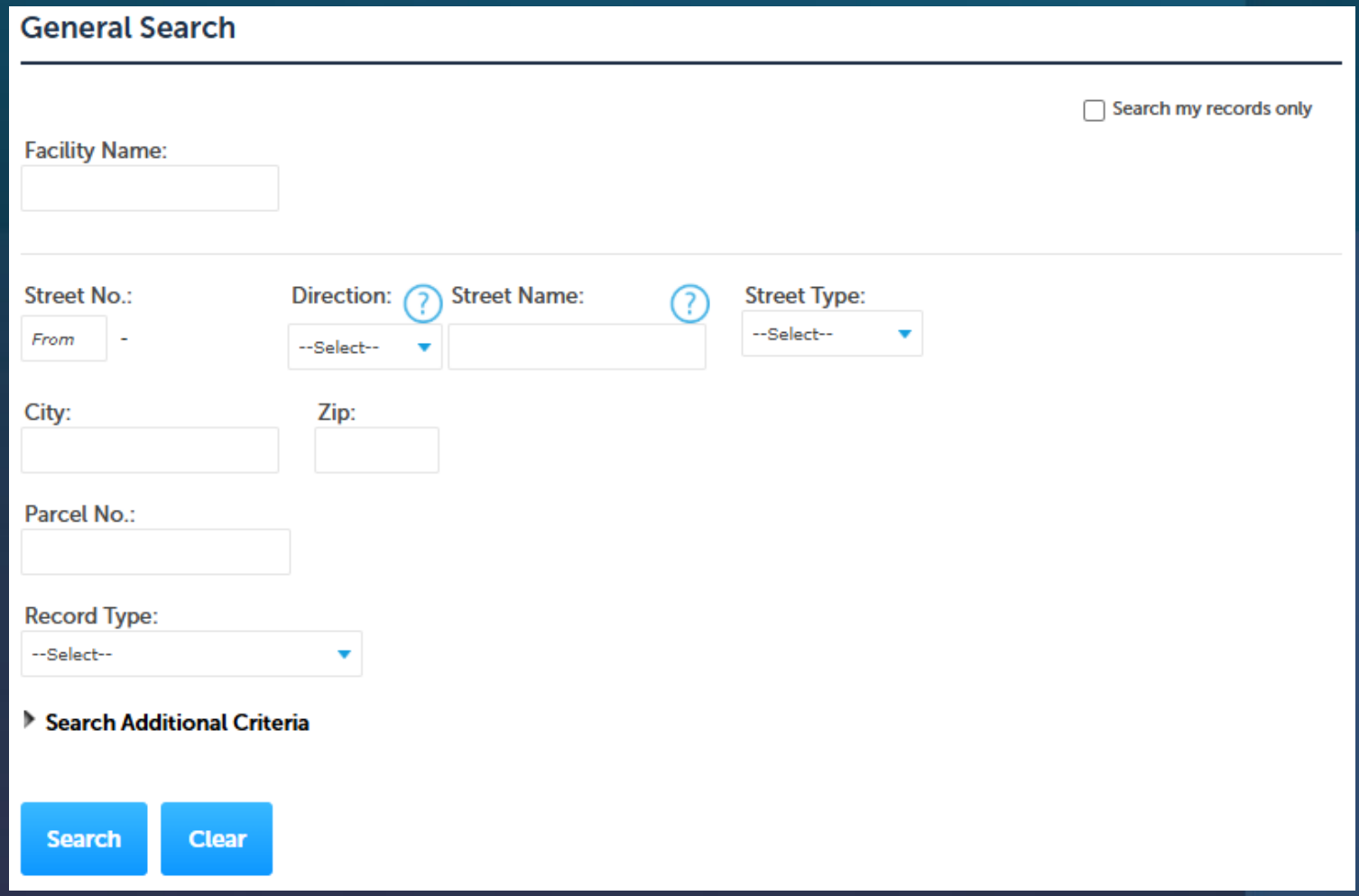
- The EH portal can be accessed at https://aca-prod.accela.com/SNHD/
- Bookmarking this page is recommended for easy login
- If you have not created an account, use one of the “register for an account” links (underlined)
- If you have an account, sign in using your account credentials

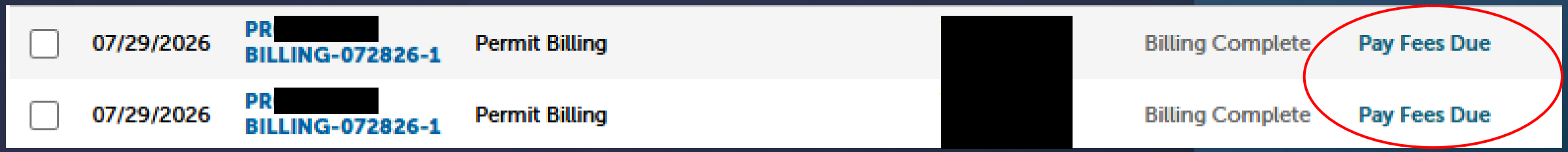


Home Page


Home
Create
Search
Announcements
Logged in as:Zac Griggs
Collections (0)
Cart (0)
Account Management
Logout
Welcome Zac Griggs
You are now logged in.
What would you like to do today?
To get started, select one of the services listed below:
Env Health
File a Complaint
Search
Administration
Permit Linking
Cart (0)
Your cart is empty.

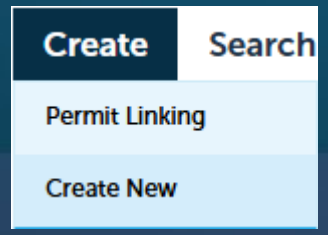
Search for a Record





Common Types of Requests – Aquatic Venues

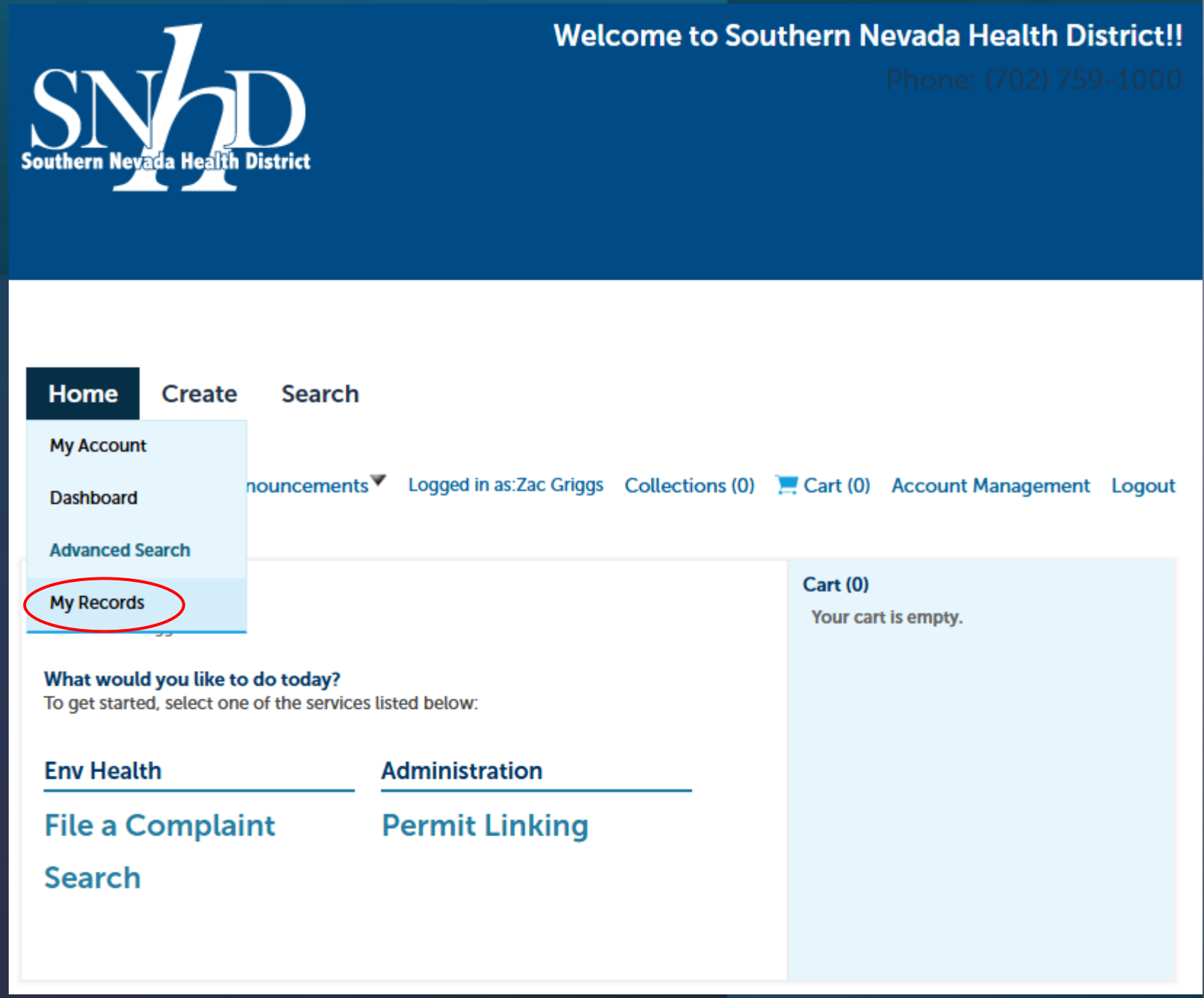
- **Apply for a Permit** – New construction application
- **Apply for a Temporary Permit**
- **Miscellaneous Items** – Waiver application
- **Register a Certified Professional** – Qualified operator and company registration/renewal
- **Request a Permit Modification** – Aquatic alteration (remodel)
- **Request an Ownership Change** – Change of ownership application
- **File an Environmental Health Complaint**





My Records

- **Environmental Health Facility** – Record to which all other permits for a property are linked
- **Aquatic Facility Permit** – Individual permit for each aquatic venue
- **Permit Billing** – Annual operational permit billing record
- **Aquatic Alteration** – Remodel permit



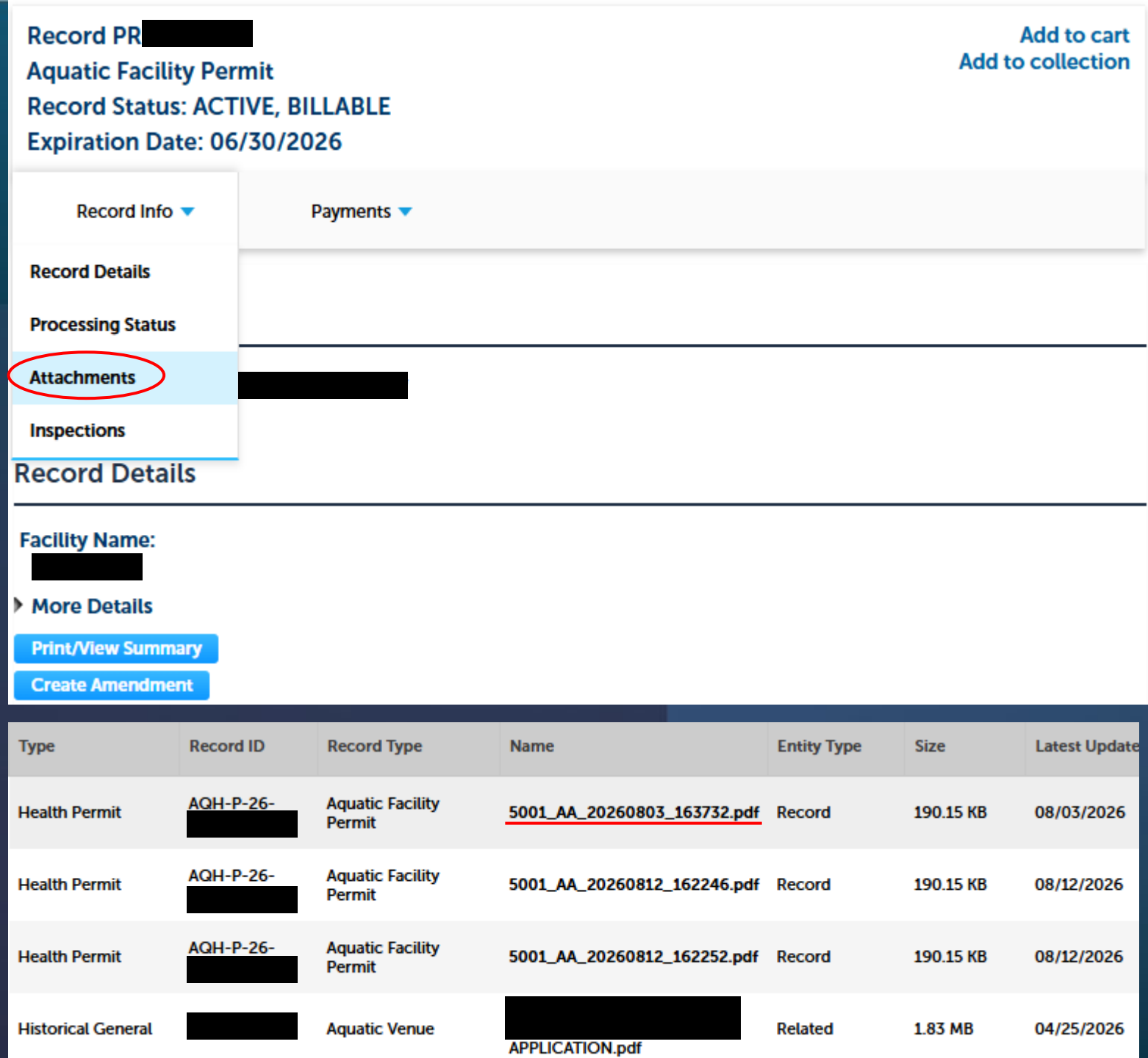
My Records (cont.)

- Records maintain the same date of original permit issuance/creation
- This date does not change for any invoicing or permit renewals
- If a record has a date of 06/21/2011, this is when the record was first imported into the last EH inspection software
- Any fees applied to a record can be paid using the “Pay Fees Due” link



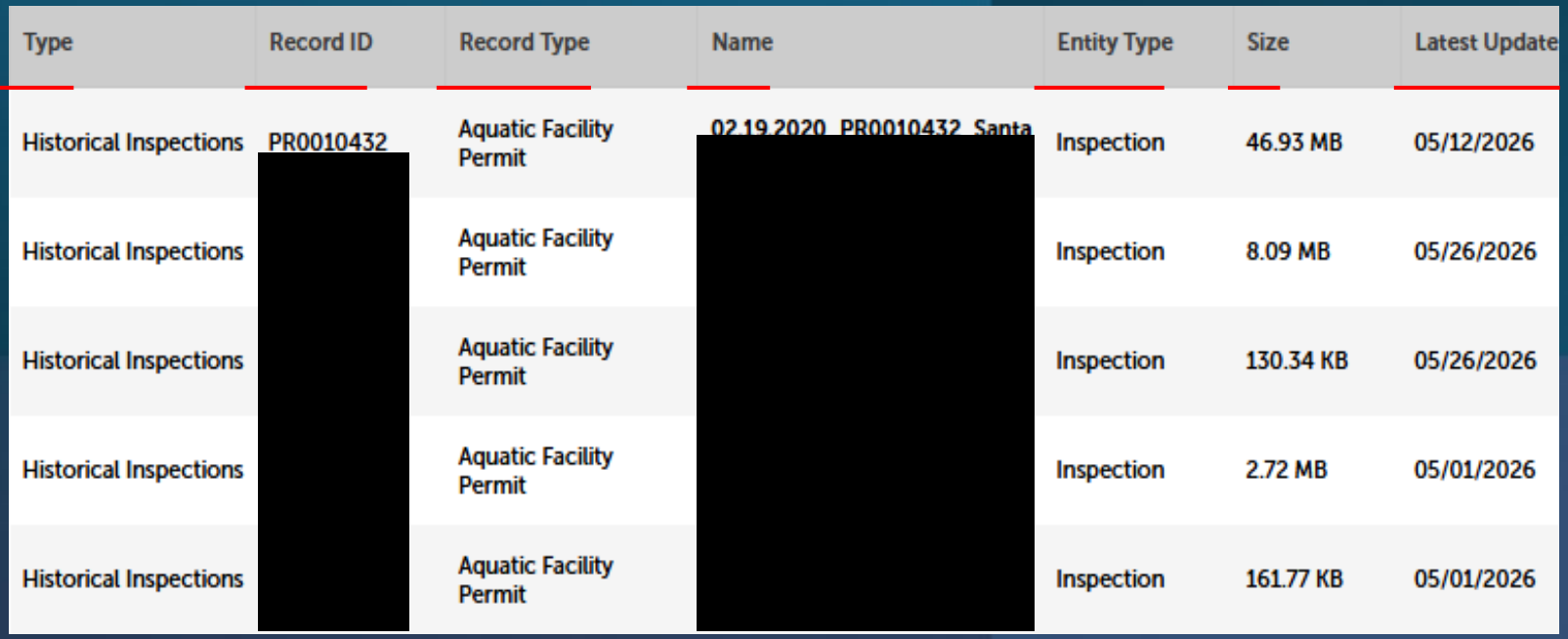
Record Attachments

- Selecting a record number will take you to a record info page
- From the **Record Info** dropdown, select **Attachments**
- Health permits, application documents, and inspection reports can be viewed by clicking the name of the document

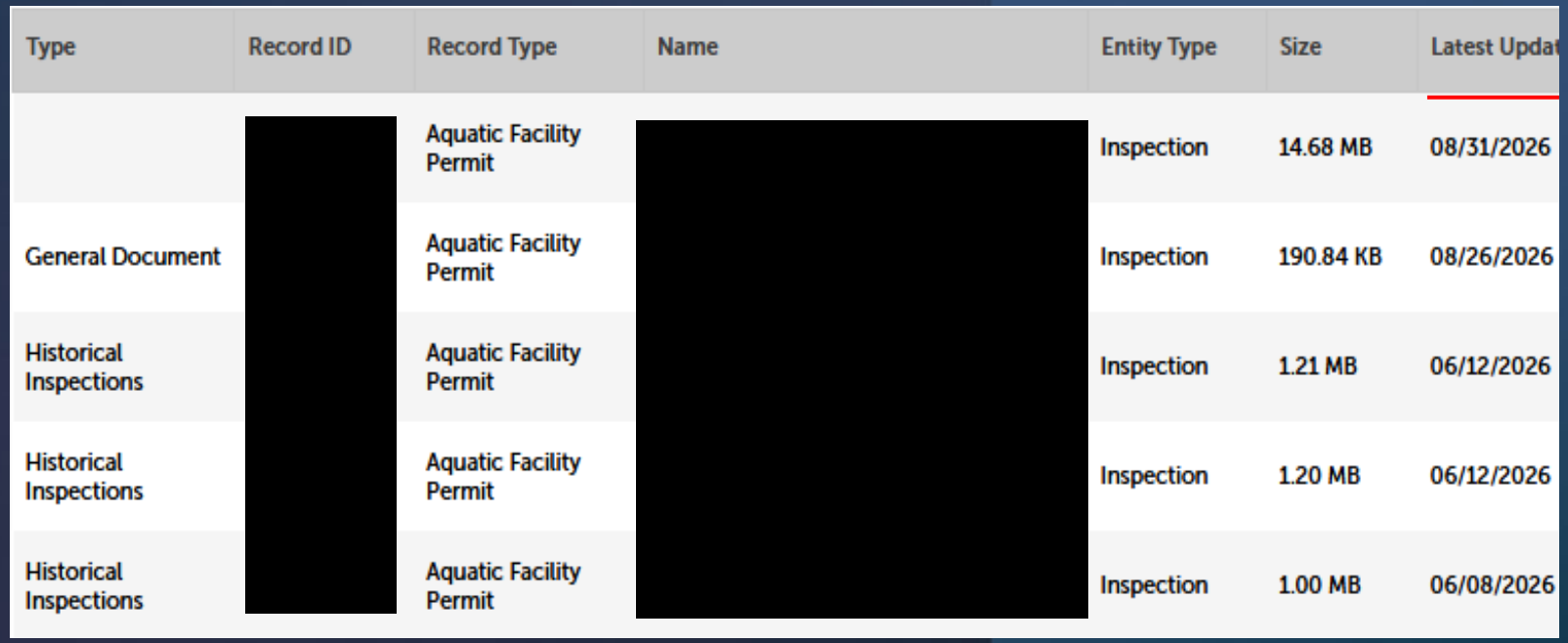


Attachments Tips

- The column headers can be clicked to sort the records (upper image)
- To see the most recently attached documents at the top of the table, click the “Latest Update” header two times (lower image)



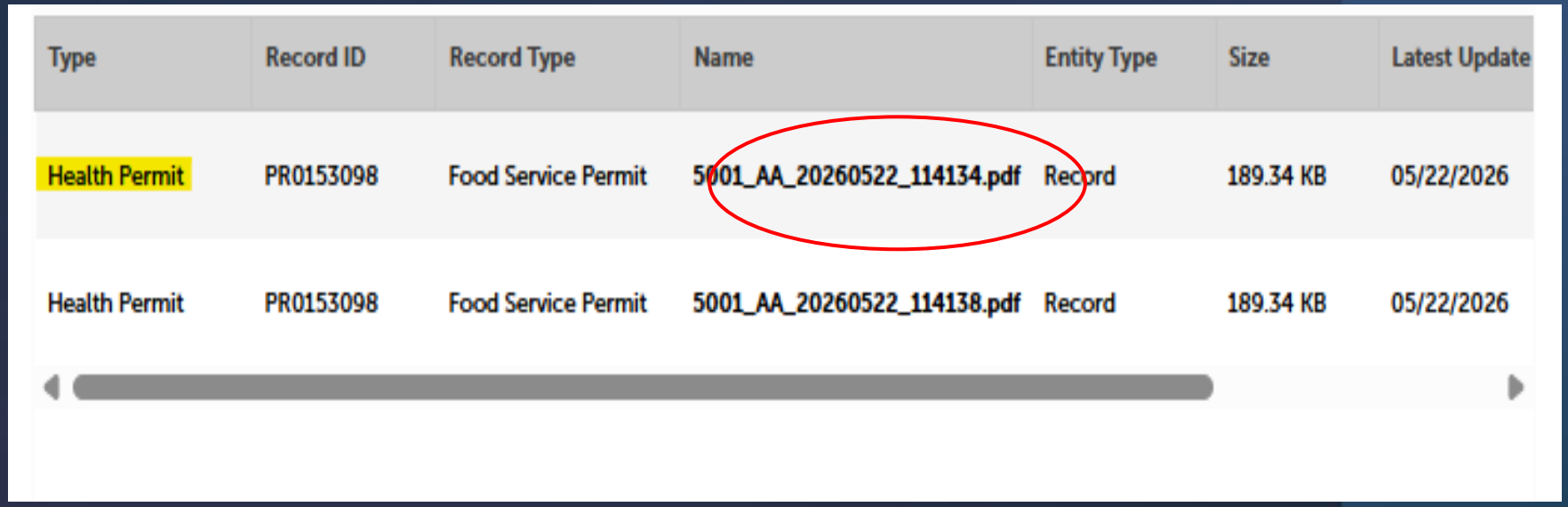
Type	Record ID	Record Type	Name	Entity Type	Size	Latest Update
Historical Inspections	PR0010432 [redacted]	Aquatic Facility Permit	02.19.2020_PR0010432_Santa [redacted]	Inspection	46.93 MB	05/12/2026
Historical Inspections		Aquatic Facility Permit		Inspection	8.09 MB	05/26/2026
Historical Inspections		Aquatic Facility Permit		Inspection	130.34 KB	05/26/2026
Historical Inspections		Aquatic Facility Permit		Inspection	2.72 MB	05/01/2026
Historical Inspections		Aquatic Facility Permit		Inspection	161.77 KB	05/01/2026



Type	Record ID	Record Type	Name	Entity Type	Size	Latest Updat
	[redacted]	Aquatic Facility Permit	[redacted]	Inspection	14.68 MB	08/31/2026
General Document		Aquatic Facility Permit		Inspection	190.84 KB	08/26/2026
Historical Inspections		Aquatic Facility Permit		Inspection	1.21 MB	06/12/2026
Historical Inspections		Aquatic Facility Permit		Inspection	1.20 MB	06/12/2026
Historical Inspections		Aquatic Facility Permit		Inspection	1.00 MB	06/08/2026

Printing Permits

- Locate the “Type” called “Health Permit”
- Click on the name of the health permit to download it
- Annual operational permit fees must be paid for the health permit to appear in the record attachments



Type	Record ID	Record Type	Name	Entity Type	Size	Latest Update
Health Permit	PR0153098	Food Service Permit	5001_AA_20260522_114134.pdf	Record	189.34 KB	05/22/2026
Health Permit	PR0153098	Food Service Permit	5001_AA_20260522_114138.pdf	Record	189.34 KB	05/22/2026

Reviewing a Health Permit

- After downloading the health permit, verify that the 'granted' and 'expires' dates and location information are correct
- If any information is incorrect contact the inspector shown in the “Environmental Health Specialist” box
- Print health permits and post in a conspicuous place



POST IN A CONSPICUOUS PLACE

SNHD Southern Nevada Health District

SOUTHERN NEVADA HEALTH DISTRICT
LAS VEGAS, NEVADA

HEALTH PERMIT

THIS CERTIFIES THAT THE ESTABLISHMENT LOCATED AT THE ADDRESS SHOWN BELOW AND OWNED AND/OR OPERATED BY ENTITY INDICATED HAS BEEN FOUND TO BE OPERATING IN CONFORMITY WITH THE HEALTH LAWS AND REGULATIONS PROMULGATED BY THE NEVADA DIVISION OF ENVIRONMENTAL PROTECTION AND THE SOUTHERN NEVADA DISTRICT BOARD OF HEALTH. THIS CERTIFICATE GRANTS THE APPLICANT APPROVAL TO OPERATE THE TYPE OF ESTABLISHMENT INDICATED, BUT IS REVOCABLE AT ANY TIME BY THE SOUTHERN NEVADA HEALTH DISTRICT OFFICER FOR FAILURE ON PART OF THE PERMITTEE TO MEET STATE AND DISTRICT HEALTH LAWS AND REGULATIONS.

OWNED AND OPERATED BY [redacted]

BUSINESS | ADDRESS [redacted]

TYPE OF ESTABLISHMENT: LIVING UNIT SWIMMING POOL 1000 - 2,999 SF

PERMIT IS NOT TRANSFERABLE

DATE GRANTED | EXPIRES: 07/01/2026 | 06/30/2027

PERMIT NUMBER [redacted]

FEE PAID

CASSIUS LOCKETT, PHD | Chief Health Officer

ENVIRONMENTAL HEALTH SPECIALIST: Zac Griggs

AREA: LAS VEGAS

All changes to your business must be submitted in writing to the Southern Nevada Health District.

Questions?

Accessing Records

Candice Stirling
EH Supervisor

Southern Nevada Health District

Permit Linking

Associating your account with records for the purpose of managing them

A linked account can:

- Apply for new permits
- Apply for alterations (aka remodels)
- Pay fees
- Access attachments and inspection history
- Update contact information
- Delegate access

Which record to link to?

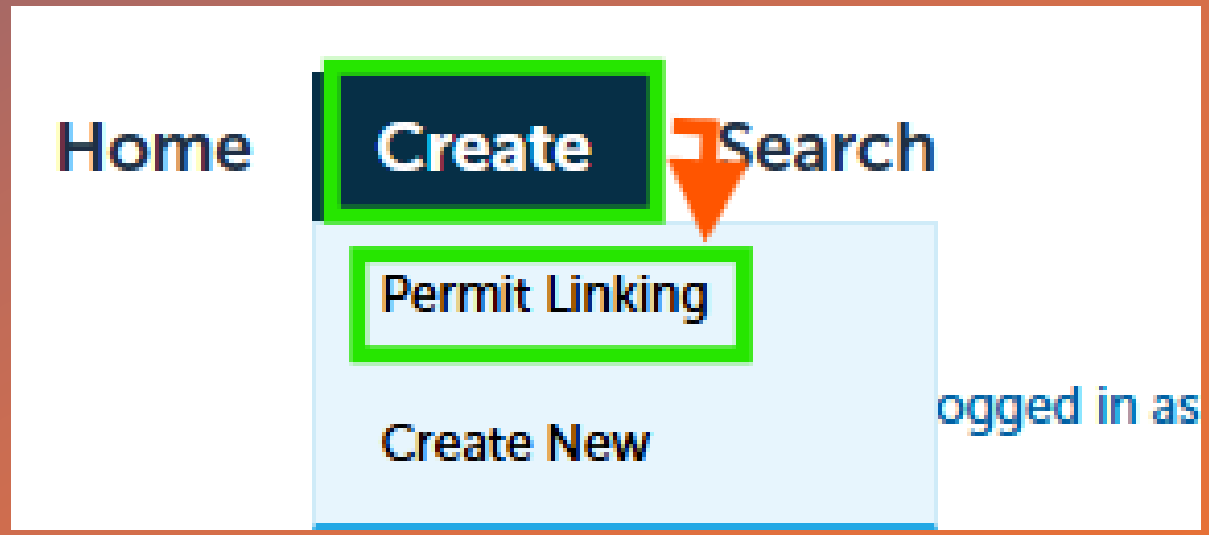
- Linking to an FA
  - An ‘umbrella’ record
  - Could link hundreds of records
- Linking to a PR or AQH-P
  - Gives access to that record and it’s ‘child records’ (typically remodels – SRs and AQH_Rs)
- If you are associated with a location with many permits but you deal with a small subset of permits, you would likely just want to link to PRs

How to Link

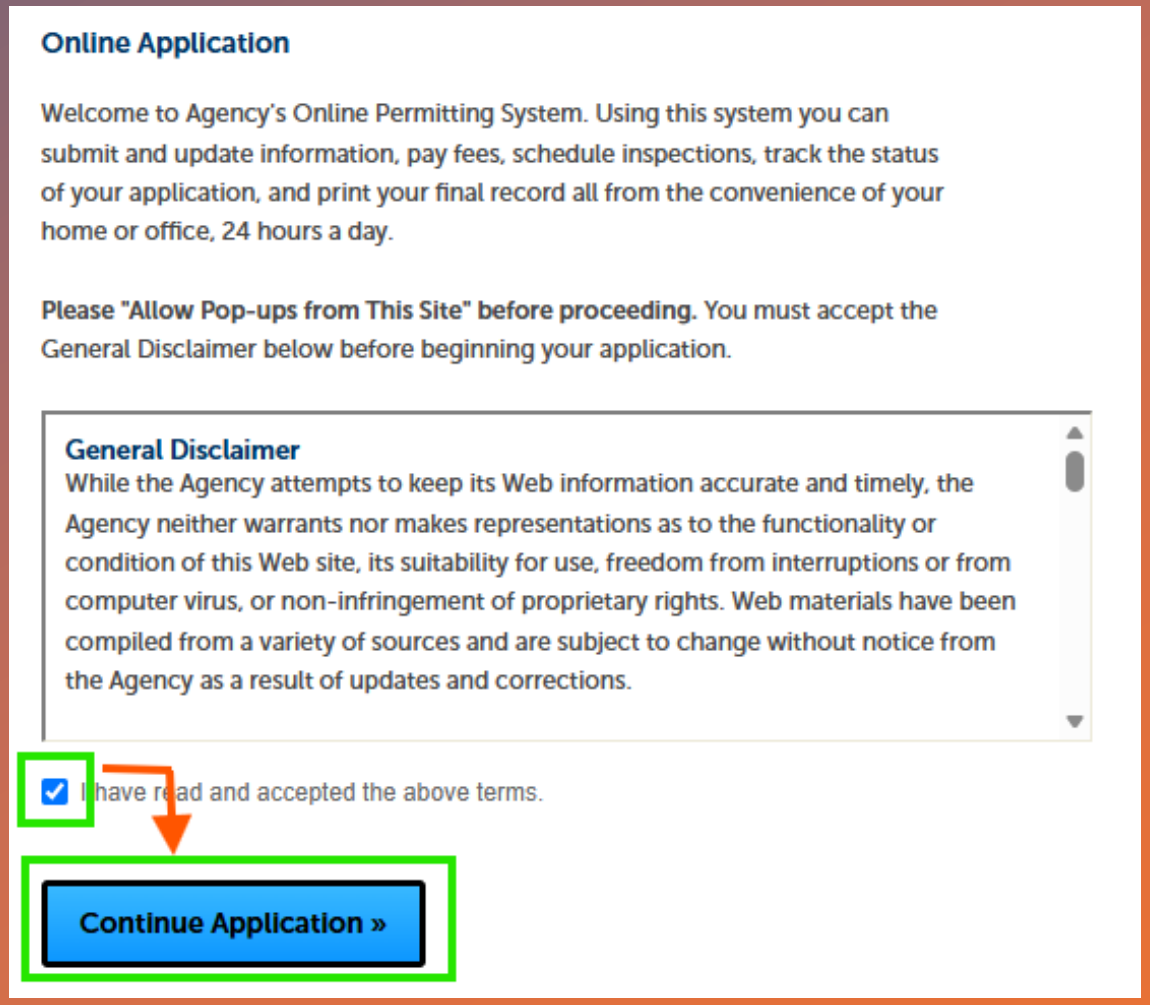
- Start with an email to AQUATIC@SNHD.ORG
  - Include the FA if possible
  - Otherwise, provide the facility name and address

Log in to your account and select Permit Linking

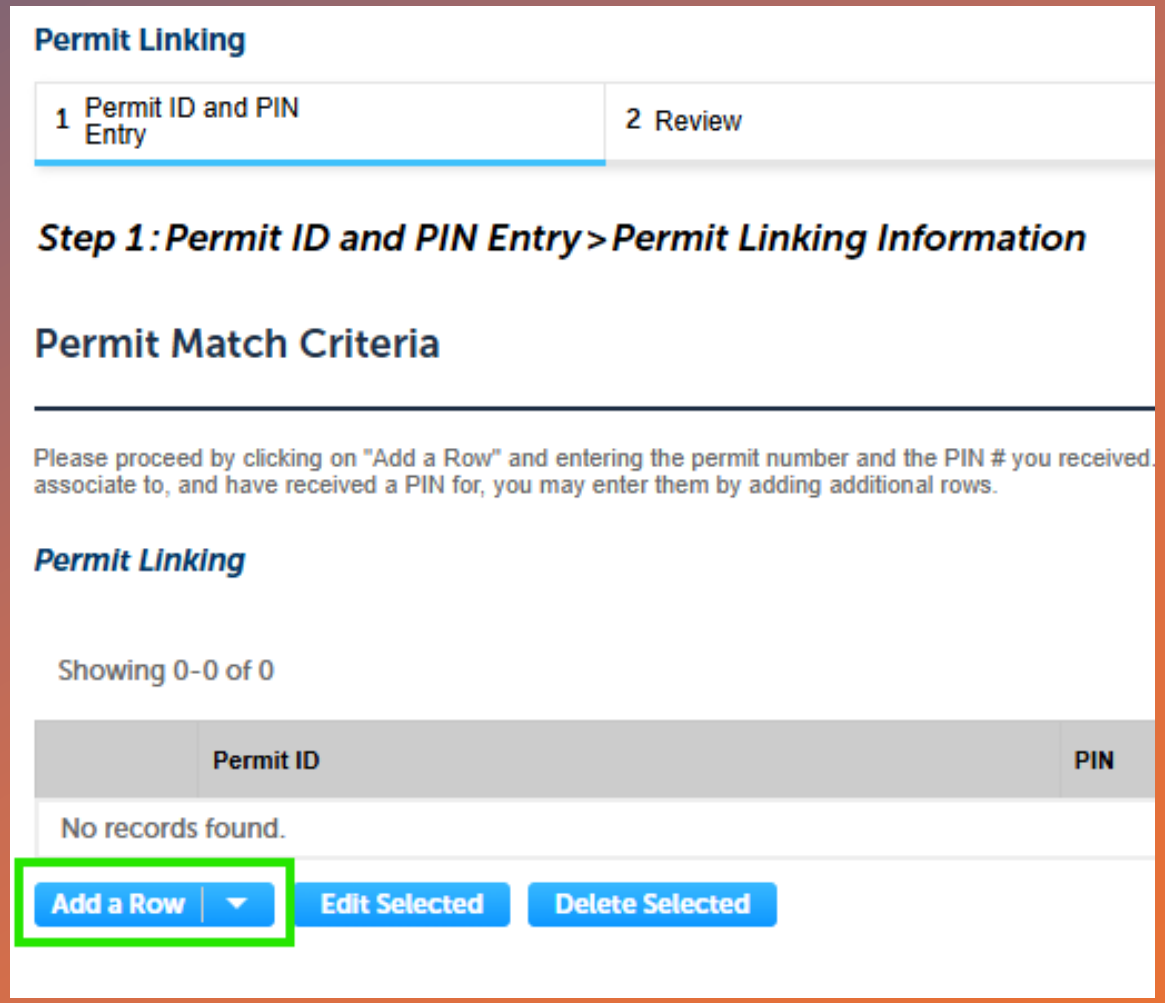
Hover over **Create** and select **Permit Linking**



Accept the disclaimer and continue

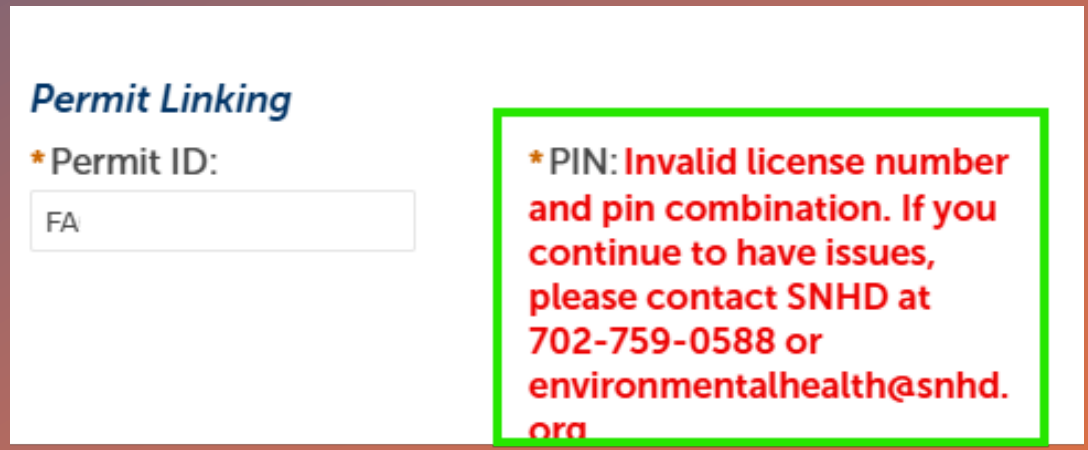


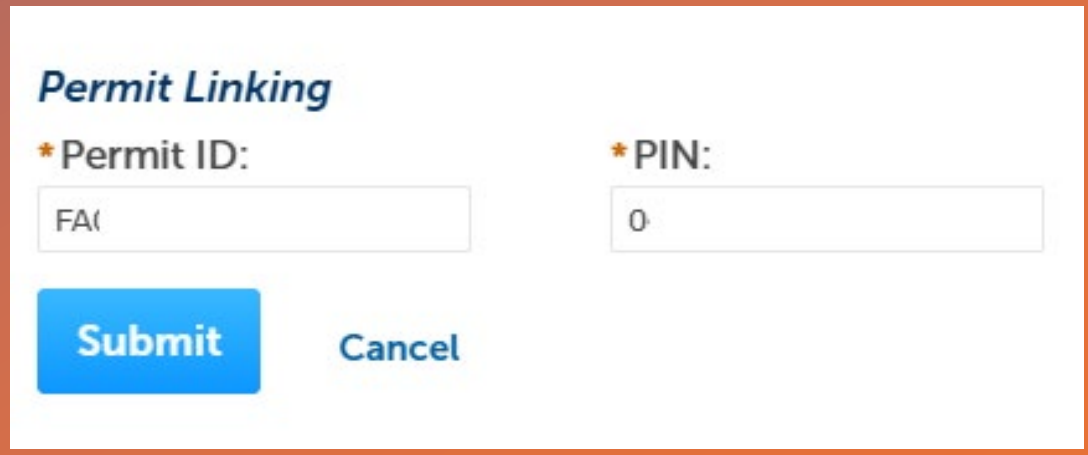
Click Add a Row



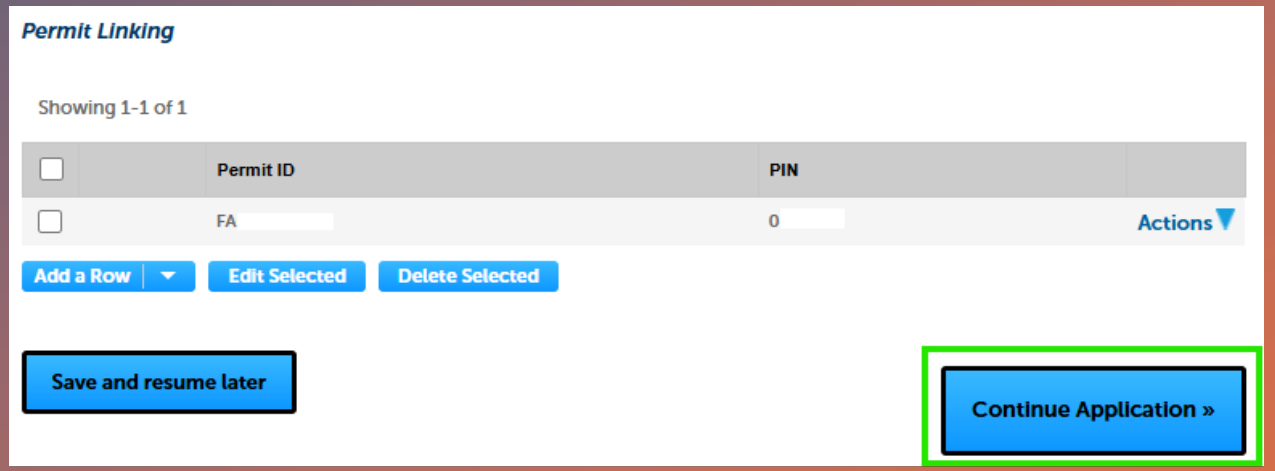
Enter the Permit ID and PIN

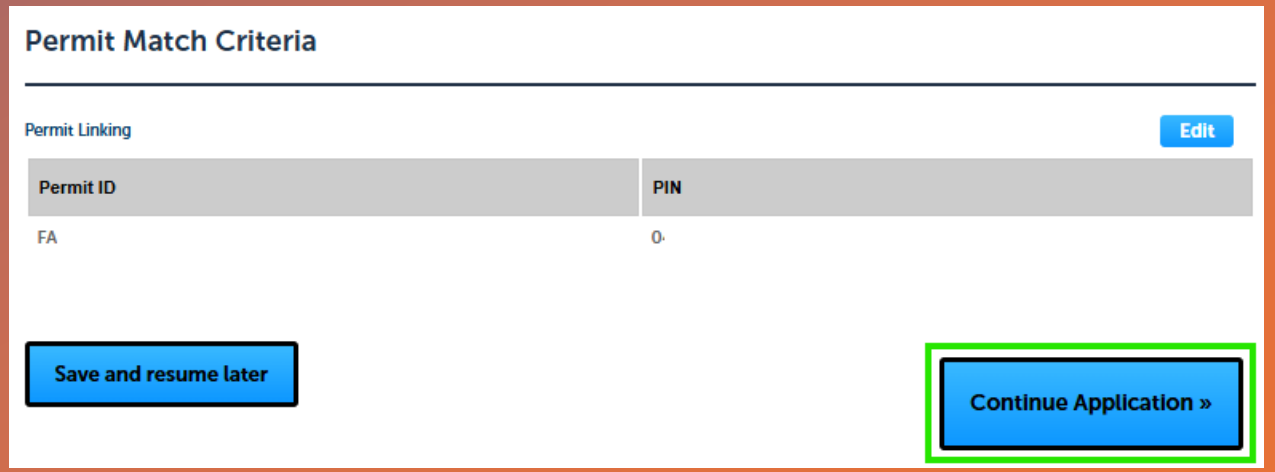
- Do not include **extra characters**
- Repeat this step for as many records as you are linking, up to 10 at a time
- If you are linking to a large number of records, the process may time out





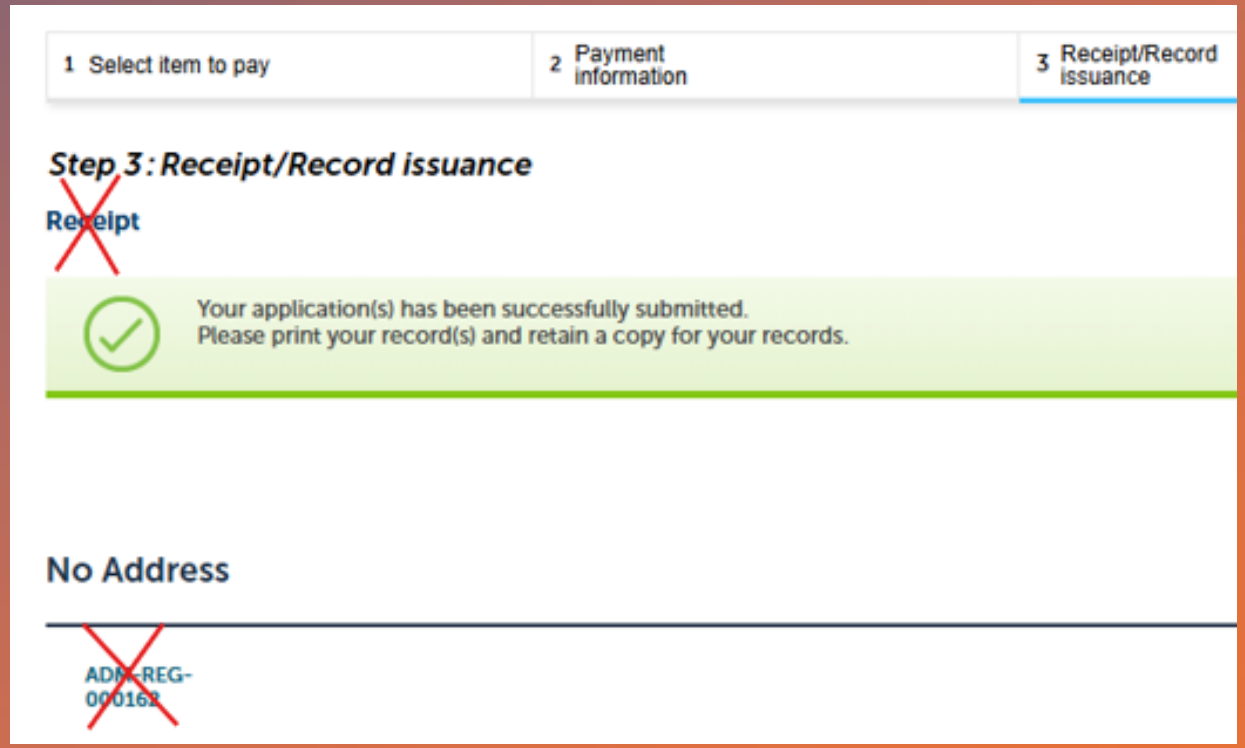
Select Continue Application twice



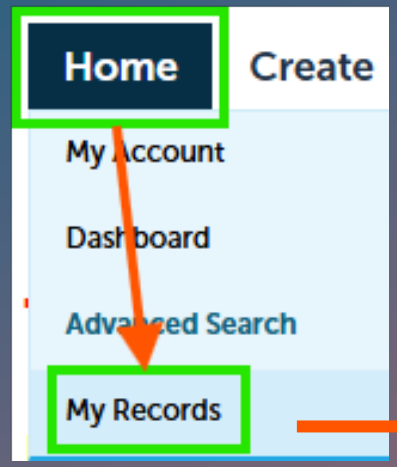


Success!

- Don’t click any links on this page, they don’t do anything. Instead…



Go to **Home** → **My Records** to see what you just linked



Env Health

Showing 31-40 of 100+ | Download results | Add to collection | Add to cart

Date	Record Number	Record Type	Description	Facility Name	Status	Action
04/15/2026	AQH-A-26-	Aquatic Venue	Apartments Pool	Apartments	Issued	
12/11/2025	PC-A-25-	Pool Company Registration	Pool Cleaners	Pool Cleaners	In Review	
06/21/2011	FA00	Environmental Health Facility		Condominiums	ACTIVE	
06/21/2011	PR00	Aquatic Facility Permit	Condos Pool North	Condominiums	ACTIVE, BILLABLE	Amendment
03/11/2026	PR00 BILLING-021326-1	Permit Billing		Condominiums	Open	Pay Fees Due
06/11/2026	PR00 BILLING-061126-1	Permit Billing		Condominiums	Billing Complete	Pay Fees Due
06/21/2011	PR00	Aquatic Facility Permit	Condos Spa North	Condominiums	ACTIVE, BILLABLE	Amendment
03/11/2026	PR00 BILLING-021326-1	Permit Billing		Condominiums	Open	Pay Fees Due
06/11/2026	PR00 BILLING-061126-1	Permit Billing		Condominiums	Billing Complete	Pay Fees Due
06/21/2011	PR00	Aquatic Facility Permit	Condos Pool 2 South	Condominiums	ACTIVE, BILLABLE	Amendment

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

Delegates

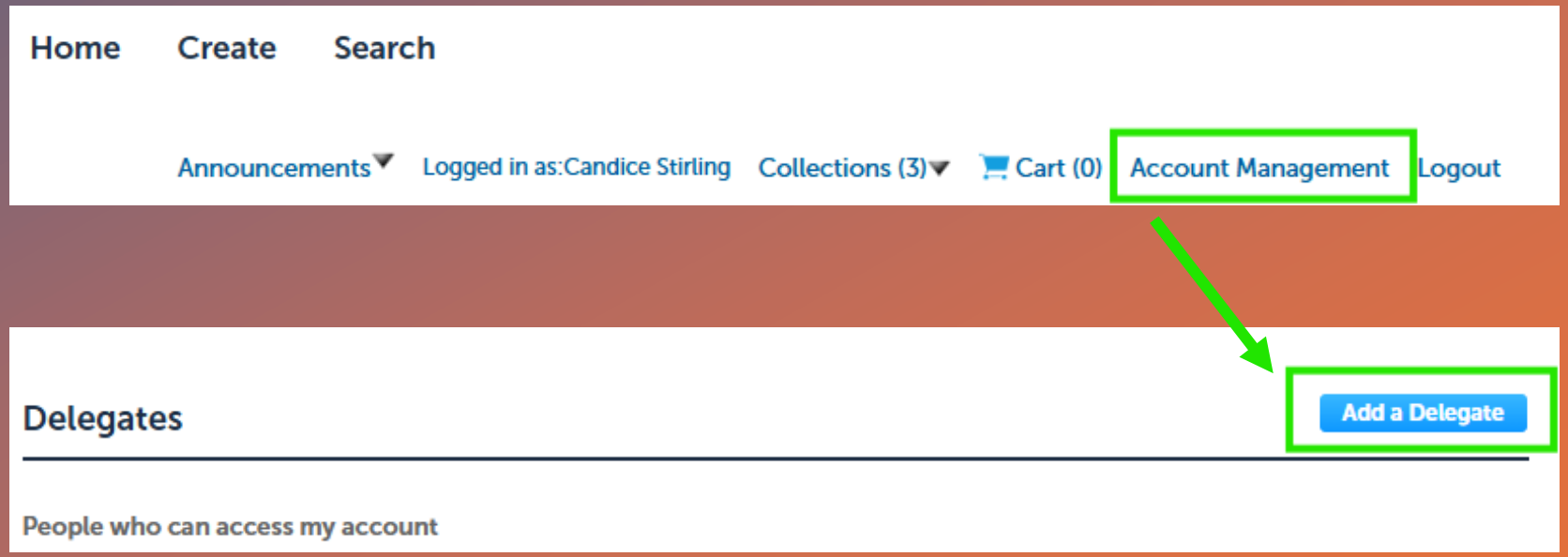
- Accounts that have limited or temporary access
- Permissions are granted by a linked user
  - Permissions can be the same as the linked user or restricted
  - Access and permissions may be removed or modified by the granting account at any time
  - A delegate can remove their access to a delegated account at any time

When to delegate vs. link

- Temporary access
  - Example: remodel work where a contractor will need to submit applications and other paperwork, pay fees, and see inspections but will not need access once the project is complete
- Limited access
  - Example: pool service company that may need access to inspection history, to pay fees, but won't be applying for alterations

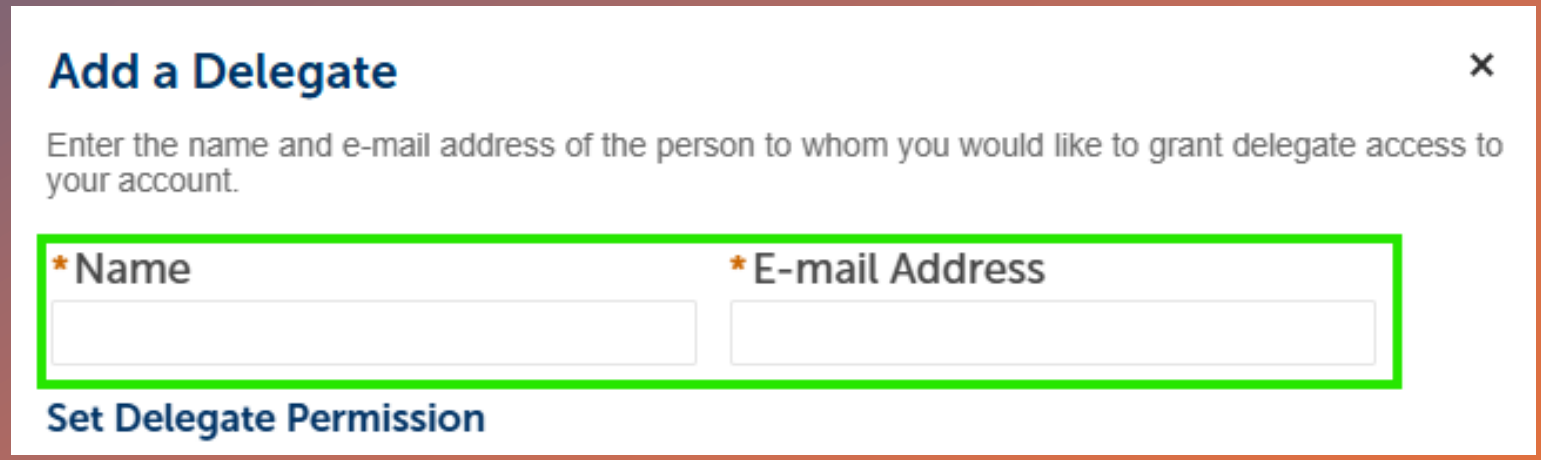
How to add a delegate

From your Home page, click **Account Management**, then on the next page click **Add a Delegate**

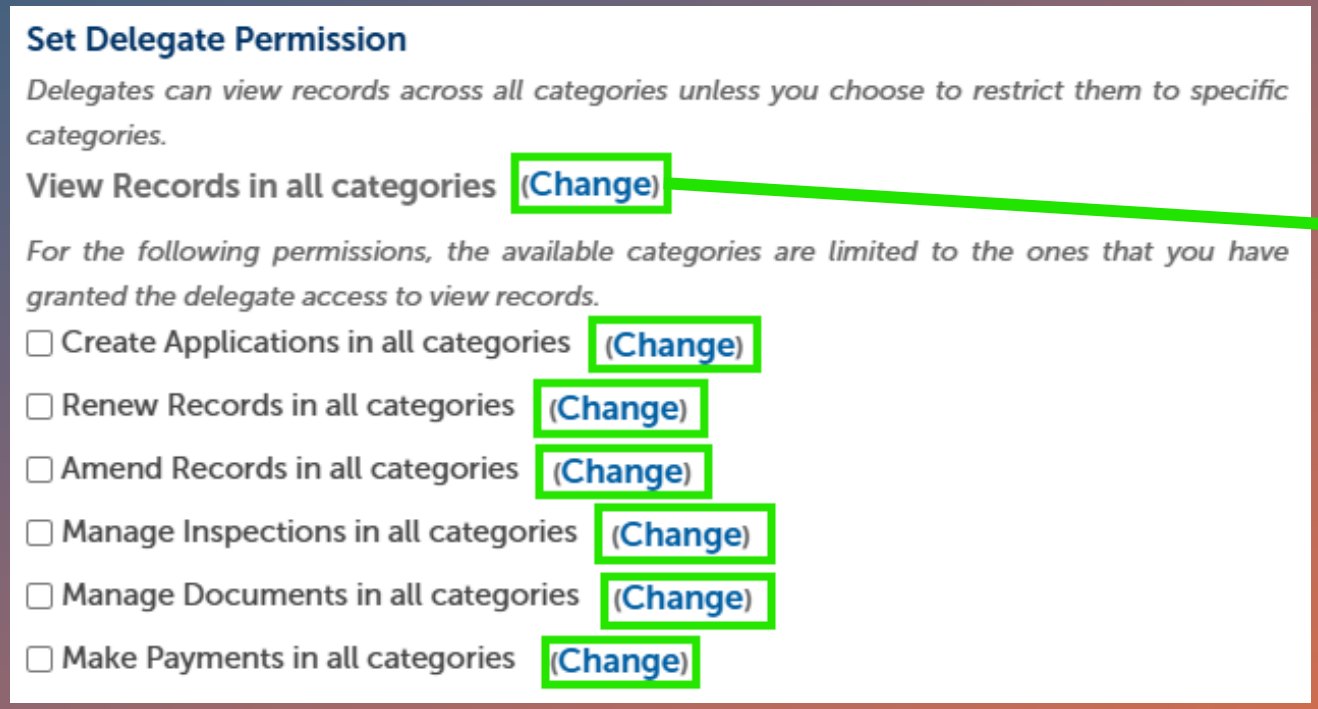


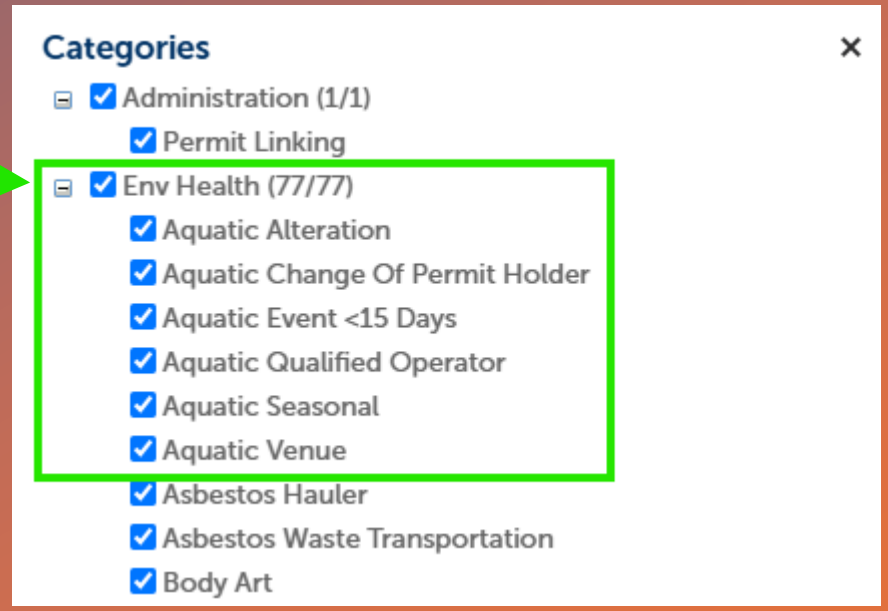
Delegates must have an ACA account

Enter the name and email address of the user you are adding as a delegate



Choose delegate permissions





Aquatic Health record types

- AQH_R: Aquatic Alteration aka remodel (formerly SRs)
- AQH-CO: Aquatic Change of Permit Holder
- AQH-T: Aquatic Temporary Event <15 days
- QO: Aquatic Qualified Operator (individual)
- AQH-S: Aquatic Seasonal venue, 2-6 month duration
- AQH-A and AQH-P: Aquatic Venue new construction (-A) and operational permit (-P)
- PC: Pool Company (business) Registration/Renewal

What will the delegate do?

Think about what the delegate needs to do for you and select minimum permissions accordingly.

Delegate permission example

- A contractor submitting an alteration (remodel) needs to
  - See the record they will be remodeling and the remodel record
  - Create the application for the remodel
  - Amend the record being remodeled
  - Manage inspections for the remodel
  - Manage documents
  - Make payments

Removing a delegate

Log in to your account, go to Account Management, locate the delegate you want to remove, select **Actions** and **Remove**. Delegates may also remove themselves the same way.



Annual Permit Fee Invoices

- Fees for most permits were applied July 28, 2026
- Paper invoices were mailed around mid-August
- Payment may be submitted through the portal or mailed to the address shown on the invoice
- Late fees will not be applied until November 1, 2026 at the earliest

SUCTION OUTLET FITTING ASSEMBLY

SOFA REMODEL REQUIREMENTS

2018 AQUATIC FACILITY REGULATIONS

Aquatic Health Operations Program
2026

Presented by:
Bryanna LeBeaux EHS I

Southern Nevada Health District

TABLE OF CONTENTS

Virginia Graeme Baker Pool and Safety Act

VGB 2008 SOFA Requirements

SNHD 2018 AFR SOFA Regulations

SOFA VGBA 2017 Model Requirements

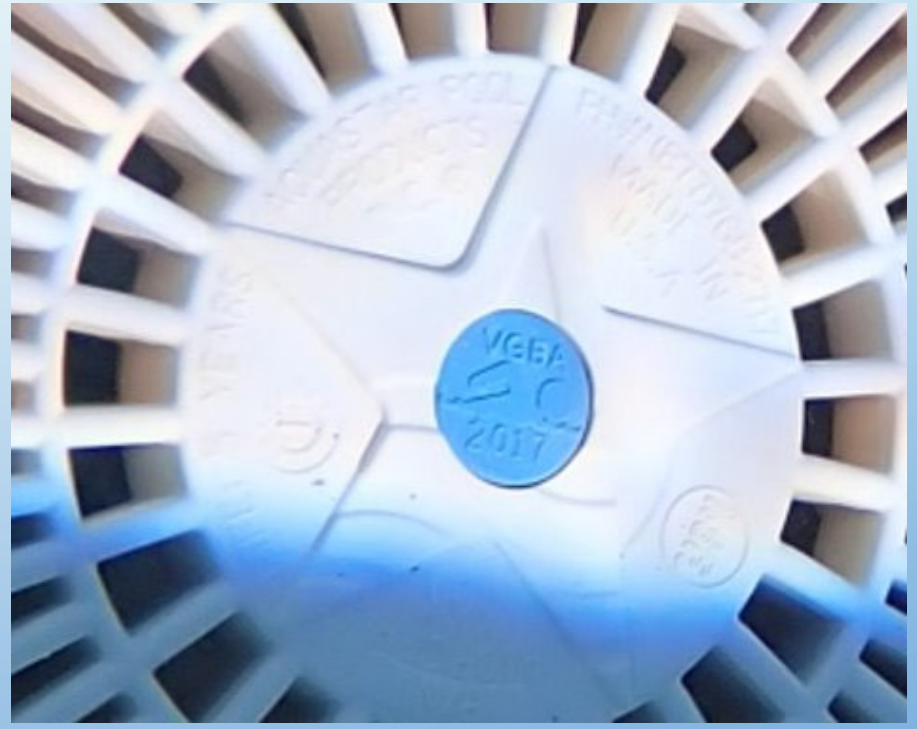
Certificate of Conformity

Remodel process via Online portal

Questions?

VIRGINA GRAEME BAKER POOL AND SAFETY ACT

- ANSI/APSP/ICC-16 2017 (PA 2021)
- This standard establishes materials, testing, use, installation, and marking requirements for new or replacement bather-accessible Suction Outlet Fitting Assemblies (SOFAs
- *It is recognized under the **Virginia Graeme Baker Pool and Spa Safety Act (VGBA),** and compliance with this standard is mandatory for products certified on or after May 24, 2021



SNHD 2018 AFR SUCTION OUTLET FITTING ASSEMBLY REQUIREMENTS

3-501.5 Submerged Drains/Suction Outlet Covers or Gratings

- **(A)** Loose, broken, or missing suction outlet covers and sumps shall be secured or replaced immediately and installed in accordance with the manufacturer's requirements.
  - **(1)** AQUATIC VENUES shall be closed until the required repairs can be completed.
  - **(2)** AQUATIC FACILITIES shall follow procedures for closing and re-opening as applicable in Section 3-201.

- **(B)** The manufacturer’s documentation on all outlet covers and sumps shall be made part of the permanent records of the AQUATIC FACILITY.

VGB 2008 SOFA

January 1, 2026, SNHD no longer accepts VGB 2008 products.

SNHD strongly recommends submitting remodel and plan to replace them before they break.

*Completing the remodels in the off-season gives you the advantage of getting review and approval as early as possible before pool season.

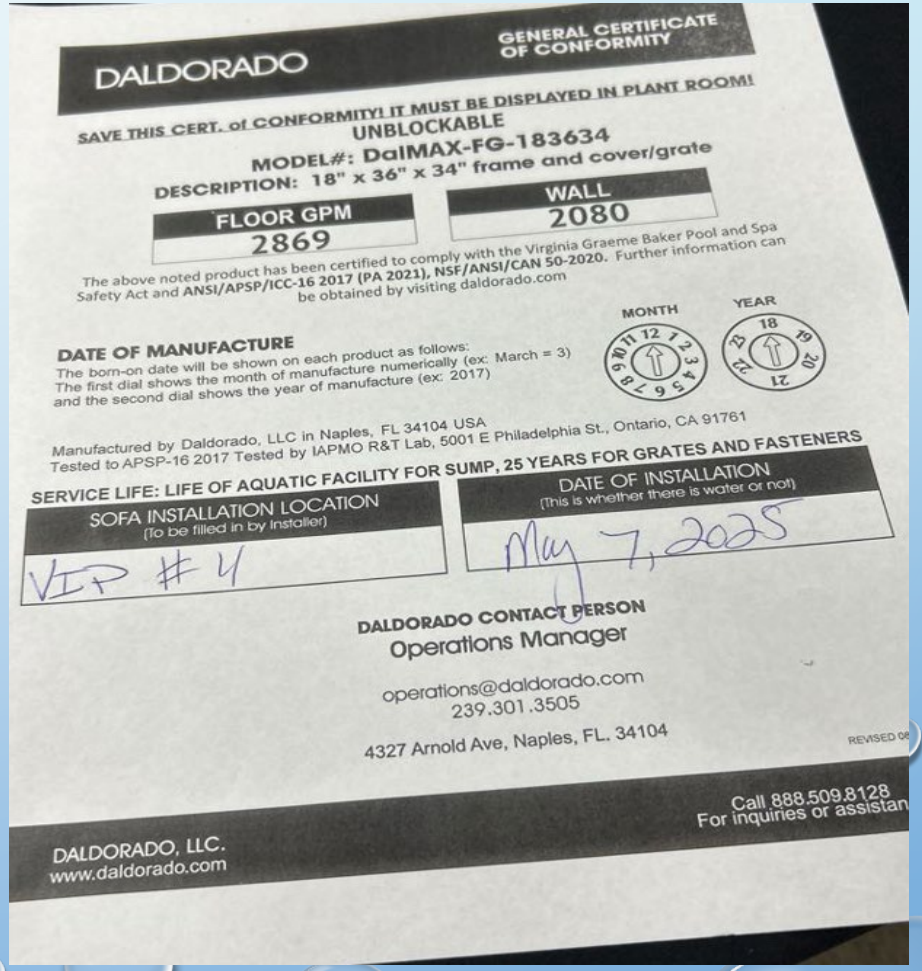


SUCTION OUTLET COVER REPLACEMENT

- VGB 2008 → VGB 2008 AFTER JANUARY 01, 2026 
- VGB 2008 → VGBA 2017 WITHOUT REMODEL APPLICATION SUBMISSION 
- PREVIOUSLY APPROVED VGBA 2017 → DIFFERENT VGBA 2017 WITHOUT REMODEL SUBMISSION 
- PREVIOUSLY APPROVED VGBA 2017 → SAME MAKE/MODEL VGBA 2017 

CERTIFICATE OF CONFORMITY

- Certificates of conformity ensure that products are being manufactured in compliance with current VGBA laws and codes
- Certificates of conformity MUST be maintained on-site and available for review



DALDORADO

GENERAL CERTIFICATE OF CONFORMITY

SAVE THIS CERT. of CONFORMITY! IT MUST BE DISPLAYED IN PLANT ROOM!

UNBLOCKABLE

MODEL#: DalMAX-FG-183634

DESCRIPTION: 18" x 36" x 34" frame and cover/grate

FLOOR GPM	WALL
2869	2080

The above noted product has been certified to comply with the Virginia Graeme Baker Pool and Spa Safety Act and ANSI/APSP/ICC-16 2017 (PA 2021), NSF/ANSI/CAN 50-2020. Further information can be obtained by visiting daldorado.com

DATE OF MANUFACTURE

The born-on date will be shown on each product as follows:
The first dial shows the month of manufacture numerically (ex: March = 3)
and the second dial shows the year of manufacture (ex: 2017)

MONTH YEAR

Manufactured by Daldorado, LLC in Naples, FL 34104 USA
Tested to APSP-16 2017 Tested by IAPMO R&T Lab, 5001 E Philadelphia St., Ontario, CA 91761

SERVICE LIFE: LIFE OF AQUATIC FACILITY FOR SUMP, 25 YEARS FOR GRATES AND FASTENERS

SOFA INSTALLATION LOCATION (To be filled in by Installer)	DATE OF INSTALLATION (This is whether there is water or not)
VIP #4	May 7, 2025

DALDORADO CONTACT PERSON
Operations Manager

operations@daldorado.com
239.301.3505

4327 Arnold Ave, Naples, FL. 34104

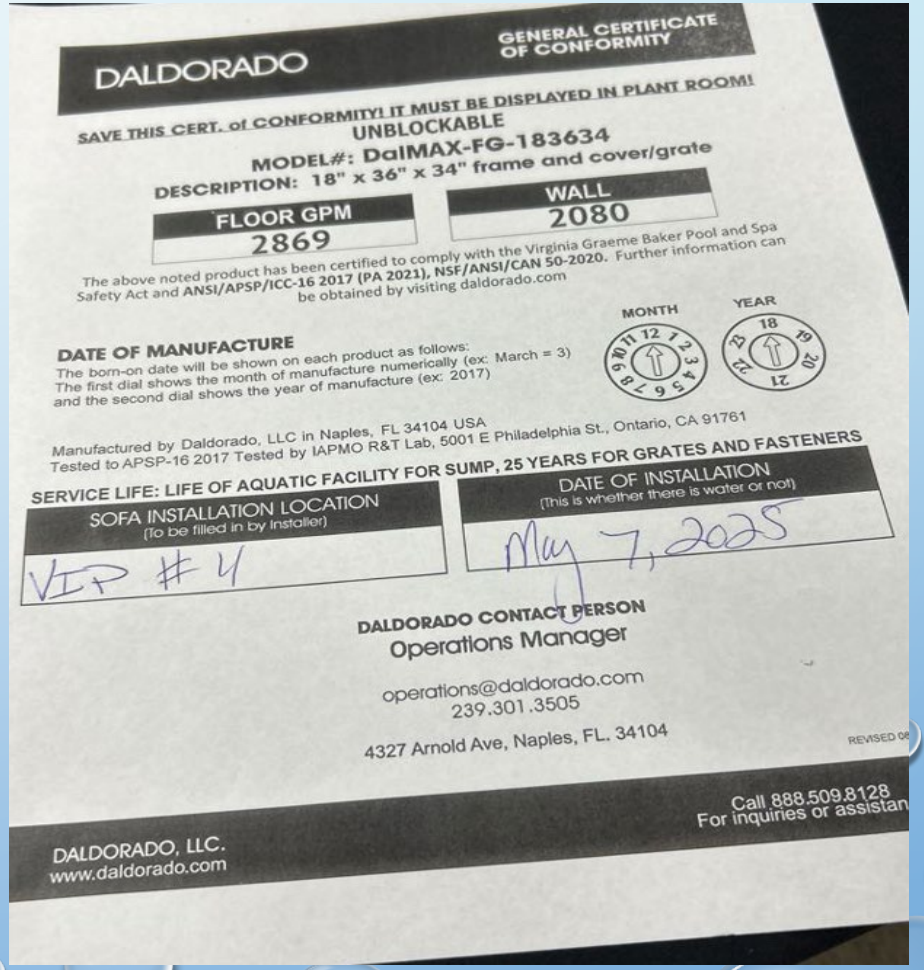
REVISED 0

DALDORADO, LLC.
www.daldorado.com

Call 888.509.8128
For inquiries or assistan

CERTIFICATE OF CONFORMITY

- Manufacture certificates of conformity may contain:
  - Make and model of the SOFA
  - Location of installed SOFA
  - Date of SOFA installation



DALDORADO

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operations@daldorado.com
239.301.3505

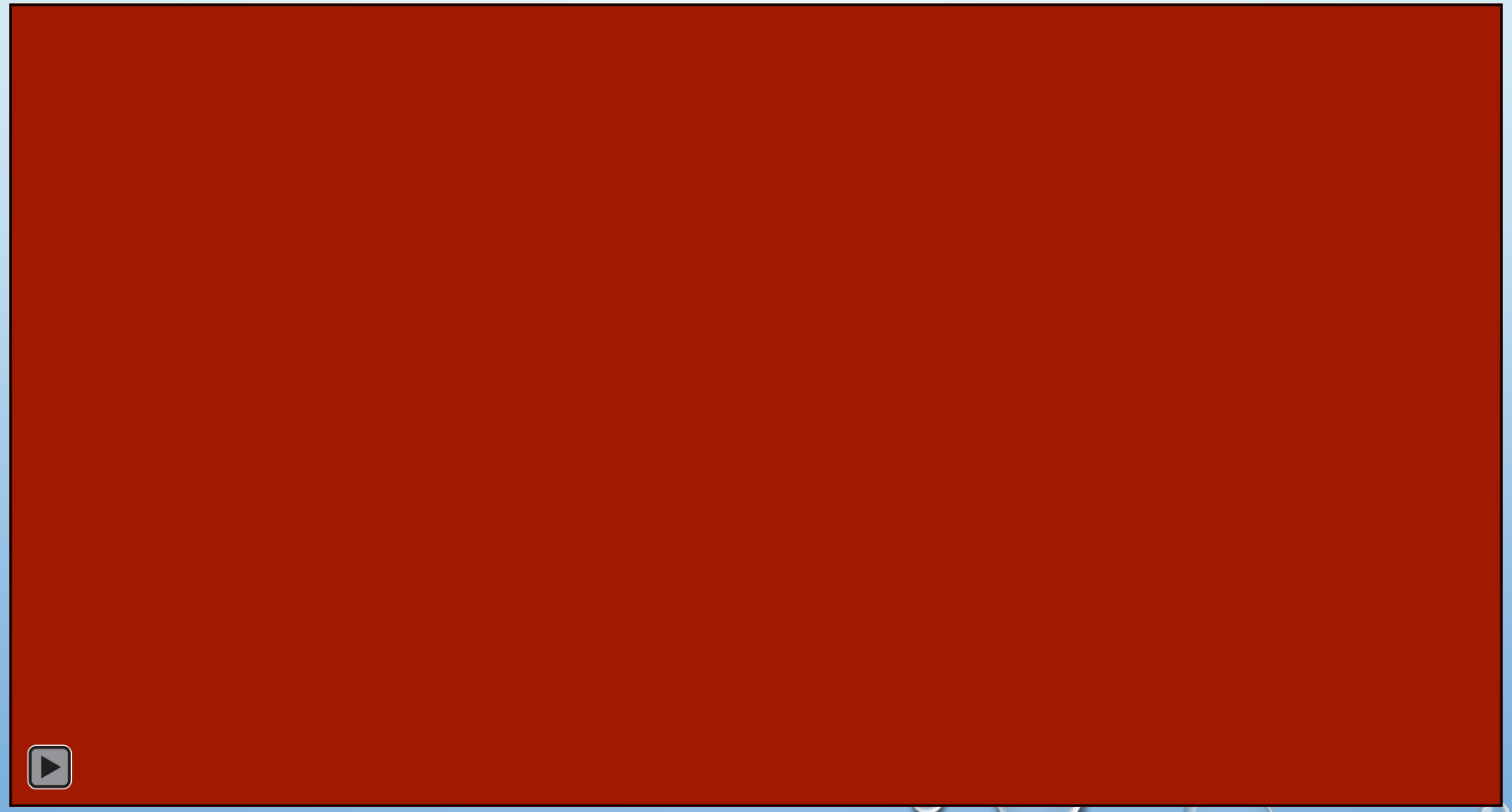
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REVISED 0

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REMODEL PROCESS VIA ACCELA PORTAL



QUESTIONS ?

Off-Season Projects

Brittany Lewis

Environmental Health Specialist

Aquatic Health Program

Agenda

- Suction Outlet Fitting Assembly (SOFA) Replacement
- Equalizer Line Removal
- Plaster Replacement
- Enclosure Maintenance

Agenda

- **Suction Outlet Fitting Assembly (SOFA) Replacement**
- **Equalizer Line Removal**
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- **Enclosure Maintenance**

Suction Outlet Fitting Assembly (SOFA) Replacement

VGB 2008 SOFAs that are brand new and still in the original manufacturer packaging can be installed through 2025. SNHD will need to inspect these SOFAs prior to installation to verify that they are brand new and unopened. **Beginning January 1, 2026, we will no longer accept installation of VGB 2008 products.**

If you still have VGB 2008 SOFAs installed, we strongly recommend planning to replace them before they break. Completing the remodels in the off-season gives you the advantage of getting review and approval as early as possible before pool season.

Once you have your approved 2017 SOFAs installed, you will not have to apply for a remodel when one breaks, as long as it is replaced with the same model. Additionally, you can stock up on as many replacements as you need to ensure minimal downtime going forward.

More information on SOFA requirements and our quarterly Industry Outreach Meetings can be found at the links below:

https://www.southernnevadahealthdistrict.org/permits-and-regulations/aquatic-health-program/suction-outlet-fitting-assemblies/

Suction Outlet Fitting Assembly (SOFA) Replacement

- **If VGB 2008 covers are installed in the aquatic venue:**
  - **In order to replace them, a remodel is required.**
  - **When they are replaced, they must be replaced with VGBA 2017 covers.**

- **This applies to SOFAs serving the**
  - **Equalizer lines**
  - **Circulation/ filter system**
  - **Any accessory pumps (i.e. jets, water features, etc.)**

Agenda

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- **They are NOT required to be removed; this is just an option.**

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  - **Permanently plug/ cap the pipe at the aquatic venue wall**



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  - **Plaster over the area at the aquatic venue wall (so that it is smooth and does not pose a safety hazard)**



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  - **Plug/ cap the pipe at the skimmer**

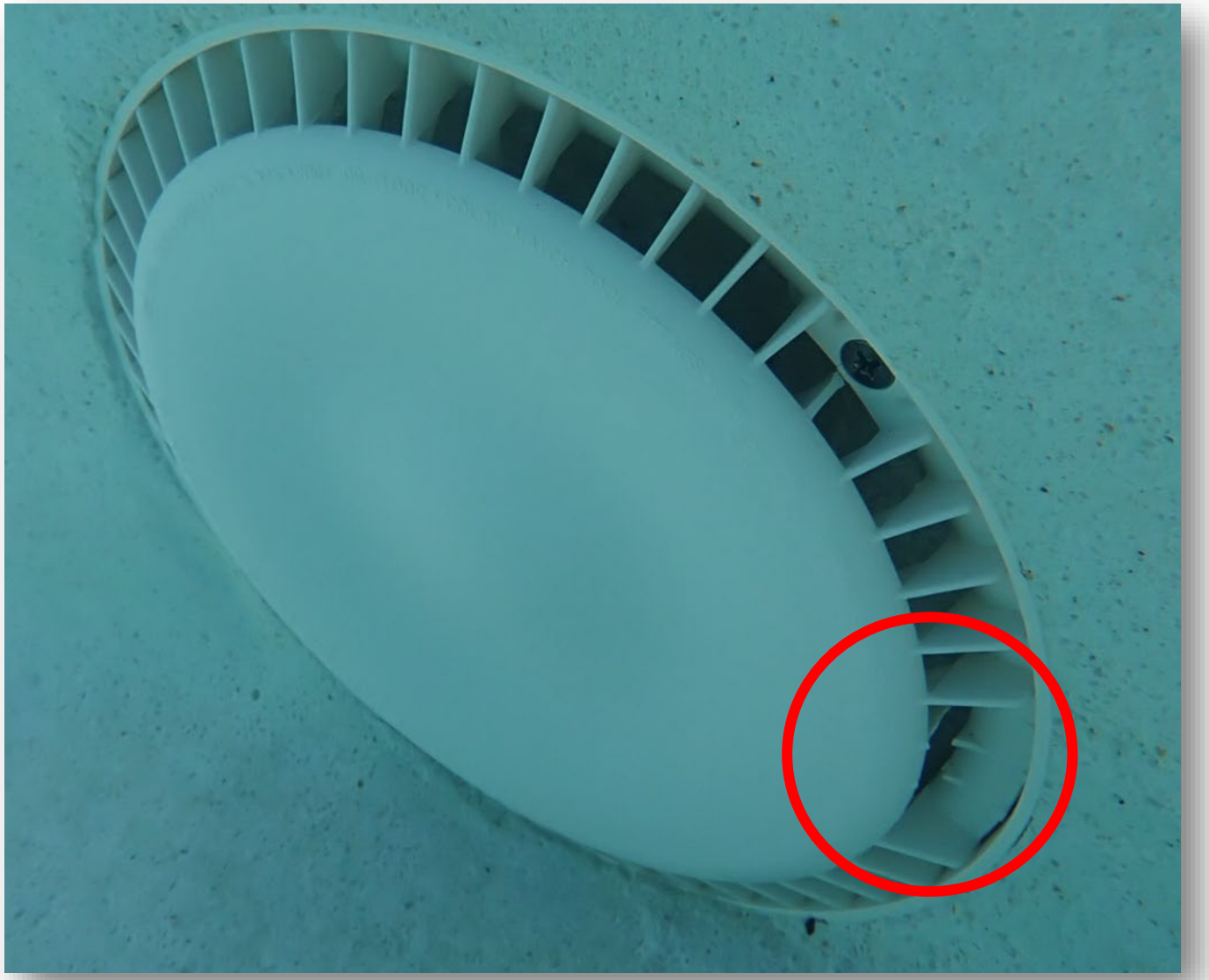


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- **Equalizer covers that are broken/ cracked/ damaged/ missing subject the aquatic venue to closure and fines.**

Equalizer Line Removal

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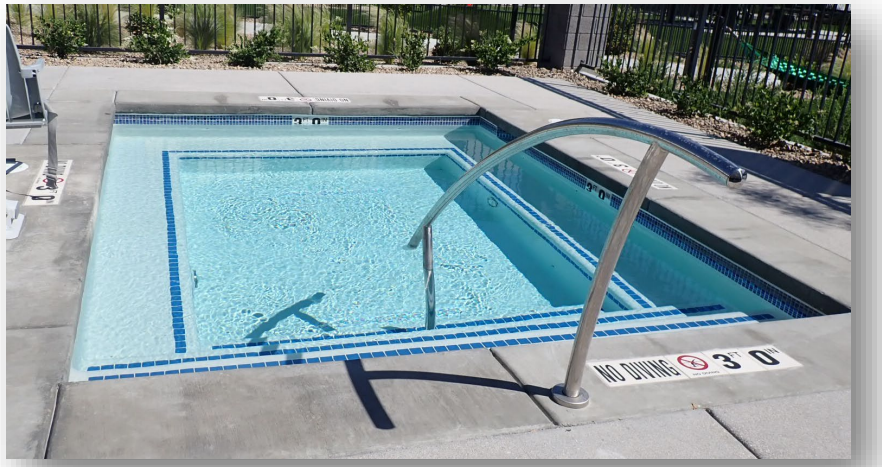


Agenda

- Suction Outlet Fitting Assembly (SOFA) Replacement
- Equalizer Line Removal
- Plaster Replacement
- Enclosure Maintenance

Plaster Replacement

- If the new plaster is the same color and material as the old plaster, a remodel is not required.
- If the SOFAs have not been updated/ replaced, this is a good time to replace them.
- The waterline depth markers will be required to be brought into compliance with the current regulations.
  - Aquatic Facility Regulations (AFR) 2-3018



Plaster Replacement

- Ensure that waterline depth markers are accurate to within 3 inches.
- Ensure that the correct depth is posted.
- The depth must be posted in units of feet AND inches.
- Metric units are NOT required (but are permitted.)



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- Step and bench contrasting markings will be required on horizontal and vertical surfaces.

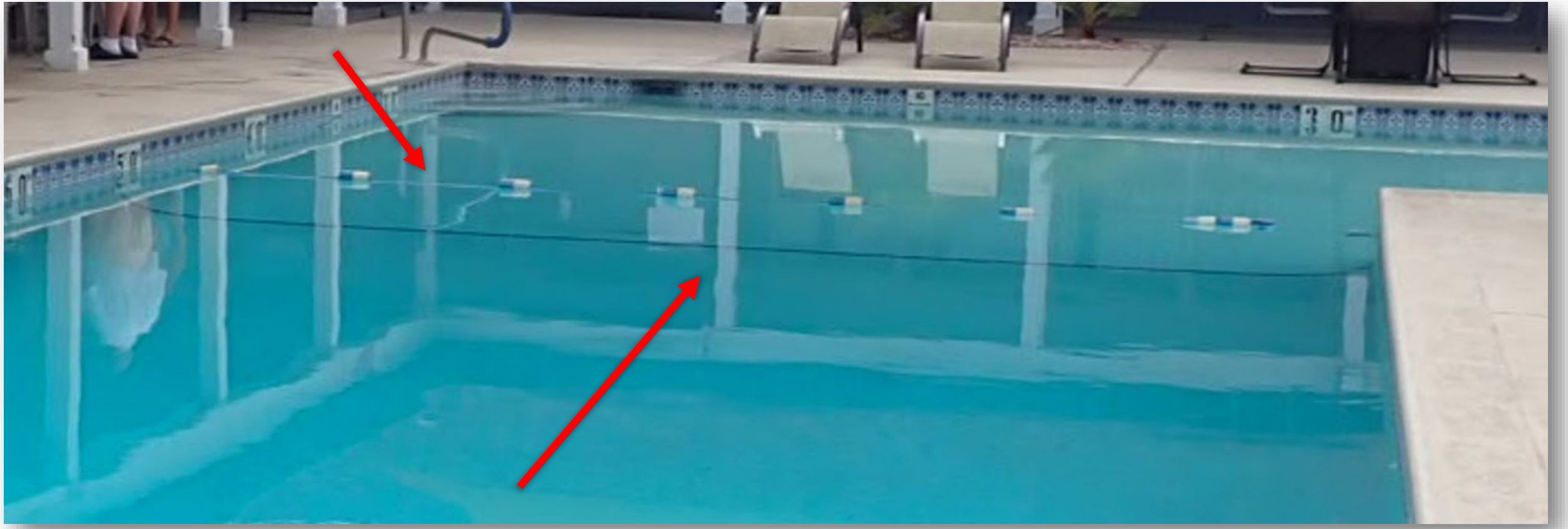
Plaster Replacement – Line of contrasting color Example



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- Lifelines/ buoy lines may be replaced with a line of contrasting color.

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- Acid washing or plaster patching can also be done if a full replaster is not feasible.

Plaster Replacement

- **Example of patched plaster**



Agenda

- Suction Outlet Fitting Assembly (SOFA) Replacement
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Enclosure Maintenance

- Replace or stabilize rusted pickets or stability posts
- Replace or tighten bolts and screws
- If the enclosure is on landscaping rock or dirt, which may erode, compact, or shift, ensure sufficient fill.
  - The gap between the enclosure and ground must be 4-inches or less.

Enclosure Maintenance – Rust Examples









Enclosure Maintenance – Lose Bolts and Screws Examples





Enclosure Maintenance – Breach Example



Thank You