

The Water Quality Management Program is responsible for the development and implementation of efforts to provide safe and adequate public drinking water supplies and to protect the waters of the State through appropriate planning, compliance, permitting, and monitoring actions. The program issues Municipal Discharge Permits and performs water quality monitoring and technical analysis, including mathematical modelling of water quality problems. It also reviews and revises plans for sewerage control, conducts needs surveys, and develops priority listings for the construction of sewerage facilities and monitors the proper operation and maintenance of community water supplies and publicly-owned sewage treatment plants. It awards federal and State grant funds for construction of treatment facilities, reviews and approves design plans for water and sewerage treatment construction, and conducts initial and final inspection of such construction. In addition, the unit is responsible for the protection of shellfish-growing and recreational waters, and for residential on-site water and sewerage facilities.

The Waste Management and Enforcement Program provides for the safe collection and disposal of solid wastes, the regulation and inspection of industrial wastewater treatment facilities, and the control of transportation, storage, and disposal of hazardous substances. It is responsible for the issuance of permits required for the discharge of industrial wastes and the disposal of designated hazardous substances in order to limit the quantity and quality of such discharges. It administers the Resource Conservation and Recovery Planning Act, and is responsible for inspections to assure compliance with the conditions of permits, certifications, and licenses that have been issued and the investigation of reported water and related pollution violations.

## **ASSISTANT SECRETARY FOR ADMINISTRATION**

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The Assistant Secretary for Administration provides leadership, motivation, and guidance to efforts to improve the management capability of the Department of Health and Mental Hygiene.

With the assistance of appropriate staff and operating officials—including generalists and specialists in management fields—the Assistant Sec-

retary plans, organizes, directs, coordinates, and evaluates a wide range of professional, technical, and administrative services in support of Department goals and programs. Goals and objectives are established and pursued for the development of more timely and responsive supporting services, which contribute to improved health delivery systems.

In addition to operational responsibilities, the Assistant Secretary for Administration occupies a key staff role by assisting the Secretary and Deputy Secretary in general policy and program development and in addressing matters that involve other State agencies, the legislature, the gubernatorial staff, and the federal government.

Organizational components comprising the Assistant Secretariat for Administration encompass Department-wide functions associated with planning, policy development, budgeting and expenditure control, personnel management, data processing, staff development and resident education, all aspects of fiscal accountability, grants administration, capital construction, and dietetic guidance to Department hospitals and institutions. The Health Statistics Center, which includes the Statewide vital records system, is also assigned to the Assistant Secretariat for Administration.

While the units under this Assistant Secretariat serve a variety of purposes within the Department, they have a common theme of providing support to the senior management level of the Department. The major focal point is the development and implementation of policies that are reasonable, equitable, and contribute to the overall Department of Health and Mental Hygiene mission, and which ensure the fiscal and operational integrity of the Department. Implicit in this theme is the overall sense of direction to develop and recommend to the Secretary and the Management Committee initiatives that will improve the efficiency and effectiveness of activities undertaken by the Department.

## **Division of Vital Records**

Pinkney McCready, *Registrar of Vital Records*

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Within the Center for Health Statistics is the Division of Vital Records. The Division is responsible for registration of all births, deaths, marriages, and divorces that occur in the State. It issues copies of birth, death, and marriage records