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Draft Regulation on Sanitary-Epidemiological Conclusions

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FAIRS Subject Report

Sanitary/Phytosanitary/Food Safety

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Report Highlights:

Russia's Ministry of Health and Social Development (MoHSD) invites all interested parties to comment on a draft Regulation on issuance of sanitary-epidemiological conclusions by the Federal Service for Supervision of Consumer Rights Protection and Human Wellbeing (Rospotrebnadzor) on the basis of sanitary-epidemiological examinations, tests, etc. Comments should be submitted by March 31, 2012. The Regulation describes the timing and sequence of Rospotrebnadzor actions when issuing sanitary-epidemiological conclusions.

General Information:

On March 1, 2012, Russia's Ministry of Health and Social Development (MoHSD) [published](#) for public comment a draft order on approval of the Administrative Regulation on issuance of sanitary-epidemiological conclusions by the Federal Service for Supervision of Consumer Rights Protection and Human Wellbeing (Rospotrebnadzor) on the basis of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of assessments.

The Regulation describes the timing and sequence of Rospotrebnadzor actions when issuing sanitary-epidemiological conclusions. The mechanism of control over Rospotrebnadzor actions and an extrajudicial procedure for appealing of Rospotrebnadzor actions or inaction are also part of the new draft Regulation.

Interested U.S. parties are encouraged to forward their comments and concerns in Russian directly to Director of MoHSD Department for Protection of Human Healthcare and Sanitary-Epidemiological Wellbeing Ms. Marina P. Shevryeva at +7 (495) 627-24-84. Please also consider copying FAS/Moscow at AgMoscow@fas.usda.gov on your comments in order for them to be considered as part of the official U.S. Government comments to the Russian Government. FAS/Moscow may also assist in translation if you share your comments in advance to allow sufficient time for translation before the end of the comment period.

An unofficial translation of the new draft Administrative Regulation follows.

Approved
By order of the Ministry
Of Health and Social
Development of the Russian Federation
Number _____ of _____

ADMINISTRATIVE REGULATION

of the Federal Service for Supervision of Consumer Rights Protection and Human Wellbeing on provision of the public service for issuance on the basis of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of assessments, designed in accordance with established procedure, of sanitary-epidemiological conclusions

I. General Provisions

Subject of Regulation

1. Administrative Regulations of the Federal Service for Supervision of Consumer Rights Protection and Human Wellbeing (hereinafter - Rospotrebnadzor) on provision of the public service for issuance on the basis of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of assessments, designed in accordance with established procedure, of sanitary-epidemiological conclusions (hereinafter referred to as, respectively, - sanitary-epidemiological conclusion, public service, Regulation) defines the timing and sequence of the administrative procedures (actions) of Rospotrebnadzor and its territorial bodies, carried out the course of provision of the public service.

Range of Applicants

2. The applicant for state services (hereinafter - applicant) is a legal entity (individual entrepreneur) specified in the application for a sanitary-epidemiological conclusion and whose information is specified in the line "Applicant" of the sanitary-epidemiological conclusion on production (types of activities, works, services).

Requirements for Procedure of Informing about the Provision of the Public Service

3. Rospotrebnadzor (its territorial bodies) shall carry out informing about the procedure for providing the public service by the phone, e-mail, by posting on the Internet, in the mass media, as well as by publication of information materials on the provision of the public service (brochures, booklets, etc.).

4. Location of Rospotrebnadzor:

127994, Moscow, Vadkovsky Pereulok 18, Building 5 and 7.

Phone: +7 (499) 973 26 90.

Fax: + 7 (499) 973 26 43.

The official Internet site: www.rospotrebnadzor.ru.

E-mail: depart@gсен.ru.

Information on the location, phone numbers for inquiries and consultations, and e-mail addresses of territorial bodies of Rospotrebnadzor can be found in Annex No. 1 to the Regulation and posted on the official website of Rospotrebnadzor (<http://www.rospotrebnadzor.ru>) (its territorial bodies), as well as federal Public Information System "Single portal of public and municipal services (functions)" (www.gosuslugi.ru) (hereinafter - a single portal of public and municipal services (functions)).

5. Rospotrebnadzor receives applicants for the provision of the public service in accordance with the following schedule:

Monday	13.00 - 17.00;
Tuesday	9.00 - 12.00;
Wednesday	13.00 - 17.00;
Thursday	9.00 - 12.00;
Friday	13.00 - 16.00;
Lunch break	12.00 - 13.00;
Saturday, Sunday	- days off.

6. The following information shall be placed on the official Internet websites of Rospotrebnadzor (its territorial bodies), information booths, located at the reception area for the provision of the public service of Rospotrebnadzor (its territorial bodies) as well as a single portal of public and municipal services (functions):

- Text of the Regulation;
- information about the legal acts regulating the provision of the public service;
- information on documents submitted by the applicant for the provision of the public service, the requirements for these documents and their processing, including samples of how to fill out forms;
- information about the time of reception of applicants;
- procedure of informing about the provision of the public service;
- information about the work schedule of Rospotrebnadzor (its territorial bodies);
- procedure for obtaining advice;
- procedure for appealing the decisions, actions or inaction of the officials of Rospotrebnadzor (or its territorial offices) that provide the public service.

7. Consultations on the provision of the public service are carried out by officials of Rospotrebnadzor (its territorial bodies) authorized to accept documents submitted by the applicant for the provision of the public service (hereinafter - the authorized specialist) by telephone and during reception hours.

8. Applicants for the duration of the provision of the public service shall be informed orally or in writing:

- about refusal to grant a sanitary-epidemiological conclusion;
- about the timing for completion of processing of the sanitary-epidemiological conclusion and possibilities of its receipt by the applicant.

9. At any time since the applicant submitted to Rospotrebnadzor (its territorial office) the documents for the provision of the public service the applicant has the right to receive information on the process of provision of the public service by phone, email or at personal meeting.

10. When issuing sanitary-epidemiological conclusions measures shall be taken to protect the confidentiality of information constituting state, commercial, official or other secrets protected by law, in accordance with the laws of the Russian Federation.

II. Standards of Provision of the Public Service

Name of Public Service

11. The name of public service is "Issuance on the basis of sanitary-epidemiological examinations, investigations, surveys, studies, tests, and other types of assessments, designed in accordance with established procedure, of sanitary-epidemiological conclusions."

Name of the Federal Executive Authority Providing the Public Service

12. The public service is provided by Rospotrebnadzor (its territorial bodies).

13. The Federal Tax Service of Russia and the federal budget health care institutions - hygiene and epidemiology centers, the location of which is specified in Annex No. 2 to the Regulation, also participate in the provision of the public service.

14. Rospotrebnadzor (its territorial office) shall not require the applicant to implement actions, including seeking approvals required for the provision of the public service associated with applying to other state agencies, local government bodies, and organizations.

Description of the Result of the Provision of the Public Service

15. The results of the provision of the public service are:

issuance of a sanitary-epidemiological conclusion;

entry of information about the issued sanitary-epidemiological conclusions in the register of sanitary-epidemiological conclusions on conformity (nonconformity) of types of activities (works, services) to the requirements of the state sanitary and epidemiological rules and hygienic standards.

Deadlines for the Provision of the Public Service

16. Consideration of the documents submitted by the applicant for sanitary-epidemiological conclusions by Rospotrebnadzor (its territorial office) shall be carried out in a period not exceeding thirty calendar days from the date of receipt of the application for a sanitary-epidemiological conclusion.

Consideration of the documents submitted by the applicant for renewal of a sanitary-epidemiological conclusion by Rospotrebnadzor (its territorial office) shall be carried out in a period not exceeding seven working days after receipt of an application for renewal of a sanitary-epidemiological conclusion.

The list of Legal Acts Regulating the Relations Arising in Connection with the Provision of the Public Service

17. The public service is provided in accordance with:

Federal law of March 30, 1999, No. 52-FZ "On the sanitary-epidemiological wellbeing of population" (Code of Laws of the Russian Federation, 1999, No. 14, art. 1650 2002, No. 1, p. 2, 2003, No. 2, of Art. 167; No. 27, art. 2700, 2004, No. 35, art. 3607, 2005, No. 19, art. 1752, 2006, No. 1, p. 10; No. 52, art. 5498, 2007, No. 1, p. 21, p. 29; No. 27, art. 3213; No. 46, art. 5554; No. 49, p. 6070, 2008, No. 29, art. 3418; No. 30, p. 3616, 2009, No. 1, p. 17, 2010, No. 40 st. 4969, 2011, No. 1, p. 6; No. 30, p. 4563, Art. 4590, Art. 4591, Art. 4596);

Federal Law of July 27, 2010, No. 210-FZ "On the organization of public and municipal services" (Legislative Assembly of the Russian Federation, 2010, No. 31, art. 4179, 2011, No. 15, art. In 2038; No. 27, art. 3880; No. 29, art. 4291, No. 30, p. 4587; No. 49, p. 7061);

Federal Law of July 19, 2011, No. 248-FZ "On Amendments to Certain Legislative Acts of the Russian Federation in connection with the implementation of the provisions of the Federal Law" On Technical Regulation" (Legislative Assembly of the Russian Federation, 2011, No. 30, art. 4596);

Decree of the Government of the Russian Federation of June 30, 2004, No. 322 "On Approval of the Regulation on the Federal Service for Surveillance in Consumer Rights Protection and Human Wellbeing" (Legislative Assembly of the Russian Federation, 2004, No. 28, art. in 2899, 2006, No. 22, of Art. in 2337; No. 52, art. 5587, 2008, No. 40, art. 4548; No. 46, art. 5337, 2009, No. 30, p. 3823; No. 33, art. 4081, 2010, No. 9, p. 960; No. 26, p. 3350, 2011, No. 14, art. in 1935, No. 43, art. 6079);

Decree of the Government of the Russian Federation of June 19, 2002, No. 438 "On the Unified State Register of Legal Persons" (Legislative Assembly of the Russian Federation, 2002, No. 26, art. in 2585, No. 46, art. 4597, 2003, No. 33, art. 3270 , No. 43, art. 4238, 2004, No. 10, art. 864, 2005, No. 51, art. 5546, 2006, No. 49, p. 5220, 2007, No. 34, art. 4237; No. 32, p. 4146 , 2008, No. 50, art. 5958, 2012, No. 1, p. 136);

Decree of the Government of the Russian Federation of October 16, 2003, No. 630 "On the unified state register of individual entrepreneurs, storage rules in the state registers of legal entities and individual entrepreneurs of documents (information) and their transfer for permanent storage in the state archives, as well as on amendments additions to the Decrees of the Government of the Russian Federation of June 19, 2002, No. 438 and 439 "(Legislative Assembly of the Russian Federation, 2003, No. 43, p. 4238; No. 2004, No. 10, art. 864, 2005, No. 51, art . 5546, 2010, No. 11, art. in 1224, 2012, No. 1, p. 136);

Order of the Federal Service for Supervision of Consumer Rights Protection and Human Wellbeing of July 19, 2007, No. 224 "On sanitary and epidemiological expertise, studies, research, testing, and toxicology, hygiene, and other types of assessments" (registered by Ministry of Justice of 20 July 2007 No. 9866), as amended by the orders of the Federal Service for Supervision of Consumer Rights and Welfare of the April 30, 2009 No. 359 (registered by the Ministry of Justice of June 9, 2009 No. 14 054), on August 12, 2010 , No. 309 (registered by Ministry of Justice of the Russian Federation, September 7, 2010 No. 18 366).

Exhaustive list of Documents Required in Accordance with the Regulations for the Provision of the Public Service

18. For sanitary-epidemiological conclusion the applicant shall provide to Rospotrebnadzor (its territorial office):

an application for a sanitary-epidemiological conclusion according to the form established in Annex No. 3 to the Regulation;

results of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of assessments, issued in due course.

19. For renewal of sanitary-epidemiological conclusions the applicant shall provides to Rospotrebnadzor (its territorial office):

an application for renewal of a sanitary-epidemiological conclusion, indicating the reasons for renewal (reorganization, change of name or location of the entity or a change of last name, first name and (if applicable) patronymic, place of residence of an individual entrepreneur), technical error, discovered after receipt of the sanitary-epidemiological conclusion and made during the design of the

sanitary-epidemiological conclusion) according to the form established in Annex No. 3 to the Regulation;

previously issued sanitary-epidemiological conclusion.

Exhaustive List of Documents (Information) Required in Accordance with the Regulations for Provision of the Public Service that are Available to Government Agencies Involved in Delivering the Public Service

20. For the provision of the public service information on state registration of the applicant contained in the unified state register of legal entities (the unified state register of individual entrepreneurs) and available to the Federal Tax Service of Russia are needed.

21. Applicants may submit documents, containing the information specified in paragraph 20 of the Regulation, by themselves.

Non-Requirement from the Applicant of Submission of Documents and Information not Covered by Regulatory Legal Acts Regulating the Provision of the Public Service

22. It is forbidden to require the applicant to:

submit documents and information or take actions, the submission or taking of which is not established by normative legal acts regulating the relations arising in connection with the provision of the public service;

submit documents and information, which in accordance with the regulations of the Russian Federation are available to public authorities providing the public service, other government agencies, and (or) organizations subordinate to the public authorities involved in delivering the public service.

Exhaustive List of Grounds for Refusal to Accept the Documents Necessary for the Provision of the Public Service

23. The grounds for refusal to accept the documents necessary for the provision of the public service shall be provision by the applicant of the documents that do not meet the composition and design requirements of the Regulation.

Exhaustive List of Grounds for Refusal to Provide the Public Service

24. Grounds for refusal to provide the public service are:

absence in the Unified State Register of Legal Entities (Unified State Register of Individual Entrepreneurs) of data on state registration of the applicant;

presence of false information in documents containing the results of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of evaluations and submitted by the applicant for the provision of the public service.

The List of Services that are Necessary and Required for the Provision of the Public Service

25. Necessary and required for the provision of the public service are:

sanitary-epidemiological examination, investigation, inquiry, research, testing and other types of assessments;

State registration of a legal entity or an individual entrepreneur in the tax department.

The Procedure, Amount, and Reasons for Charging State Fee or Other Fees Charged for Providing the Public Service, as well as the Procedure, Amount, and Basis of the Fee for the Provision of the Service that are Necessary and Required for the Provision of the Public Service

26. The sanitary and epidemiological examination, investigation, inquiry, research, testing and other types of assessments for sanitary-epidemiological conclusions are carried out at the expense of the applicant.

The fee for sanitary-epidemiological examination, investigation, inquiry, research, testing and other types of assessments carried out in order to provide the public service, shall be calculated in accordance with the Methodology for calculation of fees for sanitary-epidemiological examination, investigation, inquiry, research, testing, toxicology, hygiene and other types of assessments carried out in order the federal executive bodies to provide government services, approved by Order of the Ministry of Health and Social Development of the Russian Federation dated May 12, 2010, No. 351n (registered by Ministry of Justice of 21 September 2010 No. 18496).

27. Collection of a state fee for the provision of the public service by Rospotrebnadzor (its territorial bodies) is not established.

The Maximum Period of Waiting in Line when Applying for and Obtaining a Result of Providing the Public Service

28. The maximum waiting time when applying for and obtaining a result of providing the public service shall not exceed 15 minutes.

Timing and procedure for registration of applications, including in electronic form

29. Acceptance of the application, including verification of the completeness of the documents referred to in paragraph 18 of the Regulation may not exceed 20 minutes.

The applicant shall be given information about the registration number of the application when the application is accepted.

30. Registration of applications is carried out by entering of information about the application (application number, name of applicant, name of type of activity (works, services), the date of receipt of the application, the applicant's contact information) in the log of applications for the public service, which is maintained in electronic form.

Requirements for Premises, which Provide the Public Service to their Waiting and Reception Areas, Placement and Design of the Visual, Textual and Multimedia Information on the Procedure for the Provision of the Public Service

31. Places of provision of the public service shall be equipped with parking spaces, available public facilities (toilets), and facilities for storage of outerwear of citizens.

32. For applicants waiting for admission and completing applications locations shall be assigned, equipped with chairs and tables (racks) to allow filling-out of documents and that are supplied with writing paper and pens.

Entry and movement within the premises in which the reception is held, should not create difficulties for people with disabilities.

33. Places of provision of the public service shall be equipped with information boards.

Indicators of Accessibility and Quality of the Public Service

34. Indicators of accessibility and quality of the public service are:

provision of the public service in accordance with the requirements established by the legislation of the Russian Federation;

compliance with the standards of the public service;

open access for applicants and other persons to information about the order and timing of the provision of the public service, the procedure for appealing the actions (inaction) of officials of Rospotrebnadzor (its territorial bodies);

awareness of citizens about the procedure for providing the public service (access to information about public service, a choice of ways to get information, availability of information on the provision of the public service, including with the use of information and communication technologies);

choice of forms by the applicant on how to apply for the provision of the public service (in person, by mail, in the form of electronic document management through a single portal for government and municipal services (functions));

accessibility of facilities, which provide the public service for citizens, for citizens with disabilities;

timely provision of the public service in accordance with the standard of its provision, established by the Regulation.

35. Provision of the public service in the multi-function center of public and municipal services shall be made on the principle of "one window" in accordance with the laws of the Russian Federation.

III. The Composition, Sequence, Timing Performance of Administrative Procedures (Actions), Requirements for Procedure of their Performance, Including Especially Implementation of Administrative Procedures (Actions) in Electronic Form

36. The composition of the administrative procedures (actions) for the provision of the public service includes:

1) receipt and registration of the application and attached documents;

2) receipt by the applicant of information on the status of a request for public service;

3) the creation and forwarding of inter-agency requests to the bodies (organizations) involved in providing the public service;

4) examination of the results of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of assessments;

5) taking of a decision on issuance of a sanitary-epidemiological conclusion;

6) receipt by the applicant of the result of the provision of the public service;

7) maintenance of the register of issued sanitary-epidemiological conclusions.

37. Block diagram of the administrative procedures for the provision of state service can be found in Annex No. 4 to the Regulation.

Admission and registration of applications and attached documents

38. The basis for the implementation of administrative procedures for receiving and registering of the application and attached documents is receipt by Rospotrebnadzor (its regional office) of application for a sanitary-epidemiological conclusion (renewal thereof).

39. Applicants may submit an application and documents necessary for the provision of the public service, including those containing the information specified in paragraph 20 of the Regulation, in person or send their mail with a declared value and the list of contents, or in electronic form, certified by a digital signature of the applicant, or through multi-functional centers of public and municipal services.

40. Registration of applications and documents attached thereto shall be carried out by an authorized specialist of Rospotrebnadzor (or its territorial offices).

41. When documents are submitted by the applicant in person, the authorized specialist of Rospotrebnadzor (its territorial agency) gets acquainted with their content.

The authorized specialist verifies:

compliance of the composition of the documents to the list of documents established in paragraph 18 of the Regulation;

compliance with the procedure of execution of documents established by the legislation of the Russian Federation;

compliance of the contents of the documents submitted with the legislation of the Russian Federation;

reliability and consistency of presented information.

42. At the conclusion of the administrative procedures for receiving and registering of the application and attached documents the authorized specialist of Rospotrebnadzor (or its territorial offices) transmits the documents to the official of Rospotrebnadzor (its territorial bodies), who is authorized to consider them (hereinafter - the authorized expert-specialist) for further consideration.

43. All administrative actions that make up the contents of the administrative procedures for admission and registration of applications and documents attached thereto shall be made on the day of application by the applicant (receipt of documents by mail).

Getting Information by the Applicant during Processing of a Request for Public Service

44. The basis for implementation of administrative procedures for obtaining by an applicant of information on the status of the request for the public service is receipt by Rospotrebnadzor (or its territorial offices) of a request for public service (hereinafter - the request), directed by the applicant, who submitted to the Rospotrebnadzor (or its territorial offices) an application for provision (renewal) of a sanitary-epidemiological conclusion.

The request may be oral (received in person or by telephone calls), and presented in written form, including through information and communication technologies.

45. The request, if submitted in writing (including through information and communication technology), shall include:

1) Last name and first name of the person who submitted the request (name of the organization that sent the request);

2) information on the provision of the public service, on the process of its provision that are of interest to the person who sent the request (the organization by making a request);

3) an indication of the way for the person who submitted the request (the organization that sent the request) to get information of interest about the provision of the public service, the process of its provision;

4) contact details of the person who submitted the request (the interested person of the organizations that sent the request).

46. The request, if submitted to the Rospotrebnadzor (its territorial office) in writing (including through information and communication technology) is registered within one hour of its receipt and transmitted to the structural division of Rospotrebnadzor (its territorial authority) authorized to carry out informing on the provision of the public service.

47. Head of structural unit of Rospotrebnadzor (or its territorial offices), authorized to carry out informing on the provision of the public service, shall appoint from among the specialists of the respective structural units of Rospotrebnadzor (its territorial authority) of an officer responsible for consideration of the incoming request and preparation of a respective answer.

48. Responsible officer within seven days from the date of request registration carries out its consideration and prepares a draft response, including in the form of an electronic document which specifies the information that formed the subject of the request.

In cases where the information constituting the subject of request does not fall within the competence of Rospotrebnadzor (or its territorial offices), the procedure for receipt of this information shall be explained to the person who submitted the respective request (the organization that sent the corresponding request).

49. Preparation, execution of the answer to a request is carried out by taking into account the method of obtaining information of interest to the person who sent the corresponding request (the organization who have requested).

Creation and Forwarding of Inter-Agency Requests to Bodies (Organizations) Involved in Providing the Public Service

50. The basis for implementation of administrative procedure for the creation and forwarding of inter-agency requests in the bodies (organizations) involved in providing the public service, is receipt by Rospotrebnadzor (its territorial office) of applications.

51. Authorized Expert, within three working days after receipt of an application sends a request under the interagency electronic interaction in the Russian Federal Tax Service to provide information from the Unified State Register of Legal Entities (the Uniform State Register of Individual Entrepreneurs) if such information is not submitted by the applicant, subject to which are:

information on state registration of the applicant - the applicant when submitting an application for the sanitary-epidemiological conclusion;

information confirming the name change, the location of the entity, a change of name, the name and (if applicable) name, patronymic, place of residence of an individual entrepreneur - when submitting the application by the applicant for renewal of the sanitary-epidemiological conclusion.

Authorized Expert, within 3 working days from the date of said request shall notify the applicant of the fact that its direction in writing or by sending an e-mail in the event of receipt of application and (or) the documents (information contained therein) in the form of an electronic document.

Examination of Documents Submitted by the Applicant

52. The basis for implementation of administrative procedure for examination of documents submitted by the applicant is receipt by an authorized expert-specialist of applications and attached documents (including information from the Unified State Register of legal entities).

53. The authorized expert-specialist shall conduct reconciliation of data in the application with the information contained in the Uniform State Register of legal entities, in the manner prescribed by the Rules of maintenance of state register of legal entities and provision of information contained therein, approved by Decree of the Government of the Russian Federation of June 19, 2002, No. 438 (in the Unified State Register of Individual Entrepreneurs in the manner prescribed by the Rules of maintenance of state register of individual businessmen and provision of information contained therein, approved by Decree of the Government of the Russian Federation of October 16, 2003, No. 630), in a period not exceeding five working days from the date of registration of the application.

54. In the absence of the Unified State Register of Legal Entities (the Uniform state register of individual businessmen), data on state registration of the applicant is the denial of the public service, designed in the form of notice of denial of the public service, and signed by the head of the department with a mandate to review the applications and documents submitted by the applicant for the provision of the public service.

55. In reviewing the submitted pursuant to paragraph 31 of the Regulation of documents authorized Expert, refers to the applicant, the relevant executive authorities and organizations to obtain information necessary for decision making, including by phone or email.

56. Authorized Expert, checks the accreditation of test laboratory (center) and compliance with the information contained in the documents referred to in paragraph of the Regulation, the requirements of state sanitary and epidemiological rules and norms, as well as the completeness of the studies and tests of their compliance procedures within no more than 10 working days from the date of the registration application.

57. In the case of an authorized specialist expert false information in documents for the issuance of sanitary-epidemiological conclusion it prepares a written notice of denial of the public service with the reasons for refusal, which is sent to the applicant by letter, telephone or via e-mail.

58. If the examination provided by the applicant of the results of sanitary-epidemiological examinations, investigations, surveys, studies, tests and other types of assessments, designed in accordance with established procedure, found no grounds for refusal to provide the public service, the authorized specialist-expert opinion is preparing a proposal to make a decision extradition of sanitary-epidemiological conclusions about compliance / noncompliance - in the form of a draft text to be submitted to the form of sanitary-epidemiological conclusion that transmits a set of documents specialist, expert Rospotrebnadzor (its territorial authority) authorized to issue the sanitary-epidemiological conclusion on a special form.

59. The Sanitary-epidemiological certificate shall be signed by an authorized specialist expert and approved by the head of the relevant structural unit of Rospotrebnadzor (or its territorial offices).

60. Duration of administrative procedures for examination of documents submitted by the applicant including the drafting of sanitary-epidemiological conclusion of the project, or notice of denial of the public service can not exceed 7 working days.

Taking of Decision to Grant Sanitary-Epidemiological Conclusions

61. The basis for the implementation of administrative procedures for issuing a decision on the sanitary-epidemiological conclusion is to establish an authorized technician, an expert there are no grounds for refusal to provide the public service as a result of administrative procedures for examination of documents submitted by the applicant.

62. In case of non-compliance of environmental factors, conditions of legal persons (individual entrepreneurs), as well as their use of areas, buildings, structures, premises, equipment, vehicles, the

state sanitary and epidemiological requirements authorized Expert, points to the need for sanitary and epidemiological findings of non-compliance of environmental factors, conditions of legal entities, individual entrepreneurs, as well as their use of areas, buildings, structures, premises, equipment, vehicles of state sanitary and epidemiological requirements (hereinafter - the sanitary-epidemiological conclusion of non-compliance) indicating the reasons for discrepancies.

63. For information about the sanitary-epidemiological conclusion of non-compliance shall be entered in the register of sanitary-epidemiological conclusions of conformity (nonconformity) state sanitary and epidemiological requirements of activities (services).

64. Authorized Expert, prints of sanitary-epidemiological conclusion on a special form, non-security printing products with a level of protection against counterfeiting, "B", and transmits the signature chief state sanitary doctor (his deputy).

65. Chief State Sanitary Doctor of the Russian Federation (the subject of the Russian Federation) (his deputy) in the case of agreement with the project of sanitary-epidemiological conclusions sign the attached sanitary-epidemiological conclusion on a special form.

66. If there are comments of the Chief State Sanitary Doctor of the Russian Federation (the subject of the Russian Federation) (his deputy) to the project of sanitary-epidemiological conclusion of the project is sent to an authorized examiner, on completion, with specific comments.

67. Further development of the sanitary-epidemiological conclusions and re-direction of the Chief State Sanitary Physician of the Russian Federation (the subject of the Russian Federation) (his deputy) are produced in terms of ruling out the possibility of violation of terms of providing the public service.

68. Signed by the Chief State Sanitary Doctor of the Russian Federation (the subject of the Russian Federation) (his deputy) of the sanitary-epidemiological conclusion is transmitted to the authorized specialist, an expert for further processing (certification of the official seal, affixing holograms).

Maintenance of a Register of Issued Sanitary-Epidemiological Conclusions

69. The basis for the implementation of administrative procedures for maintaining the register issued by the sanitary-epidemiological conclusion (hereinafter - the Register) is authorized to obtain expert specialist, responsible for issuing the results of the applicant to provide the public service, sanitary and epidemiological certificate signed by the head of Chief State Sanitary Doctor of the Russian Federation (the subject of the Russian Federation) (his deputy), on line (mismatch) activities (services), product requirements of state sanitary and epidemiological rules and norms.

70. The Register is maintained in the form of an electronic database that is protected from damage and unauthorized access. The Register is carried out using specialized software that provides storage and exchange of information.

71. Providing information in the Register on issued sanitary-epidemiological conclusions (reports issued by the formation of the sanitary-epidemiological conclusions, preparation and transmission of information in the registry) is carried out not later than three days from the date of signing of the sanitary-epidemiological conclusion.

72. Registry information is publicly available and posted on a dedicated search engine Upgraded to the Internet at: <http://fp.crc.ru>.

Receipt by Applicant of the Result of Provision of the Public Service

73. The basis for the implementation of administrative procedures for obtaining results by the applicant to provide the public service is authorized to obtain expert specialist, responsible for issuing the results of the applicant to provide the public service, sanitary and epidemiological certificate signed by the head of Chief State Sanitary Doctor of the Russian Federation (the subject of the Russian Federation) (his deputy) .

74. Authorized Expert, on the day of receipt of the sanitary-epidemiological conclusions inform the applicant by phone or e-mail about the availability of sanitary-epidemiological conclusion to the issue.

75. If the applicant within 14 days of being informed by phone or e-mail about the availability of sanitary-epidemiological conclusion to the issue did not show up for his reception, Expert, authorized in writing inform the applicant of the availability of sanitary-epidemiological conclusion to the issue.

76. Prior to the issuance of sanitary-epidemiological conclusion authorized specialist-expert verifies that the documents of identity and authority of the person who appeared for the receipt of the sanitary-epidemiological conclusion (power of attorney for the sanitary-epidemiological conclusion, an extract from the order of appointment, etc.) .

77. The fact of the sanitary-epidemiological conclusion is recorded in the Journal of obtaining sanitary-epidemiological conclusions, which should contain the following information: date of receipt, the recipient's name, number of sanitary-epidemiological conclusions and the date and number of typographical form of sanitary-epidemiological conclusion, surname, initials and signature of the person , received the sanitary-epidemiological conclusion.

78. In the case of sanitary-epidemiological conclusion of non-compliance shall be issued instead of the previously received sanitary-epidemiological conclusion on compliance, the new sanitary-epidemiological conclusion of non-compliance specified number and date of sanitary-epidemiological conclusions, instead of which it is issued.

IV. Forms of Control over Provision of Public Service

Procedure for Routine Control

79. Monitoring the provision of the public service is carried out continuously by authorized experts, for each administrative procedure through Chief State Sanitary Doctor (alternates) performance audits by authorized experts, the provisions of the Regulations, other regulatory legal acts of the Russian Federation.

80. For monitoring the provision of the public service used information obtained in the Registry, official correspondence Rospotrebnadzor (its territorial bodies), oral and written information authorized experts.

81. Cases of violations and the reasons for the timing and content of administrative procedures carried out under the provision of the public service, specialists, experts authorized to immediately inform their supervisors, as well as carry out urgent remedial measures.

82. Authorized professionals, experts are personally responsible for compliance with the terms and order taking, reviewing documents provided by the Regulations, the draft of sanitary-epidemiological conclusion validity and completeness of the information entered in the sanitary-epidemiologic conclusion, the issuance of sanitary-epidemiological conclusion.

Procedure and Frequency of Scheduled and Unscheduled Inspections of Completeness and Quality of the Public Service

83. Monitoring the completeness and quality of the public service involves performing scheduled and unscheduled inspections, completeness and quality of the public service (hereinafter - the inspection), the identification and elimination of violations of the rights of citizens and legal persons, consideration, decision making and preparation of responses to the treatment of applicants, containing complaints about the decisions, actions (inaction) of officials Rospotrebnadzor (or its territorial offices) (hereinafter - the complaint).

84. Inspections can be scheduled (made on the basis of semi-annual or annual work plans Rospotrebnadzor (or its territorial offices) and unscheduled. Testing may also be conducted on a specific complaint of the applicant.

85. The interval between inspections is set Rospotrebnadzor head (his deputy) and / or the head of a territorial authority (deputy).

86. To create an audit committee composed of specialists includes experts authorized Rospotrebnadzor and / or its territorial bodies.

87. Testing is carried out based on the order of Rospotrebnadzor and / or its territorial body.

88. The test results are issued an act of inspection, which highlights the shortcomings and suggestions for their elimination.

89. Inspection report signed by the Chairman and members of the committee, head of the relevant structural unit of Rospotrebnadzor (or its territorial offices) and / or the head of its territorial body.

90. Scanned by the complaint, on receipt familiar with the act.

Liability of Officers of the Rospotrebnadzor and its Territorial Bodies for Decisions and Actions (or Inaction) Taken in the Course of Providing the Public Service

91. As a result of inspections in case of violations of civil rights organizations and the perpetrators brought to justice under the law of the Russian Federation.

V. Pretrial (Extrajudicial) Procedure for Appealing the Decisions and Actions (or Inaction) of Rospotrebnadzor and / or its Territorial Body, as well as Officials of the Agency that Provides Public Service

92. Applicants may appeal decisions made in the provision of the public service (at any stage), actions (inaction) of officials Rospotrebnadzor and / or its territorial body in pre-trial and court procedures.

93. The applicant may file a petition in the following cases:

violation of registration applications for public service;

violation of term of public service;

requirement of the applicant's documents are not provided by regulations of the Russian Federation to provide the public service;

refusal to accept documents, provision of which is stipulated by normative legal acts of the Russian Federation for the provision of the public service, the applicant;

refusal to provide the public service if the grounds for refusal are not provided by federal laws and adopted in accordance with normative legal acts of the Russian Federation;

to require of the applicant in the provision of public service board, not under regulations of the Russian Federation;

refusal by an official of Rospotrebnadzor (or its territorial offices) in correcting typos and errors committed in the issued by the provision of the public service documents, or violation of the due date of such corrections.

94. The complaint shall be registered within three days of receipt in the Rospotrebnadzor (or its territorial offices).

95. The complaint must contain:

name of the body, providing the public service, an official body providing the public service, solutions and actions (or inactions) which are appealed;

surname, first name (last - if available), information on place of residence of the applicant - natural person or a name, information about the location of the applicant - legal person and number (s) contact phone number, address (es), email (if) and postal address to which the reply should be sent to the applicant;

information about the appealed decisions and actions (inaction) of the body, providing the public service, the official organ of the public service;

arguments on which the applicant disagrees with the decision and action (or inaction) of the body, providing the public service, an official body, public service providers.

96. Applicants' complaints filed in writing (in the form of electronic document) remain unexamined in the following cases:

the complaint is not with the name of the citizen (individual entrepreneur) who submitted the complaint, (name of legal entity) and mailing address to which the answer must be sent;

in the complaint are obscene or abusive language, threats to life, health and property officer, and members of his family (the complaint is without consideration, in this case the applicant is informed about the inadmissibility of abuse of rights);

text of the complaint can not be reading (the answer to the complaint is not given, it will not be sent for review, as reported to the applicant if his name and mailing address amenable to perusal.)

97. The basis for the commencement of the pre-trial (extrajudicial) appeal against actions (inaction) of officials Rospotrebnadzor (or its territorial offices) are responsible for providing the public service, the applicant is filing a complaint.

98. The applicant may be represented by the documents (when available), confirming the applicant's arguments, or copies thereof.

99. Applicants have the right to appeal to the Rospotrebnadzor (its territorial office) for information and documents necessary to substantiate the complaint.

100. In the pretrial order the applicants have the right to appeal in writing, by mail, through a multi-center, using the Internet, a single portal of public and municipal services (functions), as well as the complaint may be accepted by personal admission of the applicant:

in Rospotrebnadzor - the decision of the territorial body Rospotrebnadzor, action (inaction) of an official of its territorial body responsible for the provision of the public service;

the head of the territorial body Rospotrebnadzor - in action (inaction) of a territorial authority Rospotrebnadzor responsible for the provision of the public service;

Ministry of Health and Social Development of the Russian Federation - the decision of Rospotrebnadzor, action (inaction) of an official Rospotrebnadzor responsible for the provision of the public service.

101. When you contact the applicants with the complaint in writing or in the form of an electronic document review period it shall not exceed fifteen working days from the date of its incorporation, and in case of appeal against the refusal of the territorial body Rospotrebnadzor, actions (inaction) of a territorial authority Rospotrebnadzor responsible for providing the public service to

accept documents from the applicant or to correct typographical errors and mistakes committed by or in case of violation of the deadline to appeal such corrections - five working days from the date of registration of the complaint, if the Government of the Russian Federation provides otherwise.

102. If the complaint is required to conduct an investigation or inspection, the term of the complaint may be extended, but not more than thirty calendar days of the decision of the official Rospotrebnadzor responsible for examining the complaint, the head of the territorial body Rospotrebnadzor, in which the complaint.

On the extension of the complaint the applicant is notified in writing giving the reasons for its extension in the normal manner.

103. As a result of the complaint agency that provides public service to one of the following decisions:

satisfies the complaint, including in the form of cancellation of the decision, correct typos and errors committed in the issued by the provision of public service documents, return the funds to the applicant, the collection of which is not provided by regulations of the Russian Federation, as well as in other forms;

deny the appeal.

104. Not later than one working day following the day the Rospotrebnadzor or its territorial agencies solutions

(Hereinafter - the decision), the applicant shall be a reasoned response to the outcome of the complaint in the normal manner in writing and, at the request of the applicant in electronic form.

105. The decision shall contain:

the name of the federal executive authority (the Rospotrebnadzor and / or its territorial body), considered the complaint;

number of solutions;

date and place of the decision;

position, name and initials of the officer Rospotrebnadzor and / or its territorial body that made the decision, details of the document confirming his authority to review the complaint;

surname and initials of the person or legal entity who filed the complaint;

being challenged decisions, actions (inaction) Rospotrebnadzor or its territorial body, or official Rospotrebnadzor and / or its territorial body responsible for the provision of the public service, decision, action (inaction) is appealed;

arguments and reasons for a decision on the complaint;

adopted a decision on the complaint;

information on how to appeal against the decision on the complaint.

The decision on the appeal shall be signed by an authorized official of the complaint Rospotrebnadzor and / or its territorial body.

106. Rospotrebnadzor and / or a regional authority shall refuse to consider the complaint in the following cases:

if not complied with the requirements for the content of the complaint referred to the Regulation;

If the applicant has already lodged a complaint with the same content to the court and the complaint accepted by the court, the arbitral tribunal to consider any of it made the decision;

if the subject of the complaint is a decision, action (inaction) of other body which is not authority Rospotrebnadzor, or officer of another body which is not authority Rospotrebnadzor;

if the complaint is filed with the person, whose powers have not been confirmed in accordance with the laws of the Russian Federation;

if there is a decision made in accordance with the requirements of this section of the Regulation in respect of the same applicant and on the same subject of the complaint.

107. In the case of the establishment during or after considering the complaint of the elements of an administrative offense or offenses officer empowered to deal with complaints, directs the available materials to the prosecuting authorities.