

**WEST VIRGINIA BUREAU FOR PUBLIC HEALTH**  
**Public Health Sanitation Division**  
**REQUISITION FOR ENVIRONMENTAL SANITATION FORMS**

County or District

Sanitarian

Food SF-1 - SF50		General SG51 - SG99 EG1 - EG25		Milk SM100 - SM150		Recreation SR151 - SR175 ER26 - ER50		Sewage SS176 - SS250 ES51 - ES75		Water SW251 - SW300 EW76 - EW100	
Form No.	Quantity	Form No.	Quantity	Form No.	Quantity	Form No.	Quantity	Form No.	Quantity	Form No.	Quantity

**INSTRUCTIONS:**

1. **INSERT** name of county or district, and sanitarian in the space provided at top of requisition form.
2. **FORM NUMBER:** In this column list just the index form number of the forms desired. Example: If the form you are requisitioning is SF-23 - *FOODHANDLERS RECORD FORM*, simply insert the number 23 under the column marked FOOD SF-1 - SF-50, or if you are requisitioning EG-5 - *DESIGN OF SMALL INCINERATORS*, insert the number 5 under the column marked GENERAL SG-51 - SF-100, EG-1 - EG-25.
3. **QUANTITY:** In this column insert the amount of forms needed.
4. **DOUBLE CHECK** to be certain that the form numbers you are inserting on the Requisition Form correspond to the form numbers on your copy of the *INDEX TO ENVIRONMENTAL SANITATION FORMS - A-25* in your Manual of Environmental Health Procedures.
5. **CONSOLIDATE** all requisitions for forms on **one** requisition blank. In units having more than one sanitarian, consolidate all requisitions for forms for all sanitarians in that department on one Requisition Form.

Submit the completed Requisition for Environmental Sanitation Forms to the Public Health Sanitation Division in Charleston or your District Office.