

	West Virginia Department of Health and Human Resources				
	MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES				
Section	Administration	Date	June 6, 2001	Procedure #	A-16
Subject	SG-61, Sanitarian's Monthly Activity Report and Guidelines for Completing SG-61			Page	1 of 1

Attached is a revised copy of form [SG-61, Sanitarian's Monthly Activity Report](#) and revised [Guidelines for Completing SG-61](#). The revised monthly activity report is a product of the State/Local Environmental Health Liaison Committee which recognized the need to more accurately record sanitarian, non-sanitarian and leave activities and have a data storage/retrieval system for those activities statewide.

You should plan to officially begin using the revised report July 1, 2001. Please mail the completed reports (either the SG-61 or HealthStat printout) to the Public Health Sanitation Division by the 10th day of the following month. Composite reports are still requested from those health departments having more than one sanitarian.

A system for electronic reporting is still in the developmental stage. All efforts are being made to utilize software presently within local health departments. The ultimate goal of the system is to allow each local health department to upload their reports electronically to this office.

Copies of the monthly report can be obtained from either the District Offices or the Public Health Sanitation Division. Please contact the Public Health Sanitation Division if you have any questions.

References

History Replaces A-16 dated May 12, 1992

Attachments [SG-61, Sanitarian's Monthly Activity Report](#)
[Guidelines for Completing SG-61](#)