The West Virginia Bureau for Public Health is charged with promoting the provision of the essential public health services and with monitoring the administration, operations and coordination of local boards of health. Concomitantly, local boards of health are responsible for directing, supervising and carrying out matters relating to the public health of their respective counties or municipalities to ensure the consistent performance of duties relating to basic public health services and other health services and the enforcement of the laws of this state pertaining to public health. In recognition of their respective duties, the Bureau will endeavor to provide assistance to local boards of health by providing personnel, equipment, supplies and/or services in order to assist local public health departments to provide basic public health services and to preserve and protect the health, safety and welfare of the citizens of the State of West Virginia.

Local Health Departments (LHDs) in need of assistance from the Office of Environmental Health Services (OEHS) may request the OEHS to provide:

- Technical Assistance;
- On-the-Job Training;
- District Sanitarian County Visits; and
- Assistance to perform routine duties and respond to environmental public health emergencies (disasters, outbreaks, etc.) by providing personnel, equipment, supplies and/or services, including conducting inspections and investigations.

This procedure defines the procedures that are required to request OEHS assistance.

Technical Assistance in the Field: LHDs seeking technical assistance in the field shall contact their respective OEHS District Office or the OEHS Central Office, by telephone or in writing, to request assistance from a District Sanitarian, District Engineer or Public Health Sanitation (PHS) program staff. Contact information can be found at the following website: [http://www.wvdhhr.org/phs/index.asp](http://www.wvdhhr.org/phs/index.asp) The LHD will provide a description of the assistance needed. OEHS will determine the level of assistance that can be provided and facilitate the provision of the technical assistance request if approved. Time and effort related to the request will be documented by OEHS.

On-the-Job-Training (OJT): Upon completion of the classroom portion of Sanitarian Training Class as required by W.Va. Code § 30-17, a new Sanitarian must complete 32 hours of on-the-job- training as per the attached Procedures for Food Establishment Field Training document with an assigned District Sanitarian. The OEHS District Sanitarian will document their time provided to conduct OJT.

District Sanitarian County Visits: District Sanitarians schedule visits to their assigned LHDs when their schedule allows and if needed can provide technical field assistance during the
county visit. The OEHS District Sanitarian will document their time during scheduled county visits.

Request for Assistance to Perform Routine Duties: LHDs seeking assistance from OEHS to perform routine environmental health duties and/or respond to environmental public health emergencies must follow the following procedures to seek approval from the West Virginia Bureau for Public Health (WVBPH):

- A written request (e-mail is acceptable) for assistance must be submitted to the PHS Division Director by the Local Health Administrator or Local Health Officer, and include the following:
  - the personnel, equipment, supplies, and/or services requested;
  - requested by,
  - the anticipated period of time personnel, equipment, supplies, and/or services will be needed;
  - responsibility for enforcement; and
  - acknowledgement that reimbursement may be requested.

- The PHS Division Director will determine whether the requested personnel, equipment, supplies, and/or services can be committed to the request ing LHD.

- Upon a determination that the request can be fulfilled, prepare and submit a recommendation to the Commissioner’s Office for consideration.

- Upon notification of the approval of the request by the Commissioner, LHD will be notified and the requested personnel, equipment, supplies, and/or services will be dispatched, to the extent available, to the LHD in accordance with the following guidelines:
  - State generated inspections forms must be utilized and any inspection conducted by OEHS Sanitarians will be considered and designated as state inspections when provided to the LHD.
  - OEHS Sanitarians will use state credentials when conducting these inspections. LHD credentials cannot be accepted or utilized.
  - OEHS Sanitarians cannot enter data into the Environmental Health Reporting System through an LHD portal.
  - OEHS Sanitarians must use state issued equipment. This includes computers, vehicles, inspection equipment, etc.
  - OEHS Sanitarians will be required to document time and mileage related to these activities.
  - Assistance by OEHS is subject to cost reimbursement from the LHD. OEHS will advise the LHD before or following completion of work if cost reimbursement will be implemented.

- In the event that requested personnel, equipment, supplies, and/or services cannot be provided, the LHD will be notified immediately.


References: *W.Va. Code* § 16-1-6(e) and *W.Va. Code* § 16-2-11(a)(5)

History

Attachments: OJT – Field Training Requirements