GUIDELINES FOR COMPLETING SG-61
SANITARIAN’S MONTHLY ACTIVITY REPORT

PROGRAM CODES

ADMINISTRATION

1. **Annual Report / Program / Business Plan** – Activities related to preparing the environmental health annual report, the program plan and the business plan.

2. **Board of Health / Health Officer / Administrator / Administration** – Activities related to the Board of Health/Health Officer/Administrator and/or activities related to acting as the Administrator for a Local Health Department (LHD). This includes Board of Health (BOH) reports and BOH meetings as well as Health Officer and Administrator reports and meetings. Any activity involved with the administration of a LHD (except for fiscal responsibilities, i.e., payroll) shall also be included.

3. **Budget / Fiscal Management** – Activities related to the preparation and/or management of the Environmental Health Budget, fees for service, grant management and other Environmental Health Fiscal responsibilities. Any activity related to the fiscal responsibility of the LHD shall also be included (i.e., payroll).

4. **Daily / Monthly / Expense Account** – Activities related to generating daily reports, monthly reports and expense accounts.

5. **Program / Personnel Evaluation** – Activities involved with evaluating Environmental Health programs or with personnel issues. Examples include performance appraisals, disciplinary action, interviewing and staffing functions.

TRAINING AND EDUCATION

6. **Committee / Association** – Activities related to Committees and Associations at the Local, State and Federal level.

7. **Public Education / Relations** – Activities related to enhancing the community’s knowledge or understanding of environmental health programs and issues. Examples include news releases, press interviews and town meetings.

8. **Supervision Provided / Received** – Activities related to supervision provided or received regarding Environmental Health programs. Supervision provided for staff of a LHD in which the sanitarian is the Administrator should be recorded under Program Code #2.

9. **Training Provided** – Activities related to training provided. An example is Food Service Worker Training.

10. **Training Required** – Activities related to training required or received. Examples include courses attended, staff meetings and conferences.
DISASTER AND DISEASE

11. **Asbestos** – Activities related to the asbestos program. Examples include education, technical assistance and acting as a liaison between the LHD and the State Radiation Toxics and Indoor Air Division (RTIA).

12. **Disaster Preparedness / Response** – Activities related to disaster preparedness and response. Examples include work with the Local Emergency Planning Committee (LEPC), mock disasters, floods and fires.

13. **Disease Control / Epidemiology** – Activities related to communicable infectious diseases. Examples include foodborne, waterborne, chemical, toxic, bio-terrorism and infectious waste.

14. **Indoor Air Quality** – Activities related to investigation and sampling of indoor ambient air dusts or debris. Examples include education, technical assistance and acting as a liaison between the LHD and RTIA.

15. **Injury Prevention** – Activities related to injury prevention efforts. Examples include playground safety, firearms safety, head injury trauma and fire safety.

16. **Lead** – Activities related to the lead program. Examples include education, technical assistance and acting as a liaison between the LHD and RTIA.

17. **Rabies Control** – Activities related to monitoring and preventing the transmission of the rabies virus. An example is submission of a dog head for testing.

18. **Radon** – Activities related to the radon program. Examples include education, technical assistance and acting as a liaison between the LHD and RTIA.

19. **Tattoo / Body Piercing Studio** – Activities related to tattoo/body piercing studios and/or tattoo/body piercing artists.

20. **Vector Control** – Activities related to control and elimination of insects, rodents, birds, and other vectors which serve as reservoirs for various vector-borne diseases.

21. **Clean Indoor Air Regulation** - Activities related to the LHD Clean Indoor Air Regulation (if applicable to your LHD.) Examples include education, inspection and enforcement of the local Regulation.

22. **Community Health Promotion** – Activities related to Community Health Promotion projects your LHD conducts. Examples include community assessments and evaluations.

23. **Special Projects** – Activities related to any Special Projects your LHD may conduct. Examples include weed control and salvage yards.
24. **Food Establishment** – Activities related to food establishments. Examples include restaurants; retail food stores; retail food store specialty departments; satellite or catering feeding locations; food banks; institutions; school lunch programs; mobile food units; vending machines; and temporary food stands.

25. **Food Manufacturing** – Activities related to commercial operations which manufacture food for human consumption but do not provide food directly to the consumer. Includes wholesale food manufacturers and processing plants include bakeries; candy manufacturers; and ice plants. An example is the sampling of suspected adulterated food or beverages.

26. **Milk** – Activities related to the production, transportation, processing, handling and/or the distribution of raw and/or finished milk and milk products.

27. RESERVED

28. RESERVED

29. RESERVED

30. RESERVED

31. RESERVED

**Housing/Institutions**

32. **Bed and Breakfast** – Activities related to the bed and breakfast program.

33. **Child Care Facility** – Activities related to child care centers. Includes day care centers, preschool programs and family day care facilities.

34. **Home Loan** – Activities related to the initial investigation and evaluation of residential water supply and/or wastewater disposal systems, including samples collected for FHA, VA, FmHA, or conventional home loan approvals. If a new or modified water supply or septic tank system is necessary, the time and activity is credited to the respective program.

35. **Housing** – Activities related to the planning of housing developments and inspection of existing housing facilities for physical deficiencies.

36. **Institution** – Activities related to a public or private facility established by an organization or corporation for the purpose of providing higher education, care, training, rehabilitation or other similar services or functions. Examples include jails, prisons, detention centers, colleges and universities (colleges and universities inspected on a complaint basis only).

37. **Labor Camp** – Activities related to the housing of workers and laborers. The housing facilities may be in operation year-round or seasonal. Also includes railroad work camps and work trains.
38. **Mobile Home Park** – Activities related to facilities having two or more mobile homes.

39. **Motel / Hotel / Lodging** – Activities related to motels, hotels, tourist homes and sleeping rooms.

40. **Other Care Facility** – Activities related to residential care facilities, halfway houses, work release centers, medical care facilities, non-disaster emergency shelters, group homes and adult care facilities.

41. **Public Restroom** – Activities related to the inspection and/or evaluation of public restrooms. Examples include investigating complaints on public restrooms NOT under another LHD permit (i.e., a complaint on a public restroom in a Food Establishment would fall under #24 *Food Establishment*).

42. **School** – Activities related to public, private, or parochial schools which provide primary and secondary education (K - 12). (For colleges and universities, see *Program Code #36, Institutions*.)

**RECREATION**

43. **Campground** – Activities related to camping areas, where tents, trailers, or other recreational vehicles are used for intermittent habitation.

44. **Fair / Festival / Mass Gathering** – Activities related to mass gatherings of people for short time periods for meetings, festivals, social gatherings, concerts, or other similar purposes.

45. **Indoor Pool** – Activities related to indoor swimming pools.

46. **Organized Camp** – Activities related to organized camps.

47. **Outdoor Pool / Bathing Beach** – Activities related to outdoor swimming pools and bathing beaches.

48. **Park / Forest / Playground** – Activities related to recreational facilities operated by governmental agencies, community or civic clubs.

49. **Spa / Hot Tub / Whirlpools** – Activities related to spas, hot tubs, or whirlpools.

**SEWAGE**

50. **Alternative System** – Activities related to non-conventional sewage disposal systems which are not otherwise identified under programs 51-54 below.

51. **Home Aeration Unit** – Activities related to sewage disposal by means of a home aeration unit.

52. **Individual Sewage System** – Activities related to on-site sewage disposal by means of a conventional on-site sewage disposal system.
53. **Package Plant / Pond** – Activities related to sewage disposal by means of a treatment plant or stabilization pond. Example includes acting as a liaison between the LHD and the State Department of Environmental Protection (DEP) when inspecting an operation that is under a LHD permit (i.e., School, Mobile Home Park, Campground, etc.) and relating any sewage operational deficiencies to DEP.

54. **Public Sewage System** – Activities related to the collection and disposal of sewage by a public system. Example includes acting as a liaison between the LHD and the State Environmental Engineering Division (EED).

55. **Sewage Tank Cleaner** – Activities related to the vehicles used for cleaning and servicing septic tanks and for conveying sewage waste.

56. **Subdivision** – Activities related to the investigation, evaluation and assistance in the laying out and reviewing of plats, lots and parcels of land being developed for residential use.

**WATER**

57. **Bottled Water** – Activities related to the processing and/or manufacturing of bottled water to be offered for human consumption. Examples include the surveillance of bottled water in establishments under a LHD permit (i.e., Food Establishments) or other observed locations, including advertising in newspapers, on radio or TV of non-permitted bottled water; and acting as a liaison between the LHD and the State Public Health Sanitation Division (PHS).

58. **Community Supply** – Activities related to the source, pumping, storage and distribution of water from a system which has fifteen (15) or more service connections or regularly serves twenty-five (25) or more people throughout the year.

59. **Individual Supply** – Activities related to the source, pumping, storage and distribution of a water supply owned by an individual and used primarily by the individual’s family.

60. **Non-Community Supply** – Activities related to the source, pumping and distribution of water from a system which serves a transient or non-residential population of twenty-five (25) or more people per day at least sixty (60) days per year. Includes activities related to hauling water.

**OTHER**

61. **Non-Sanitarian Activities / Leave Time** - Activities which do not fall under a sanitarian’s regular duties or time away from the office. Examples include assisting clinical activities, maintenance or repair work for the LHD, annual leave, jury duty, military leave, sick leave, etc.
1. **Inspection / Investigation** – Any investigative activity to determine compliance with applicable public health laws or rules after which an inspection or investigation report is filed. Such report shall consist of a formal written document: either a prescribed form indicating compliance or non-compliance, or a written letter or similar document that is definitive in evaluating a program activity.

2. **Field Evaluation / Conference** – An on-site evaluation or conference, other than a formal inspection or investigation, where consultation, advice, counsel or information is provided or obtained; and directly applicable to the site that the Sanitarian is physically observing and/or documenting.

3. **Sample** – Activities related to any material or object that is to be collected, prepared and submitted to a laboratory for analysis.

4. **Enforcement / Notice / Court Appearance** – Activities related to enforcement of public health laws and rules. Includes court appearances, notices, warrants, permit suspensions / renovations and hearings.

5. **Correspondence Filing / Data Entry** – The preparation of permits, memoranda, letters or correspondence necessary to carry out the environmental health program. Also recorded here is the posting, filing and data entry responsibilities relative to the program.

6. **Conference / Meeting** – Consultations or conversations pertinent to the department’s normal operations, or a scheduled assembly having a planned agenda where information or consultation is provided.

7. **Plan Review** – The review of construction plans that have been submitted for approval and applications for permit where review is necessary. Includes plans for all programs and types of facilities.

8. **Research / Report** – Efforts expended to acquire sufficient information and data to prepare for a verbal or written presentation or in developing internal health department protocols regarding an environmental program.

9. **Complaint** – The initial investigation of a potential public health related situation in which a request or petition has been submitted to the department.

10. **Telephone** – Contacts with the public or other individuals in which the telephone is used.

11. **Non-Sanitarian Duties** - Activities which are conducted which do not fall under a regular sanitarian’s normal function job description. Examples include assisting with clinics, LHD maintenance work, work as the LHD Administrator, LHD payroll, etc.

12. **Annual Leave** – Leave used for vacation or personal reasons.
13. **Sick / Maternal / Family / Funeral Leave** – Leave taken for illness or injury; death in the immediate family; routine medical/dental appointments; exposure to contagious disease as determined and verified by a physician; illness or routine medical/dental appointments for a member of the immediate family.

14. **Jury Duty** – Obedience to a subpoena or direction by proper authority, he or she serves upon a jury or appears as a witness before any court or judge, any legislative committee, or any officer, board, or body authorized by law to conduct any hearing or inquiry. This shall not apply in cases where the employee is a litigant, defendant or other principal party or has a personal or familial interest in the case.

15. **Office Closed** – Examples include bomb threats, inclement weather or other times when the LHD must be closed.

16. **Military Leave with Pay** – Leave of members of the National Guard or any Reserve Component of the Armed Forces of the Federal Government.

17. **Leave of Absence with Pay** – Examples include educational leave with pay.

18. **Lunch** – Compensable work time when employees normally are relieved of duties.

19. **Holiday** – Time taken off when declared a ‘Holiday’ by the State.

20. **RESERVED**