HEADQUARTERS, MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

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BO P6240.4
15/WJP/mas
16 Feb 1967

BASE ORDER P6240.4 w/ch 1, 3, 4

From: Commanding General
To: Distribution List

Subj: Regulations governing Sanitary Operation of Establishments under the jurisdiction of the Commanding General, Marine Corps Base, Camp Lejeune; promulgation of

Ref: (a) Manual of the Medical Department, U. S. Navy
(b) Manual of Naval Preventive Medicine, NAVMED P-5010
(c) BO 4061.1B
(d) BUMEDINST 6240.4
e. U.S. Public Health Service Drinking Water Standards 1962
f. NAVDOCKS MO-218, Operation & Maintenance of Water Supply Systems
g. Standard Methods for the Examination of Water

Encl: (1) LOCATOR SHEET

ch 1

1. Purpose. To promulgate sanitation regulations that supplement and implement the policies and instructions contained in U. S. Navy Regulations, Manual of the Medical Department, Manual of Naval Preventive Medicine, various technical publications, and other pertinent directives issued by higher authority. It is also intended that this order will provide information on preventive medicine standards and practices and to serve as a guide that will assist all personnel concerned in attaining and maintaining acceptable sanitary standards.

2. Cancellation. Base Orders 6240.1B and 6240.2A

3. General Information. The fields of Environmental Sanitation and Preventive Medicine include, in general, the inspection, investigation, laboratory analysis and technical supervision of food service facilities, water supply, sewage and waste disposal, sanitary aspects of living spaces and housing, barber and beauty shops, insect and rodent control, communicable disease control and other elements not specifically mentioned above which may affect the health and well-being of military and civilian personnel of this station. Liaison and cooperation with local, county, state, and federal agencies by station Environmental Sanitation personnel in various public health programs shall be actively maintained.

4. Scope. The instructions contained in sections (1) through (10) apply to all activities over which the Base Medical Officer has sanitary responsibility.

5. Action. Sections (1) through (10), as appropriate, shall be brought to the attention of responsible personnel for information and compliance. The

procedure for inspection and reporting shall be as follows:

a. Inspections. The Environmental Sanitation Officer, under the direction of the Base Medical Officer, shall conduct periodic and unscheduled inspections to determine compliance with subject regulations as set forth in sections (1) through (10).

b. Reports. The Base Medical Officer will submit reports, as needed, to the Commanding General concerning matters of sanitation and public health which might adversely affect the health of military personnel, their dependents residing on and off station in government quarters and civilian personnel employed on the station. Special reports will be submitted on situations requiring immediate correction. The Base Medical Officer will recommend measures to remove or correct the cause of non-compliance with subject regulations when appropriate.

6. Certification. Reviewed and approved this date.

W. T. Bray
W. T. BRAY
Chief of Staff

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BO P6240.4 Ch 1
16/JJM/rme
1 Aug 1969

BASE ORDER P6240.4 Ch 1

From: Commanding General
To: Distribution List

Subj: Regulations governing Sanitary Operation of Establishments under the jurisdiction of the Commanding General, Marine Corps Base, Camp Lejeune; promulgation of

Encl: (1) New Page V and Section XI to subject order

1. Purpose. To direct pen changes and transmit new Page V and Section XI to the Basic Order.

2. Action

a. Under reference, add:

"(e) U. S. Public Health Service Drinking Water Standards 1962"

"(f) NAVDOCKS MO-210, Operation and Maintenance of Water Supply Systems"

"(g) Standard Methods for the Examination of Water"

b. Insert new page V and Section XI.

3. Certification. Reviewed and approved this date.

James M. Callender

JAMES M. CALLENDER
Chief of Staff

DISTRIBUTION: "A"

plus: Asst CofS SupServ (Food Director) 100
MCEX Officer 50
Medical Officer 5

HEADQUARTERS, MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542

BO P6240.4 Ch 3
16/WJW/rme
8 May 1972

BASE ORDER P6240.4 Ch 3

From: Commanding General
To: Distribution List

Subj: Regulations governing Sanitary Operations of Establishments under the jurisdiction of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina; promulgation of

1. Purpose. To promulgate a pen change to the basic Order.

2. Action. Change paragraph 11.b.(2)(a)3. of basic Order to read as follows:

"3. Freedom from evidence of acute or chronic inflammatory conditions of the respiratory tract as determined by the medical officer or his designated representative."

3. Certification. Reviewed and approved this date.

H. L. WILKERSON
Chief of Staff

DISTRIBUTION: "A"

plus: Asst CofS SupServ (Food Director) 100
MCEX Officer 50
Medical Officer 5

BO P6240.4
16 Feb 1967

LOCATOR SHEET

Subj: Regulations governing Sanitary Operation of Establishments under the jurisdiction of the Commanding General, Marine Corps Base, Camp Lejeune; promulgation of

Location: _____
(Indicate the location(s) of the copy(ies) of this publication.)

ENCLOSURE (1)

RECORD OF CHANGES

Log complete change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change
1				
2				
3				
4	5 Jul	7 Jul	11 Jul	L. Preston

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SECTION I

101. Food Service Facilities

1. Scope and Objective.

a. These regulations set forth sanitation standards for the control of all facilities engaged in the preparation, serving or dispensing of foods and beverages destined for human consumption within the command responsibility of the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina.

b. No food or beverage shall be sold on the Marine Corps Base, Camp Lejeune, North Carolina, other than that available in general messes, cafeterias, exchanges, clubs, canteens, commissary stores or other authorized places.

2. Definitions.

a. The term "food service facilities" includes all appropriated and non-appropriated fund activities plus appurtenances thereto, which deal in food or drink, including alcoholic beverages.

b. The term "food service personnel" includes all persons, military and civilian, who supervise, cook, prepare or serve food or drink, including those who provide accessory services, to appropriated and non-appropriated fund activities.

3. Structural Standards for Facilities and Equipment. Structural features of all food service facilities shall meet the following criteria regarding construction:

a. Construction material will be of such nature, and the equipment will be installed in such a manner as to facilitate cleaning and maintenance under the various conditions of use.

b. Floors. The floors of all rooms or spaces in which food or drink is stored, prepared, or served or in which utensils are washed, shall be of smooth construction to facilitate cleaning. Floors should be free from cracks, holes and openings around piping to aid in insect and rodent control.

c. Walls and Ceilings. Walls and ceilings shall be kept in good repair. Kitchens shall have a smooth, washable surface up to the level reached by splash or spray. They shall be free of cracks, holes, and openings around piping to aid in insect and rodent control.

d. Doors and Windows. All doors and windows shall be in good repair and shall be effectively screened. Doors shall be self-closing. High velocity fans, properly placed over doors, in such a position that a direct air current is blown against the doorway tends to repel flies when the doors are opened frequently.

e. Lighting. All rooms in which food or drink is stored or prepared or in which utensils are washed, shall be well lighted to permit efficient working conditions.

f. Ventilation. Rooms in which food or drink is stored, prepared, or served, or in which utensils are washed, shall be adequately ventilated. Galleys and dishwashing areas will be provided with exhaust type ventilators to remove atmospheric contamination or steam from the area.

g. Water Supply. Hot and cold running water, under pressure, shall be available in all rooms in which food or drink is prepared, or utensils are washed. The water supply shall be adequate in quantity and of a safe, sanitary quality. No physical cross-connection shall be permitted between the potable water distribution system and any other system containing water of questionable quality, or any other contaminating or polluting substance.

h. Toilet and Lavatory Facilities. Food service facilities shall be provided with adequate toilet and lavatory facilities, in convenient locations, in order to maintain high standards of personal hygiene for food service personnel and to minimize transmission of disease.

(1) Lavatory facilities shall consist of hot and cold running water, soap, or detergent in a dispenser, and disposable single service towels. The use of the common towel is prohibited.

(2) Hand brushes shall be available for care of the nails.

(3) Signs shall be conspicuously posted directing all personnel to wash their hands after using toilet facilities.

i. Construction of Utensils and Equipment.

(1) All equipment and utensils used in food service facilities should be constructed of non-toxic materials and should be so designed, constructed and mounted as to permit easy cleaning.

(2) Equipment should not contain inaccessible spaces in which moisture or soil may accumulate, or in which vermin may find harborage.

(3) Metal sealer strips should be used between nonportable pieces of equipment to prevent food particles from getting into inaccessible spaces.

(4) Equipment and utensils should be so constructed as to be capable of being maintained in a state of good repair.

(5) Permanently placed equipment should be mounted or installed in such a manner as to permit proper cleaning, and sanitary maintenance of such equipment, as well as other equipment, floor and wall surfaces in the immediate vicinity.

(6) Equipment shall be so mounted that accumulations of water, food, debris, or vermin will not collect in inaccessible places.

(7) Equipment should be 6 inches away from walls and adjacent equipment. It should be 6 inches off the floor or sealed to the wall or floor on all sides.

(8) All food service equipment shall be free from submerged fresh-water inlets.

(9) All surfaces of equipment and utensils which come into direct contact with food will be impervious, corrosion resistant, and of smooth construction.

(10) Surfaces should be easily cleanable (without cracks, chipped places, or crevices) to permit continuous maintenance in a sanitary condition.

(11) Cadmium plating, lead, or other injurious materials will not be used in food preparation or service equipment and utensils, except that solder containing a minimum of lead may be used in jointing.

(12) Enamelware will not be used for any purpose connected with the operation of a food service establishment.

(13) Faucets, drains, drain valves, drain lines and other fittings will be of seamless construction and easily disassembled for thorough cleaning.

(14) Large food paddles used in steam kettles shall be constructed of aluminum, stainless steel, or other approved materials. Wooden paddles SHALL NOT be used.

j. Sanitation Maintenance.

(1) The entire physical plant of the food service facility and its environs will be maintained in a scrupulously clean condition at all times.

(2) Rodent and vermin-proof containers constructed of rust-proof metal and having water tight bottoms and tight fitting lids will be used to collect all garbage and refuse.

(3) All liquid wastes should be disposed of promptly in an approved sanitary manner.

(4) No trash piles or accumulation of rubbish which may provide harborage and shelter for rodents will be permitted within the area.

k. Fly Control.

(1) All food service facilities will be thoroughly and effectively screened throughout unless other measures, such as air conditioning, solid doors, etc., preclude the need.

4. Wholesomeness of Food and Drink.

a. All food and drink shall be clean, wholesome, free from spoilage, and so prepared and stored as to be safe for human consumption.

b. No person shall serve or offer to serve ready to eat food that has previously been served and exposed to a patron.

c. Food shall be considered adulterated if it consists in whole or in part of any filthy, putrid, or decomposed substance, or if otherwise unfit for consumption; or if prepared, packed, or held under unsanitary conditions whereby it may have been rendered injurious to health.

d. All purchasing agencies for appropriated and non-appropriated fund activities shall purchase foods only from establishments that are listed in the Army Area Directory listing, the local approved lists or on the lists of other recognized Federal Inspection Agencies.

e. Upon delivery, the Medical Officer or his representative is required to inspect for fitness for human consumption all perishable foods to be used by an authorized mess.

5. Sanitation of Food Service Equipment and Utensils.

a. General Principles. Since it is impracticable to isolate every person who may be infectious or who may be a carrier of pathogens, it is essential to the public health to wash properly, rinse and sanitize all eating and drinking utensils as well as equipment used to prepare, cook, and serve food. To obtain the desired objective of rendering common eating and drinking utensils free from pathogenic organisms, it is necessary that recommended equipment be furnished and that this equipment be properly operated. This equipment will include provisions for sufficient hot water, dish-washing machine with accurate thermometers; or adequate sinks, chemicals, and test methods to enable the operators to attain the goals established by accepted standards.

b. Dishwashing and Sanitizing Equipment. Two methods of dishwashing, hand or machine, may be used in food service facilities for the proper treatment of utensils exposed to contamination by food preparation and service. Each method demands its own particular equipment. Frequently, a combination of the two may be encountered, since considerable hand work is necessary to properly operate even the most modern design of "automatic" dishwashing machines. The washing and sanitizing operations must be clearly understood by the supervisory personnel and the operators. All must be fully alert to the hazards associated with so-called "shortcuts" and slipshod dishwashing and sanitizing procedures.

(1) Manual or hand dishwashing equipment requires at least a two-compartment sink. A three-compartment sink is preferred. Accessories to the sink will include dip-and-drain baskets, drainboards, booster heaters, thermometers for hot water sanitizing and/or sanitizing agents. In addition, an adequate supply of hot fresh water, brushes, and dishwashing detergents is necessary. Supplementary equipment should consist of covered garbage receptacles or garbage grinders, soiled-dish storage facilities with scraping and sorting arrangements, a prewash or prerinse device and clean-dish storage facilities.

(2) Dishwashing machines in general use are classified as one tank or multiple tank machines. Accessory equipment shall include soiled-dish tables, scrap and prerinse equipment, a plentiful supply of 140 degree F. hot water plus booster heaters to supply 180 degree F. hot water for rinsing, dish and silverware racks, an adequate supply of dishwashing compound. Other accessories may include a dishwashing compound feeder or dispenser which may be mechanical or electronic, a rinse injector which introduces a wetting agent into the final rinse water, storage racks, soiled-dish carts, clean-dish carts, and scraping blocks in the soiled-dish tables.

c. Dishwashing Methods. Dishes shall be washed by hand or by machine in accordance with the following instructions:

(1) Manual or hand dishwashing procedures shall include:

(a) Sorting and Scraping. Scraping is the removal of gross particles of food or refuse from the dishes and should be accomplished upon arrival of the dishes at the sink. Scraping may be done with the hand, rubber scrapers or approved brushes. Chipped or cracked glasses or dishes shall be segregated at this point for proper disposal.

(b) Prewashing. Dishes shall be prewashed by a stream or spray of warm water under line pressure or by a stream of recirculated water in a prewash spray especially built for this purpose. The wash sink may be used provided it is drained and cleaned before being filled for the dishwashing process.

(c) Washing. Water for washing dishes shall be as hot as the hands can stand, usually between 110 and 125 degrees F., to which the recommended amount of detergent has been added. Glassware shall be washed first, followed by silverware. Brushes shall be available for use as needed. The silverware is followed by the dishes, and concluded with the pots and pans. Both the wash water and the intermediate rinse water will be changed as frequently as necessary to avoid carry-over.

(d) Sanitizing. The dishes shall be sanitized immediately after washing in a manner set forth in paragraph 5.d., "Sanitizing Agents".

(2) Machine Dishwashing Procedures Shall Include:

(a) The preliminary processes of sorting, scraping, and

prewashing or prerinsing utensils will be accomplished as previously described under hand or manual dishwashing procedures.

(b) Assembling the Machine. The component parts of the machine shall be properly assembled, such as installing the suction and overflow strainers, scrap trays, spray arms and jets (taking care to adjust jets and to align them properly), and hanging curtains correctly.

(c) Machine Operation. Wash and rinse tanks should be filled with water and steam or booster heaters turned on to ensure temperatures of 140 degrees to 160 degrees F. in the wash tank and not less than 180 degrees F. in the rinse tank. If the water supply will not maintain these temperatures, a booster heater is necessary. Machines will be so timed so that utensils are exposed to the machine sprays for the prescribed wash and rinse periods as listed in the operating instructions.

(d) Racking the Dishes. Separate racks shall be used for articles of different types or shapes. Cups, plates, bowls, glasses, etc., are not to be piled in one rack at the same time. Cups and bowls will be placed so that the bottoms are "up". Care must be exercised to ensure that clean utensils are not contaminated by careless handling after having been through the washing and sanitizing operation.

(e) Detergent or Cleansing Agents. Only approved types of detergent compounds shall be used in dishwashing operations. Detergent concentration will be added and maintained, as recommended, by the feeding system in use. Care will be taken to avoid feeding too much detergent and consequent carry-over to the rinse tank which may cause water spotting. Cleaning can be less than efficient by use of ineffective compounds, nonstandard items, or soaps.

(f) Drying. If high humidity air or excessive steam vapors are present in the room where the dishwashing machine is operated, suitable exhaust will be provided for their removal. Sufficient clean dish-table area will be provided to permit adequate drying time before the racks are unloaded. All utensils and dishes will be air dried. Towels shall not be used.

(g) Machine Maintenance. Dishwashing equipment shall be thoroughly cleaned and disassembled at the end of each washing period in accordance with current operating instructions.

(3) Dishrags shall never be used in either the manual or machine dishwashing routines, since these rags accumulate grease, food particles, and stains that serve as ideal culture media for bacterial growths which spread to any article with which they come in contact during the washing process.

(4) Personnel. Dishwashing machine operators will be properly trained in the cleaning and sanitizing of dishes and the public health

hazards of improperly washed dishes. Supervisors will be responsible for the dishwashing operation, and also for the training and supervision of operators.

d. Sanitizing Agents.

(1) General. Although heat methods of sanitizing will be utilized on utensils used in the preparation and serving of foods, chemical sanitizers may be authorized in emergencies, or in those facilities using bar-type service for glassware only, provided proper detergents and glass-washing brushes are used in the cleaning process. All surfaces must be thoroughly clean for chemical sanitizing to be effective.

(2) Hot Water Sanitizing. Hot water is the most effective, most easily checked, and probably the least expensive method for sanitizing eating and drinking utensils and is considered to be the method of choice. It is mandatory that all surfaces be completely immersed or exposed to hot water, the temperature of which is, or exceeds, 180 degrees F. for a period of at least one (1) minute or at least two (2) minutes at 170 degrees F.. Dial-type thermometers, with thermocouples, installed with the dial in a conspicuous place at eye level, are preferred and recommended over general purpose or pocket-type thermometers which are subject to breakage or loss.

(3) Chemical Sanitizing. The use of chlorine or other chemical sanitizing agents requires immersion in or exposure to solutions containing sufficient strength of the agent to destroy pathogenic micro-organisms. All contact surfaces must be wetted by the sanitizing solution.

(a) Hypochlorites. When hypochlorites are used, immersion shall be for at least one (1) minute in a minimum of 50 ppm free available chlorine solution. After adding chlorine to obtain an initial concentration of 200 ppm, allow to stand for thirty (30) minutes before using to insure that the concentration of chlorine is at least 50 ppm. The solution will be discarded when the strength is below 50 ppm. Chlorine solutions are unstable in water in high concentrations, and this increases with rise in temperature; therefore solutions shall be lukewarm (70-80 degrees F.).

(b) Liquid Iodine-Type Disinfectant. This standard stock item, when used in recommended dilutions, has a rich amber color which remains constant during germicidal action. When the color fades, effectiveness is reduced, thus giving the user a visual check on proper solution. Immersion shall be for at least one (1) minute in a 25 ppm solution and at a temperature of 70-80 degrees F..

(c) Strength Determination. The following tables indicate the amount of chlorine compound and iodine-type disinfectant to use for initial dilution of 20 ppm for available chlorine and 25 ppm for the iodine-type disinfectant. The measurements are in level measuring teaspoons.

Calcium Hypochlorite, Technical (70% available chlorine)

Gallons (WATER)	5	10	15	20	25
Teaspoons (MEASURING)	1½	3	4½	6	7

Liquid, Iodine-type Disinfectant

Use one (1) ounce of disinfectant to five (5) gallons of water. (This is equivalent to approximately six (6) measuring teaspoonsful per five (5) gallons of water).

(4) Limitations and Precautions. When using chlorine compounds for sanitizing, a three-compartment sink is necessary unless an additional rinse-spray operation is provided. Sanitizing cannot be combined with the rinse operation because carryover of detergent and food particles from the wash operation inactivates the chemical;s germical properties. Utensils containing silver shall be sanitized by heat methods because chlorine solutions will cause heavy oxidation and discoloration and may damage the article.

e. Drying, Storage, and Handling of Utensils and Equipment.

(1) Utensils washed and sanitized at the prescribed temperatures in properly ventilated areas will dry thoroughly in one (1) minute. This is not true when chemical sanitizing rinses are used. Dishes shall not be towel wiped under any circumstances.

(2) After the sanitizing treatment, utensils will be stored in a clean dry place protected from dust and other contamination, and will be handled in a manner to prevent contamination so far as practicable, since improper handling and storage will nullify the sanitizing process. Workers are required to wash their hands between the handling of contaminated articles and the handling of sanitized articles. A LAVATORY WITH HOT RUNNING WATER, SOAP, AND DISPOSABLE TOWELS WILL BE PROVIDED CONVENIENT TO THE UTENSIL PROCESSING AREA FOR THE PURPOSE OF FURNISHING CONVENIENT HANDWASHING FACILITIES.

(3) Cups, mugs, glasses, bowls, etc., should be stored inverted in wire wash racks or inverted in closed cabinets with covered doors. Knives, forks, and spoons should be separated and stored with handles upright so that the parts mouthed by the user will not be handled by others. They will be protected from dust and other contamination while in storage.

(4) Silverware will be inspected daily by supervisory personnel. Forks with broken or badly bent tines will be removed immediately from use and surveyed or destroyed. Badly worn, rough-edged spoons, cracked or chipped cups, dishes, glasses, and other china will be rejected as soon as detected since the cracks not only harbor food particles and bacteria, but also may cut the lips of the user.

(5) Mess tables will be cleaned using a clean sponge and sanitizing solution after each use, since eating utensils and foods such as bread, rolls, etc., are often placed directly on the table surface. The use of clean sponges and disinfectant solution is considered to be the most efficient method of cleaning mess tables and other similar food contact surfaces.

f. Galley Utensils.

(1) Coppers, steam-jacketed kettles, and urns will be scrubbed after each use with a scrub brush and detergent solution, inside and outside, and rinsed with clean, hot water at least 180 degrees F.. The component parts (drain valves, drain lines, cap or plug on back of drain line, if fitted, and vapor exhaust line) shall be disassembled after each use, then thoroughly cleaned and sanitized.

(2) Meat and vegetable grinders, peelers, slicers, and chopping machines will be disassembled after each use. Each part will be cleaned in hot detergent water with a brush, then sanitized in hot water, and finally left disassembled until the next use.

(3) Can openers and other galley equipment will be kept scrupulously clean by vigorous scrubbing in hot detergent wash water, then sanitized with hot water, and finally left disassembled to air-dry completely.

(4) Meat blocks will receive special care. It is unwise to wash the cutting surfaces of the meat block because moisture softens and expands the wood and weakens the glued joints which, when dried, contract and form cracks that collect food particles. With repeated washing, the block soon becomes insanitary as the result of the wood becoming saturated with water, blood and meat juices. Salting the block is prohibited because it will not destroy bacteria and may interfere with drying, or may conceal an unclean surface. Rules to follow in keeping the cutting surface of the meat block in good physical and sanitary condition are:

(a) Use a wide-bladed steel scraper and a wire bristle brush to clean the cutting surface after each use. Use water on the sides of the block only.

(b) Keep the cutting surface of the block dry.

(c) Turn the block regularly so that the cutting surface will wear down evenly. Blocks which are pitted, rough, and uneven are impossible to maintain in a satisfactory manner and should be trimmed by sanding or other approved methods.

(d) Do not allow fresh meat to remain on the block longer than necessary. Frozen meats and vegetables shall not be placed on meat blocks for thawing.

(e) Do not use the meat block for cleaning or cutting poultry, liver, fish, hot meats, fruits or vegetables. Pathogenic organisms, when present, may contaminate the block, and the moisture and juices in these products make cleaning difficult.

(5) Ranges and grills will be thoroughly cleaned at least once a week in addition to the usual after-use cleaning. The inside of ovens, the unit cover, drip pans, the grease receptacles, and hoods, including grease

filters in ventilation systems, require special attention. Grease filters in hoods shall be washed and changed as often as necessary, at least weekly to avoid the danger of fire.

(6) Stainless steel "inserts" for steam tables will be thoroughly cleaned after each use, run through the dishwashing machine or other sanitizing process, and then inverted in a clean location for air drying until needed. The "inserts" will be made of corrosion-resistant metal with seamless construction.

(7) Bake pans, "black pans", and other utensils used in the cooking processes will be thoroughly cleaned after each use. Accumulations of carbonized grease will be removed during each cleaning process. The removal lf heavy accumulations will usually require the use of a scraper and wire brush first, and then cleaning aids such as scouring powder and stainless steel scouring pads. Immediately after washing, pans shall be dried thoroughly in an oven to remove all moisture from the pan folds and crevices to prevent corrosion. Utensils coated with carbonized grease affect the baking quality, are unsanitary, and often impart objectionable odors and taste to the finished product.

(8) Food and dish carts will be thoroughly cleaned after each meal. The cleaning will include the tops and bottoms of the trays, the trash receptacle, the vertical risers, and the wheels.

(9) A LAVATORY OR SERVICE SINK WITH HOT AND COLD RUNNING WATER, SOAP, DETERGENT IN A DISPENSER, AND DISPOSABLE TOWELS WILL BE PROVIDED IN THE GALLEY FOR THE USE OF FOOD SERVICE PERSONNEL. In those galleys equipped with several sinks, one sink may be designated as a handwashing sink and will not be used for preparing foods or cleaning utensils. A disinfectant solution in which the hands are immersed prior to working with food stuffs in the galley is considered a desirable adjunct to the lavatory.

6. Sanitary Control of Dairy Products.

a. Procurement. Milk and milk products for consumption, distribution or sale on this station will conform in all respects to the requirements set forth in applicable Military, Federal, or State Health Agencies Regulations and whose name appears as an approved source by the "Directory of Sanitarily Approved Establishments for Armed Forces Procurement" as prescribed in NAVSANDA PUB 395/NAVMC 2573.

b. Quality.

(1) Milk and milk products procured for use or sale in any activity under jurisdiction of this command will be of quality, equal to that of Grade A as recommended in the latest Milk Ordinance and Code of the U. S. Public Health Service.

(2) Fresh whole milk, including flavored milk drinks, buttermilk,

and fresh cream will have been maintained continuously at temperatures below 50 degrees F., except during pasteurization, at all times prior to delivery. In the event that containers do not carry a plain or coded pasteurization date, it must be determined that pasteurization has been accomplished with the following time limits to ensure that delivery has been prompt:

(a) Fresh whole milk, cream, chocolate milk, chocolate drink, and skim milk: delivered within 48 hours after pasteurization.

(b) Cottage cheese, yogurt, buttermilk, and other cultured products: delivered within 72 hours after pasteurization.

(c) Milk and milk products not meeting the above requirements will be rejected at time of delivery.

c. Storage. All fluid milk products, with the exception of canned whole, sterilized, stabilized milk, and evaporated or condensed milk, will be refrigerated within the range of 38 to 44 degrees F. (or at the temperature recommended for frozen milk products) at all times until served.

d. Dispensing.

(1) General. Milk and milk products can easily be contaminated on the serving line. It is imperative, therefore, that strict sanitary measures be employed at all times when dispensing these products.

(2) Methods of Dispensing.

(a) Single Service. When dispensing milk in individual single-service containers, care will be taken to ensure that the top of the carton is clean and that the tops of these containers are not submerged in water or covered with ice for cooling purposes or contaminated by careless handling and storage.

(b) Refrigerated Bulk-Milk Dispensers. The requirements as set forth above are easily met with a dispenser which meets the standards described herein. The following requirements are applicable to bulk fluid milk dispensers and containers:

1. Only pasteurized and homogenized milk may be dispensed through bulk milk dispensers.

2. An insulated refrigerated cabinet will be provided to hold one or more dispenser cans with sufficient refrigeration capacity to maintain milk at a temperature within the range of 38 to 44 degrees F., such cabinets will be equipped with a suitable temperature indicator as an integral part of the cabinet.

3. The dispensing mechanism will be so constructed

as to be easily disassembled without the use of tools. When disassembled, all surfaces will be visible and accessible for cleaning.

4. Surfaces with which milk comes into contact will be protected at all times from manual contact, droplet infection, dust, or other sources of contamination. Except while the milk can is in the dispenser, the sterilized wrapped delivery tube will be in an enclosed compartment to protect it during filling, transportation and storage prior to use.

5. The bulk milk container shall be one of the following types:

a. A single-service container fabricated from a plastic material, approved as a milk-contact surface by the Federal Food and Drug Administration for use in bulk-milk dispenser cabinets, and shall be disposable. The single-service dispenser container shall be enclosed in or shall be an integral part of the single-service or multiservice shipping container.

b. A multiple-service dispenser container fabricated from dairy metal or multiple-use plastic materials and suitable for reuse after being thoroughly cleaned and effectively subjected to an approved bacteriocidal process. Double-bottom containers shall be constructed so as to provide effective sanitization, and visual inspection of all metal surfaces.

6. All rubber or plastic parts such as tubes or valves will be of single-service type, sterilized and applied at the milk plant, and discarded at the place where the milk is dispensed before the empty can is returned to the plant.

7. When a dispenser of this type is used, compliance with the following sanitary precautions will be required:

a. Single-service tubes (other than precut tubes) shall be cut with a clean cutting instrument only, at a point ¼ inch beyond the visible lower termination of the dispensing mechanism.

b. Care will be taken to avoid exposing the delivery tube to contamination.

c. The milk flow regulator will be dismantled, washed, rinsed, and air dried after each use.

d. When the milk flow regulator is defective, it will be repaired immediately, in order to prevent milk drippings.

(3) Sanitary Precautions in Dispensing. In instances where it is not practicable to utilize an approved type refrigerated bulk-milk dispenser, it is mandatory that the following sanitary precautions be strictly adhered to in the dispensing of bulk milk:

(a) Uncovered bulk milk containers, those of unapproved fittings and construction, and the ladling of milk are prohibited.

(b) Temperature of milk will not exceed 50 degrees F. between removal from refrigeration and serving.

(c) Ice in milk for cooling purposes is prohibited.

(d) At the end of the messing period, milk remaining in containers that have been opened or in unrefrigerated dispensers will not be used for purposes other than cooking.

(e) During transfer of milk from bulk-milk containers to a dispensing apparatus, special precautions are to be exercised to ensure that the milk is not contaminated by hands, clothing, or nasopharyngeal discharges of personnel.

(f) When removing cover, care will be taken to ensure the inside surface of the cover will not be contaminated by other objects. Bulk-milk containers will remain covered except when milk is being poured into a dispenser.

(g) Dispensers will be easy to clean, and will be equipped with a cover and sanitary valve of such construction that permits ready and complete disassembly. This valve will always be disassembled and thoroughly cleaned after each period of use.

(h) Dispensers are to be cleaned after each messing period, and if the time elapsed between cleaning is more than 3 hours, they are to be rinsed with water of a temperature of 180 degrees F. immediately prior to reuse.

(i) Milk drippings from a faucet or valve on any type of dispenser will not be allowed to accumulate.

(j) The use of pitchers for serving bulk-milk is not authorized.

(4) Other Milk Products.

(a) Fluid Concentrated Milk. Sanitary precautions and regulations governing the procurement and dispensing of fluid concentrated milk will be furnished upon request in those instances where operations indicate the need for separate regulations.

(b) Cream Dispensing. Cream will be procured in single-service disposable containers not larger than 1 quart capacity, and be dispensed directly from the container, or in a small, easily sanitized pitcher, or a single-service disposable container.

(c) Canned Evaporated or Condensed Milk. When canned evaporated or condensed milk is used, tops of cans will be thoroughly cleaned and punctured with a sanitized cutting instrument. Open canned milk will be refrigerated between serving periods, and at no time remain out of refrigeration for more than a period of two (2) hours.

(d) Dried Milk Products. Dried milk products, if procured for use in cooking, preparation of frozen and chilled desserts, and beverage drinks, such as reconstituted milk, are to be prepared and dispensed as follows:

1. Only safe, cool potable water will be used to prepare dried milk products.

2. Utensils and apparatus used in the preparation of these products will be thoroughly cleaned after each use. After thorough cleaning of parts that come into contact with products, they will be sanitized with a 200 ppm chlorine solution or rinsed in hot water with a temperature of 180 degrees F. for at least one (1) minute. These parts will again be sanitized immediately prior to use before assembling.

3. The storage place for utensils used in the preparation of dried-milk products will be kept scrupulously clean. This includes storage for pitchers, stock pots, steam table inserts, stirring or beating whips or devices, and special milk containers and dispensers.

4. A clean cover will be kept over mix and ingredients when possible.

5. Immediately after mixing, products that are not to be consumed immediately will be chilled to a temperature of 40 degrees F. or below. The optimum temperature for storage of prepared mixes is 30 to 33 degrees F.

(e) Ice Cream. Ice cream served in the general mess, Marine Corps Exchange, cafeterias, snack bars, canteens, etc., will be produced in a sanitary manner, under competent sanitary supervision. The dairy products used in its manufacture will meet Federal specifications for pasteurized milk. The bacterial count of the ice cream will not exceed 50,000 per ml. The following instructions shall be adhered to in the local manufacture of ice cream:

1. The operator and the utensils will be scrupulously clean.

2. The mixing vats, ice cream freezer and its gaskets, and the cans for the final products will be cleaned thoroughly with hot water, soap and brush.

3. After cleaning they are to be rinsed with not less than 180 degrees F. water.

4. This followed by a rinse of cold water containing 200 ppm of available chlorine.

5. As soon as water is added to the mix it will be placed in the refrigerator and covered.

6. When chilled sufficiently, it is to be transferred directly to the freezer.

7. Ice cream shall be stored at temperature of 0 degrees F. or lower.

8. As soon as the products emerges from the freezer into the containers, it is to be covered and placed immediately in the hardening box.

9. The products are to be kept covered during the process of manufacture and storage.

10. Once ice cream has melted it will not be refrozen.

11. The freezers are to be installed in a separate room or enclosure which is to be kept locked when not in use.

12. Spoons, spatulas, dippers, scoops, etc., used for dispensing ice cream and other frozen desserts, will be kept either in running water or water maintained at 180 degrees F. between each serving.

a. To carry out the above instructions effectively, the number of persons concerned with the storage of ice cream will be limited to one (1) or two (2).

13. Covers of dispensing cabinet wells should be closed when not in use, not only for retaining proper temperatures, but to prevent foreign substances, excessive moisture, and/or unnecessary exposure.

7. Non-perishable Subsistence Items.

a. Supply storage buildings shall be protected against insect and rodent invasion. Subsistence items (i. e., canned, dried, dehydrated or other items not requiring refrigeration), shall be placed on pallets or platforms 6 to 8 inches high, where practicable, to permit proper air circulation, ease of cleaning around the lots, and prevent insect and rodent harborage. These items shall be stored with a regard for safety , accessibility, and orderliness. Age is a contributing factor in food spoilage. This factor compels an observence of the basic principle of storage that oldest items shall always be used first, except when condition of a newer item is such that it must be given priority.

(1) Non-perishable subsistence items shall be stored in clean, cool, dry, well-ventilated storerooms.

(2) They shall not be stored near steam or other heated pipes.

(3) Canned or bottled items labeled "Keep Refrigerated" will be refrigerated.

(4) If insect infestation is discovered, such as weevil infested flour, beans, rice or peas, the lot numbers of items infested should be reported by letter via the supply department to the original source to insure that items will be inspected at point of origin warehouses for evidence of infestation.

8. Fresh and Frozen Subsistence Items.

a. Fresh and frozen subsistence items include dairy products, eggs, fish, fruits, meat, and vegetables. Special care shall be taken to insure that storage for these items are in strict sanitary condition.

(1) Fresh fruits and vegetables shall be stored in such a way as to permit free circulation of air.

(2) Meat, meat products, and poultry shall not be stored on the deck. Air ducts that blow cold air into storage spaces shall not be blocked. Allow at least 2 feet between top of stacks and opening of air ducts.

b. For guidance, tables of safe keeping times, proper storage temperatures, and storage life of perishable and non-perishable items can be found in NAVSANDA Pub-284/NAVMC 1101 and the BUSANDA MANUAL.

c. Proper temperature in refrigerated spaces of fresh and Frozen Subsistence items shall be maintained as follows:

(1) Freezer box 0 degrees F. or lower.

(2) Dairy products box 32 to 34 degrees F.

(3) Chill or thaw box 36 to 38 degrees F.

d. The relative humidity should be maintained at 85 to 90 percent in refrigerated spaces.

9. Preservation and Refrigeration of Provisions.

a. Prepared Foods.

(1) Protein foods which are not served immediately after cooking shall be either chilled to temperatures of 40 degrees F., or lower (but not frozen), or held at 140 degrees F., or higher. Cooked protein foods which have been held at temperatures between 40 and 140 degrees F. longer than 3 hours shall be considered unsafe for consumption and shall be destroyed.

(2) Protein foods include meat and meat mixtures (hash, hamburgers,

creamed pies, etc.); fish (including shrimp, crab and lobster salads); turkey, turkey salad, turkey dressing, other poultry, gravies, meat stocks, soups, eggs, custards, cream fillings, synthetic fillings, and milk.

(3) Protein foods composed of ingredients which have been peeled, sliced, or diced by hand after cooking shall never be used as leftovers.

(a) Leftover foods to be refrigerated shall be placed in shallow pans to a depth of not more than three (3) inches and covered with lids or waxed paper.

(b) Leftovers shall not be held for more than 36 hours. Freezing leftovers is prohibited.

10. Sanitary Precautions in Handling and Procurement of Ice.

a. Ice intended for human consumption in food or drink shall be manufactured from potable water only. Ice must be afforded the same conditions of cleanliness as food.

(1) Machines and equipment utilized in the manufacturing, storage, and handling of ice shall be kept scrupulously clean at all times.

(2) Health standards applicable to other food-service personnel shall be applied to personnel handling ice.

(3) Ice buckets, other containers, and scoops shall be of smooth impervious material, designed for easy cleaning. They shall be kept clean and stored and handled in a sanitary manner.

(4) Scoops shall be stored or placed outside the ice storage compartment, which shall be cleaned at least weekly.

11. Preparation and Serving of Food.

a. General. Practically all food-borne illness can be prevented if the food is prepared and served in a sanitary manner by food service personnel who follow the recommended principles and methods.

b. Personnel Requirements.

(1) Definition. The term "food-service personnel" includes all persons, military or civilian, who supervise, cook, prepare or serve food or drink, including those in a supervisory capacity, and those who provide accessory services.

(2) Physical Examination.

(a) All food-service personnel must be examined and found free from communicable disease, and otherwise acceptable as food-service workers before they are assigned to such duty. They shall meet the

following physical and personal standards.

1. Personnel having any open lesions, particularly of the hands, face, or neck, or acne of the face shall be prohibited from performing food-service duty.

2. When indicated, laboratory examinations and other physical inspection of all food-service personnel shall be conducted by the Medical Officer or his representative to detect acute or chronic illnesses of communicable nature.

3. Freedom from evidence of acute or chronic inflammatory conditions of the respiratory tract as determined by ~~annual X-ray examination of the chest~~ the Medical Officer or his designated representative.

(b) Military personnel shall be interviewed regarding personal hygiene habits. For information regarding every day cleanliness and general appearance, immediate supervisors should be contacted. Messmen assigned to food-service should be selected on a basis of good health habits and cleanliness and not haphazardly assigned.

(c) All food-service personnel who have been away from their duties for 30 days or more shall have a medical examination prior to resumption of duty.

(d) All civilian personnel employed in food-service facilities, found by the Medical Officer to be free from communicable disease, will be furnished with a certificate indicating his/her physical fitness for employment. The certificate shall be in the possession of his/her supervisor and the absence of which, shall be prima facie evidence that the employee is not physically fit for employment in a food-service facility.

(3) Health Supervision. Supervision of the health of food-service personnel will be concerned with the early detection of any communicable disease which may develop after the primary physical screening, particularly those susceptible to transmission by food contamination. Personnel found with a communicable disease will be excluded from further duty in food-service facilities until pronounced fit for resumption of duties by a Medical Officer.

(4) Personnel Supervision. All food-service personnel shall be thoroughly indoctrinated in personal hygiene and food sanitation, as well as in the methods and importance of preventing food-borne illness. All food-service personnel shall attend classes in food sanitation conducted in accordance with current base orders. Temporary food-service personnel shall be indoctrinated as they are assigned to duty in food-service facilities.

(5) Personal Hygiene and Cleanliness.

(a) All food-service personnel will be physically clean and

will wear clean garments when working in food-service facilities.

(b) Personnel will keep their nails clean and trimmed short, with special attention directed towards the cleanliness of their hands.

(c) Personnel shall be provided with ample and convenient handwashing facilities, including hot and cold running water, soap and single-service, disposable towels. The use of single-service continuous cloth toweling is permitted, provided it is dispensed from a cabinet that retracts all soiled toweling and bears the Seal of Approval of the National Sanitation Foundation Testing Laboratory. Personnel will be instructed to wash their hands frequently with soap and hot water before assuming duty, and always after each visit to the toilet. Conspicuous signs to this effect will be posted in the various food-service facilities.

(d) Personnel shall report for medical examination and treatment immediately on noticing any open lesions on the face, neck, arms, and hands, or when there are symptoms of illness.

(e) It is mandatory that caps or hair nets that completely cover the hair, be worn at work to prevent hair from falling into food.

(f) The use of tobacco, in any form, is strictly prohibited in food preparation, serving and storage areas and any other area or space that provides accessory services for the operation of the food-service facility.

c. Preparation of Food.

(1) The preparation of food should be so planned that the time between preparation and serving is kept at a minimum. Hot foods must be kept hot, and cold foods cold. If, for any reason, food is to be held after it has been cooked, it will either be thoroughly chilled to a temperature of 40 degrees F. or lower as soon as possible after cooking or it will be held at a temperature of 140 degrees F. or higher. These temperatures hold development of pathogenic bacteria to a minimum. Foodstuffs awaiting preparation or serving will be covered at all times to prevent contamination.

(2) Food which has been ground or chopped and is to be cooked later or incorporated into a recipe shall be refrigerated immediately in shallow pans filled to a depth of not more than 3 inches and shall be kept covered until cooked. Only the quantity of ground foods which will be consumed at each meal period shall be prepared.

(3) Green vegetables of uncertain origin should be suspected as being contaminated with pathogenic organisms and shall be chemically sanitized by immersion for at least 15 minutes in a 100 ppm available chlorine solution (or other approved methods) and thoroughly rinsed in potable water before being cooked or served.

(4) The thawing of frozen provisions should not be carried to an extent beyond the point necessary to permit cutting, slicing, or other treatment preparatory to cooking. Thawed food will be used as soon as the thawing process has been completed and will not be held in food-service facility refrigerators for periods longer than 24 hours. Frozen foods that have been thawed will not be refrozen.

(5) Frozen meats, poultry and fish will not be defrosted by exposure to excessive heat or immersion in water.

(6) The freezing of chilled foods which show signs of spoilage is prohibited.

(7) Pork and other meat products containing uncooked pork muscle tissue, whether fresh or frozen, shall be thoroughly heated to bring the entire mass of the product to a temperature of 137 degrees F. before being served.

(8) Poultry, hash, sausage, pork, veal, beef, meat broth, soups, gravies, creamed chicken, dressings, bread puddings, cream or custard filled pastries will be prepared in the minimum period of time before serving, and, unless kept at temperatures above 140 degrees F., will be refrigerated until time of serving.

(9) Sliced cooked meats, ground meats, peeled boiled eggs, and similar foods coming in intimate contact with hands of food-service personnel will be prepared just before cooking and/or serving, and the handling techniques will be carefully supervised.

(10) Because of their mode of preparation, type of fillings, and methods of handling, sandwiches are considered to be potentially hazardous food to serve. Therefore, the following steps will be taken to render these products safe for consumption:

(a) Sandwiches shall be freshly prepared, keeping the time between preparation and consumption to a minimum. Prepared sandwiches shall be kept under refrigeration until served.

(b) Sandwich fillings containing meat, meat food products, poultry, fish, or eggs, that are to be held longer than 3 hours before being consumed shall be prepared in an air conditioned room and refrigerated until consumed.

(c) Sandwiches shall not be prepared with hot meats or other hot ingredients except for immediate consumption.

(d) Sandwich ingredients, spreads, etc., shall be refrigerated until actual use.

(e) So far as practicable, articles of food which readily

lend themselves to bacterial growth, such as salad type fillers, will be eliminated in prepared sandwiches.

(f) Sandwiches, other than frozen, over 24 hours old will not be served or sold, but will be disposed of as garbage.

(g) Personnel engaged in sandwich preparation shall meet all physical and health requirements set forth earlier in this enclosure.

(h) The requirements for sanitary practices for other foods, as previously outlined in this enclosure, will apply in the preparation of sandwiches.

(i) Commercially prepared sandwiches will be procured only from approved sources which are equipped to comply with the aforementioned requirements.

(j) Commercially prepared sandwiches sold or served will be wrapped in clean, transparent material, sealed, and will bear the name and address of the processor together with either a plain or coded marking indicating the date and time of their preparation. Commercially prepared sandwiches containing salad-type fillers will not be used.

(11) Meat cutting and meat preparation rooms shall be air-conditioned and maintained at temperatures of 50 to 60 degrees F., if feasible.

(12) Pastries, especially cream puffs, custard-filled pies and cakes, eclairs, and similar products, including those containing synthetic fillings, shall be prepared under strict sanitary conditions, covered, cooled quickly, and refrigerated until served. They shall remain under refrigeration on the serving line, and ANY LEFT OVER ITEMS SHALL BE DISPOSED OF AT THE END OF THE DAY.

(13) Serving cream or custard-filled pastries during hot weather is not recommended.

d. Serving of Food.

(1) All foods shall be served in a sanitary manner. Serving lines should not be set up on a self-service basis. Foods on the serving lines will be protected by suitable covers and/or sneeze guards at all times, except when food is actually being served.

(2) Inspection of meals being served will be made in the galley, serving line, or messing station.

(3) The operation of the cooking and serving system will be so timed that the food can be served as soon after preparation as possible.

(4) The food on the serving line, where cafeteria systems are

used, will be replenished from the main supply as needed. Excess quantities on the serving line will not be permitted. All foods on the steam table must be kept at a temperature of 140 degrees F. or above until served. Steam table inserts will not be stacked one on top of the other and not placed on the floor while waiting to be inserted into the steam table for serving.

e. Salad Bars and Self-service Items.

(1) Salad bars may be set up on a self-service basis. To assure proper refrigeration, all salad bar items shall be placed in pans or trays and should be pre-chilled prior to being placed on the salad bar. The pans and/or trays shall be placed on a bed of ice or an electrically refrigerated salad bar unit. Proper drainage is essential if ice is used to chill salad bar items.

(a) Due to the high temperature of most dining areas, easily contaminated foods (salad mixtures containing meat, fish, poultry, eggs, cooked salad dressing, and mayonnaise) shall be placed on the salad bar in small quantities and replenished as needed. All such items and any mayonnaise or cooked salad dressing remaining on the salad bar after completion of the meal period shall be destroyed.

(b) Careful attention shall be given to arrangement of salad bar items to eliminate the necessity of reaching over one container of food to another.

(c) An adequate number of proper serving utensils for the salad bar shall be provided to insure proper sanitation and aid in keeping the salad bar in neat order during self-service.

(2) Self-service items permitted are: bread, butter, crackers, relishes and condiments, beverages, and certain types of desserts.

(a) Desserts which may be self-served are:

1. Desserts pre-portioned in individual dishes.

2. Individually wrapped portions of ice cream.

3. Cookies.

4. Fruits (fresh, canned, stewed, and frozen).

5. Fruit flavored gelatin.

(b) Desserts such as cakes, pies, puddings, and bulk ice cream should not be self-served unless set up in individual dishes.

(c) Clubs, messes, and exchanges may serve pre-wrapped

sandwiches as self-service items. If not refrigerated, sandwiches must be served and consumed within 3 hours after removal from refrigeration.

(d) Self-service lines shall be carefully supervised throughout the meal period to keep foods neatly arranged, replenished as needed, and to insure sanitary self-service conditions are prevalent.

(3) Authority to permit self-service of items other than those listed in the preceding paragraphs shall be requested in writing from the Base Medical Officer or his representative.

f. Special Food-Service Problems.

(1) Box Lunches. Galley personnel will prepare lunches as close as possible to pickup time and not more than 3 hours prior to issue. Lunches will be kept under refrigeration after preparation (40 degrees F.). Preparation and handling of sandwiches for flight rations will be in accordance with the requirements previously outlined in this enclosure. Proper sanitation of all equipment and good personal hygiene will be observed, and care will be exercised in the packaging, storing, and handling of box lunches.

(2) Landing or Recreation Parties. Sanitary requirements outlined previously in this enclosure are applicable to foods which are to be taken out of the galley or food-service facilities. Particular attention should be given to refrigeration and temperature of perishable foods. When feasible, ingredients for sandwiches should be kept separately until just prior to consumption, when the sandwiches are to be made.

(a) Unopened cans of meat, chicken, and tuna may be issued in lieu of meat sandwiches when consumption is not anticipated within the 3 hour time limit between 40 and 140 degrees F.. In these instances bread and butter sandwiches may be issued with the canned items to permit members of the using unit to make their own sandwiches if they so desire.

12. Food-Borne Illness.

a. While food is considered in its relation to the maintenance of bodily health and efficiency, it is sometimes injurious to health. Animal foods convey infections or have properties injurious to health more frequently than foods obtained from plants; meat and milk products being principal offenders. Experience has shown that more than one-half of all reported food poisoning outbreaks are the result of gross negligence and deficiencies in messing sanitation or insanitary food handling. Certain insanitary practices are also associated with outbreaks of gastro-enteritis. Outbreaks of food-borne illness can be prevented by rigid maintenance of high standards in food service sanitation.

SECTION II

201. Barracks and Housing Facilities.

1. Background. Whenever large numbers of people live in a common dormitory or berthing space, the possibilities of development and spread of communicable disease exists. A habitable and healthful environment in living and berthing spaces is considered to be essential in maintaining efficience and morale of naval personnel. Major factors which pertain to living and berthing spaces are sleeping arrangements, floor area, ventilation and air volume, heating, sanitary fixtures and related features such as lighting and color.

2. Construction. Requirements and allowances for construction and maintenance of sanitary facilities consistent with the highest level of sanitation are available in current BUDOCKS and BUMED manuals or publications.

3. Sanitary Requirements for Barracks and Dormitory Spaces. The following general measures will be adhered to in maintaining a proper sanitary condition in all living and berthing spaces.

a. The practice of "dry sweeping" will be avoided by the judicious use of soap and water or other cleaning agents such as sweeping compounds in spaces where applicable.

b. Paintwork on stanchions, passageways, and other areas will be maintained in a clean condition at all times.

c. Dry cleaning and/or laundering of textiles such as blankets, sheets, and mattress covers will be accomplished frequently to keep the bedding as clean and dust-free as possible.

d. Drinking fountains will be cleaned at least once daily, with particular emphasis on the bowl, orifice guard, and orifice. Esthetically undesirable accumulations of slime, rich in organisms of all types, result from improper cleaning. Drinking fountains will be of the angle-jet type.

e. Toilet stools, urinals, lavatories, and showers will receive a thorough cleaning daily. This scrubbing will include not only the inner and outer surfaces but also all supplementary parts, such as connecting piping, valves, and other plumbing adjacent to the fixtures, Failure to clean properly the fixtures and appurtenances results in accumulations of discolorations and odors which contribute to an odious situation. Thorough cleaning usually obviates the use of deodorant blocks customarily used to screen unpleasant odors caused by inadequate cleaning. Failure to clean in the area of lavatories and showers results in unattractive accumulations of scum, scale, dust, fungus, or mold.

f. Mops, swabs, brooms, brushes, rags, and other cleaning gear will be thoroughly cleaned and stowed in appropriately designated areas after each use.

g. Trash cans in living and berthing spaces will be provided with covers and be cleaned inside and out at least once daily when emptied. Failure to clean trash cans results in the accumulation of filth which creates odors and attracts insects and rodents. Self-closing devices may be provided for the cans.

h. Shower rooms will have adequate light and be well ventilated to promote cleaning and drying in order to eliminate unpleasant odors. The floors will be constructed to drain readily.

(1) The use of wooden gratings or duckboards in shower rooms is no longer recommended. Duckboards contribute to the spread of fungus infections if not cleaned and dried frequently.

(2) Bulkheads and decks in shower rooms will be impervious to water and will be kept free from molds and soap scums.

(3) Tile or terrazzo flooring is the most desirable for shower rooms.

(4) "Antiseptic" foot baths at shower room entrances are not recommended.

i. Plumbing fixtures will conform to Federal specifications. Cross-connections with polluted supplies, flushometer toilet valves or siphon jet urinals with fulshometer valves without vacuum breakers, and submerged inlets are prohibited.

j. The following items will be adhered to in order to insure proper mattress sanitation:

(1) Bedding, including mattresses, will be aired outdoors at frequent intervals, in sunlight if practicable. While being aired, bedding should be inspected by a medical department representative for cleanliness, state of repair and insect infestation. Insect infestation or evidence of insects having been present in bedding requires the institution of a thorough control program.

(2) When mattresses are found to be dirty or in a poor state of repair, appropriate action will be taken to have them replaced or thoroughly cleaned and renovated in accordance with prescribed methods.

(3) Before use, mattresses will be fitted with suitable mattress covers. Mattresses not in use will be stored where they will not be accessible for lounging and will not collect soil.

(4) Mattresses which have been used by individuals infected with smallpox, plague, tuberculosis, or other highly infectious disease will be sterilized, if autoclaving facilities are available. Where no facilities

are available for autoclaving, mattresses will be recommended for survey and destroyed, preferably by burning.

k. Insect and rodent control in living and berthing spaces will be accomplished as set forth in current directives. Emphasis will be directed toward preventive control methods rather than chemical control measures. Storage and consumption of food stuffs in actual sleeping areas shall be prohibited.

SECTION III

301. Swimming Pools and Bathing Places

1. General Health Hazards.

a. Water can and does transmit disease. The environment of swimming pools and bathing places is peculiarly favorable to the spread of infection and disease.

b. Swimming pools may contain infectious or toxic materials and do become contaminated by those who use them. The skin, eyes, ears, upper respiratory passages, and mucous membranes are exposed to any infectious or harmful agent in the water. Because some water does get into the mouth of a swimmer, these agents are also taken into the gastro-intestinal tract.

c. Use of the bathhouse, in contrast to that of most public places, involves contact of the uncovered skin with floors, seats, counters, swim suits and towels which are likely to be contaminated by infectious organisms, such as those from boils, impetigo, ringworm, and conjunctivitis.

2. Cleanliness and Good Housekeeping. A swimming pool is a combination of public toilets, public dressing rooms, and public bathrooms and may reach the proportions of a public sewer if not properly attended and maintained. Only the highest standards of sanitation are acceptable.

a. For adequate cleanliness, toilet rooms, dressing rooms, hallways, and runways must be swabbed and disinfected at the end of the day, and cleanup inspections will be made during the day. Calcium hypochlorite solution is a suitable disinfectant in a strength providing 300 to 600 ppm of free available chlorine.

b. Walls and ceilings must be kept clean and should be light in color.

c. Showers must be supplied with hot and cold running water and soap.

d. Floating debris in the pool must be removed daily either with a hand skimmer or by properly overflowing of the pool.

e. Foreign material on the floors of the pool must be removed daily with a vacuum cleaner.

f. Periodic draining and cleaning, including a scrubdown, are governed by the degree of routine maintenance given, the efficiency of water treatment and the swimming loads. Drainage at the beginning of the swimming season only is sufficient if the hair and lint strainer, filters, and chlorinators are functioning properly and if the pool is vacuumed and skimmed daily and scrubbed down about once a month with weighted brooms.

g. Antiseptic foot baths are prohibited. Because swimmers must take cleansing showers prior to entering the pool proper, and all walking

surfaces must be properly cleaned and well drained, the foot bath is unnecessary.

h. Sufficient slope of the walks, runways, and floors of showers is necessary to allow for adequate and continuous drainage. Drainage from the surfaces into the pool water must be prevented.

3. Chemical and Physical Quality of Water.

a. The minimum requirement for chlorine effectiveness is bacteriocidal treatment of swimming pool water is a free available chlorine residual of not less than 0.4 ppm. Levels in excess of 0.75 ppm may irritate the swimmers skin, eyes, and mucous membranes. Combined available chlorine residuals of at least 2.0 ppm are required when ammonia is used to maintain chlorine residuals. Residual chlorine readings should be taken every two hours of pool use at varying locations in the pool, one test to be made at the time of maximum swimming load.

b. Excessively warm water accelerates dissipation of available chlorine, promotes rapid growth of bacteria and algae, and has an enervating effect on the swimmer. Pool water generally should not exceed a temperature of 75 degrees F..

c. Water which is too alkaline reduces the efficiency of chlorine disinfection. Acid water makes the chlorine more noticeable and irritates the mucous membranes of the swimmers. The hydrogen ion activity (pH) of the water should be maintained between 7.2 and 7.6. In this connection, the hydrogen ion concentration (pH) of the pool water should be checked three times daily, or as frequently as necessary to assure that the pool is within the prescribed limits.

d. The most recently approved chlorine and pH test kit must be available to the operator, and he must be properly trained in its use.

e. The disc test is used as a measure of the clarity of the water. A satisfactory test requires that a black disc, 6 inches in diameter, be placed on a white background on the floor at its deepest point. The disc must be clearly visible at a distance of 10 yards from the side of the pool.

4. Surroundings. Around outdoor pools, there are found sunning areas of grass or sand, refreshment stands, drinking fountains, or other facilities for recreation. It is essential that traffic between these areas outside the pool enclosure and the pool proper be arranged so that swimmers are required to take a cleansing shower prior to re-entry into the pool. Spectators will be excluded from enclosures to prevent contamination of the water with dirt from shoes and feet.

5. Bacteriological Standards. Bacteriological sampling and testing of swimming pool water shall be performed at least once weekly. Collection and handling of samples and bacteriological and chemical analysis should be

made in accordance with the procedures recommended in the American Public Health Association publication "Standard Methods for the Examination of Water and Sewage", insofar as these methods are applicable to swimming pool water.

6. Regulations for Swimmers. A pool quickly deteriorates to the level of its least desirable patron. Common sense requires the inauguration of rules of conduct for swimmers. These rules will be published and placarded in conspicuous places in and about the bathhouse and the swimming pool enclosure.

a. Prior to entering the pool area and/or after using the toilet facilities, all bathers will be required to take a cleansing shower in the nude, using soap liberally-paying particular attention to the cleansing of body orifices.

b. Bathers who have been outside the bathhouse or pool enclosure will not reenter without taking another shower.

c. No person known to have a fever, cough, cold, inflamed eyes, nasal or ear discharges, or other communicable disease will be allowed to use the pool.

d. No person with open lesions or other evidence of skin disease, or who is wearing a bandage of any kind, will be allowed to use the pool.

e. All bathers should make use of the toilet facilities before taking a shower or entering the pool.

f. Expectorating or urinating in the pool, expectorating on floors, runways, and aisles, or contaminating the pool or its facilities in any other way is strictly prohibited.

g. The use of any food or drink on pool runways, facilities, or the pool proper, is strictly forbidden. All food and drink sold on the premises will be consumed in the enclosed snack area adjacent to the pool enclosure. Regulations governing the maintenance and upkeep of this area are as prescribed in enclosure (1).

h. Smoking will only be allowed in a specially designated area near the pool runway. This area will be distinctly marked and appropriate signs will be placed in the immediate area.

i. Bringing to the pool or throwing into it any objects that may in any way carry contamination, endanger safety of bathers, or produce unsightly conditions are prohibited.

j. The presence of dogs, cats, or other pets within the enclosure, the pool proper, or the bathhouse facilities is prohibited.

k. No boisterous or rough play, except supervised water sports or training, will be permitted in the pool, the dressing rooms, or the shower rooms; particular attention should be given to swimmers using diving boards and platforms.

7. Sanitation Requirements for Natural Bathing Places.

a. Natural bathing places shall include streams, rivers, lakes, reservoirs, and tidal waters. Bacterial contamination of natural waters may be caused by sewage, industrial wastes, erosion of agricultural lands, or bathers. In certain geographical areas, the danger of parasitic infection exists.

b. Swimming will not be permitted in water that is proven to be polluted or contaminated by sewage, industrial wastes or other deleterious material in such manner and to such a degree that it constitutes a health hazard.

SECTION IV

401. Barber and Beauty Shops

1. General. Barber and beauty shops are operated within the jurisdiction of military establishments for convenience and to enable personnel to maintain a neat appearance at a minimum expense. Although these shops are seldom associated with the spread of disease, the potentiality does exist if they are not operated in a sanitary manner.

2. Employees.

a. Employees of barber and beauty shops will adhere to the following personal hygiene and physical requirements:

(1) Barbers and beauticians will be free of symptoms of communicable disease.

(2) Pre-employment and periodic physical examinations, ~~including a chest X-ray,~~ will be required to ensure freedom from communicable disease. ~~with~~ Special examinations will be conducted at the discretion of the Medical Officer. Each person found by a Medical Officer or his designated representative to be free from communicable disease shall be ~~furnished~~ provided a certificate indicating ~~his or her~~ physical fitness for employment.

(3) Barbers and beauticians must keep their person and clothing clean when attending patrons, and will wear a washable smock or uniform.

(4) Employees will wash their hands thoroughly with hot water and soap prior to attending each patron.

3. Sanitation Requirements.

a. Barber and beauty shops will not be located in food service or sleeping areas.

b. An adequate supply of hot and cold running water, with proper lavatory fixtures and waste disposal, will be provided in all shops.

c. The interior of these shops will be adequately lighted and ventilated.

d. The shops will be maintained in a sanitary manner at all times.

4. Sanitary Practices.

a. Only such cosmetics, tonics, lotions, bleaches, dyes, etc., that meet the approval of the U. S. Food and Drug Administration will be used in these shops.

b. Therapeutic practices such as treating pimples, ingrown hair, etc., are prohibited.

c. The headrest, if used, will be covered with a clean paper cover or clean towel for each patron.

d. Freshly laundered towels will be used for each patron.

e. Only materials approved by the Medical Officer will be used to stop the flow of blood in case of "nicks". These materials will be applied only with freshly laundered towels or sterile cotton.

f. The treatment of eye conditions is prohibited.

g. Common brushes, dusters, shaving mugs, and brushes are prohibited. Automatic lather dispensers or brushless shaving cream shall be used.

h. Individual sanitary neck strips will be used for each patron.

i. Cover cloths will be laundered as often as necessary to ensure cleanliness at all times.

j. Shaving will be permitted only in those shops specifically approved for that service.

k. Barbers and beauticians will not smoke while attending patrons.

l. Clean, sanitary receptacles will be provided for waste materials and used linen.

m. The removal of cut hair from the floors shall be done frequently by dustless methods.

5. Treatment of Instruments.

a. Barbers and beauticians will disinfect all instruments used in their work. The razors, scissors, combs, and other tools will be thoroughly washed with soap and hot water to remove all film, oil, and debris immediately after use on each patron and will then be placed in the disinfection cabinet or solution as applicable. Disinfecting solutions will be prepared frequently enough to ensure bacteriocidal effectiveness when used and at least once daily. All barbering instruments disinfected in a chemical solution will be rinsed in running water to remove the chemical prior to use on a patron.

b. Clippers and other metallic instruments. Metallic instruments will be thoroughly wiped or dusted after each use and placed immediately in a disinfecting cabinet containing a solution of formaldehyde in an evaporating container. A 10% solution of Formalin, which provides at least 3.7% formaldehyde shall be employed. Under these conditions, an exposure time of approximately 30 minutes to 1 hour is required to disinfect clean instruments, depending somewhat upon the volume of the cabinet space.

c. Non-metallic Instruments.

(1) Non-metallic instruments may be safely immersed in a solution of such strength as is required for surgical instruments, as described on the label of the standard item: Disinfectant, Germicidal, and Fungicidal, Concentrated, Stock Number GF 6840-116-9358 or GF 6840-116-9364.

(2) Non-metallic instruments will be rinsed under running water after use and then immersed in a disinfectant solution of such strength as directed by Medical Officer.

6. Abnormal Skin Conditions. The serving of persons with inflamed or infectious conditions of the scalp, face, or neck without the written consent of a medical officer is prohibited.

7. Regulations. Each shop will have a copy of sanitation regulations posted in a conspicuous place, such as: "All persons, military or civilian, who are barbers or beauticians at a military installation will be required to read these regulations and agree to comply with them.

SECTION V

501. Nursery

1. General. A nursery is defined as any person, association, agency, or organization keeping a place for hire if he, she, or it advertises or holds himself, herself, or itself out as conducting a place for the care of children or has in custody or control one child or more under the age of sixteen unattended by parents or guardians for the purpose of providing such child or children with care, food, or clothing, for compensation during any part of twenty-four hour day.

2. Personnel.

"Pre-employment and periodic physical examinations will be required to ensure freedom from communicable disease. Special examinations will be conducted at the discretion of the Medical Officer. Each person found by the Medical Officer or his designated representative to be free from communicable disease shall be provided a certificate indicating physical fitness for employment."

b. Personnel involved in the preparation or serving of food shall be required to attend the basic food service training program in accordance with Base Order 4061.1B and shall attend the refresher training every six months thereafter until termination of employment.

c. Personnel employed to care for the infants residing in the nursery, and food service personnel shall wear clean, washable outer garments in lieu of street clothes while working.

3. Health Standards for Children.

a. Children with skin disorders, fever, common cold, upper respiratory infection or evidence of communicable disease shall not be accepted for care.

b. If a child becomes sick while in the nursery, he or she shall be isolated from the other children and the parents or guardians shall be notified immediately for removal of the child from the nursery.

4. Food Service Facilities. Food service facilities shall be operated and maintained in a clean, sanitary condition at all times in accordance with enclosure (1) of this order.

5. Toilet Facilities.

a. There shall be a minimum of one toilet and one wash basin for every 15 children in group care.

b. Toilet facilities for pre-school children shall be child size, or

step platforms should be provided which are properly constructed and maintained.

c. Small portable seats shall be provided where care is given to children under 2 years of age. "Potty" chairs shall be permitted if maintained in a sanitary manner.

d. Toilets seats for group care should be "U" shaped.

e. Soap and individual disposable towels will be provided.

f. Toilet facilities shall be kept clean and in a sanitary condition at all times.

6. Recreation Areas.

a. There shall be a suitable and adequate area for both outdoor and in-door play. Such areas shall be free from conditions which are or may be dangerous to the health and well being of the children.

7. Sanitation Requirements for Sleeping Spaces.

a. There shall be a separate bed for each child. A minimum of 3 feet between beds in an acceptable spacing arrangement.

b. Head to foot sleeping arrangements are recommended.

c. Adequate ventilation shall be maintained in the sleeping room at all times.

d. All dirty linens shall be collected and stored in a suitable container.

e. Dry cleaning and laundering of bedding (blankets, sheets, etc.) will be accomplished frequently to maintain the bedding as clean and dust-free as possible.

f. All crib sheets and covers for cots shall be provided on an individual basis.

g. Mattresses and canvas bunk bottoms will be aired outdoors at frequent intervals, in sunlight if practicable. While being aired, bedding shall be inspected for cleanliness, state of repair and insect infestation. Insect infestation or evidence of insects having been present in bedding requires the institution of a complete control program.

h. When mattresses are found to be soiled, or in a poor state of repair, appropriate action will be taken to have them replaced or thoroughly cleaned and renovated in accordance with prescribed methods.

i. Mattresses and canvas bunk bottoms which are known to have been utilized by individuals infected with highly infectious diseases will be sterilized if autoclaving facilities are available. Where no facilities are available for autoclaving, mattresses and canvas bunk bottoms will be recommended for survey and destroyed, preferably by incineration.

j. Dressing and change tables shall be provided with waterproof cover and an individual, disposal cover for change of infants clothing.

8. General Sanitation Requirements for All Spaces.

a. The practice of "dry sweeping" will be avoided by judicious use of soap and water or other cleaning agents such as sweeping compounds in spaces where applicable.

b. Paint work on walls, passageway and other areas will be maintained in a clean condition at all times.

c. Drinking fountains will be cleaned at least once daily, with particular emphasis on the bowl, orifice and orifice guard. Drinking fountains will be of the angle-jet type.

d. Mops, brooms, brushes, rags, and other cleaning materials will be thoroughly cleaned and stored in appropriately designated areas after each use.

e. Trash cans will be provided with covers and shall be cleaned at least once daily when emptied. Self-closing devices may be provided for can covers.

f. All outside openings such as doors, windows, vents, ducts, etc., will be screened to preclude entrance of flies, mosquitoes, and other insects. Screen doors will be self-closing.

g. No dogs, cats, or other domestic animals or fowl shall be allowed in the nursery.

h. Suitable provisions shall be made for storage of children's clothing and personal belongings.

i. All toys in the nursery will be of the variety that can be easily cleaned with soap and water.

SECTION VI

601. Garbage and Refuse Disposal

1. General. Disposal of refuse, trash, and garbage is of medical importance because of the associated hazards to health. Refuse, by improper collection and disposal, becomes an indirect but important factor in the spread of disease. It also becomes a hazard to safety and gives rise to nuisances. Refuse helps to spread disease, chiefly, by means of numerous insects and rodents which it attracts. Accumulations of trash and garbage provide them with food, shelter, and places for breeding.

2. Definitions. The various kinds of wastes are classified and defined as follows:

a. Garbage is defined as including those materials of organic substances which are significant to the public health in that they are capable of supporting bacterial life and/or are attractive to predatory animals and vectors or pests. This classification would include such materials as meat, fish, fowl, vegetables, fruits and edible oils.

b. Combustible rubbish comprises such unusable, nonsalvagable materials (not disintegrated) as can be destroyed by burning. It includes cardboard and wooden cartons and crates, food cartons, wood scraps, rags, paper, books, and medical wastes.

c. Non-combustible rubbish comprises nonsalvagable materials that cannot be destroyed by burning such as glass, cans, metals, and pottery.

d. Trash consists of disintegrated combustible rubbish such as paper, sawdust, and leaves.

e. Ashes are the solid inert remains of burned materials.

f. Dead animals.

g. Liquid and semi-liquid combustible wastes includes petroleum sludge, crankcase oils, greases, and tars.

3. Containers.

a. Containers that are properly constructed and maintained reduce the attraction of insects and rodents and prevent their entrance. Containers should be designed specifically for refuse and garbage. To be effective, they must be constructed of rust-proof metal and must have water tight bottoms and tight fitting lids. In handling, care must be taken to prevent damage to lids and water-tight seams, and any damage must be repaired.

b. When Dempster-dumpster containers are utilized for the collection of refuse that is wet, they should be of the sump type, that is with a bottom opening constructed to prevent leakage. Where containers of this type

are in use, wet garbage will be drained and securely wrapped before placing in the container.

c. Platforms provided for garbage or trash containers should be conveniently located, adequate in size, accessible to collection vehicles or personnel, easily cleaned and drained. A solid block of concrete surface is most easily kept in a sanitary condition and is recommended for permanent installations. Wooden or asphalt platforms are unsatisfactory in that the cracks and crevices will often collect fragments of refuse and may even harbor insect larvae.

d. Routine policing of the area surrounding platforms of any type is essential so that spillage will be cleaned up immediately to facilitate insect and rodent control.

e. Personnel are referred to B.O. 11350.1C dtd 11 Aug 1965 for responsibilities and care of dumpsters at area mess halls.

4. Collection.

a. Frequency.

(1) Garbage grinders are considered ideal for the removal of garbage in that the food scraps and semi-liquid wastes are discharged directly into the sewage system, thereby eliminating storage and exposure to insects and rodents.

(2) Refuse produced in large volumes at messes, clubs, and commissaries should be collected daily. At places such as quarters, collections should be two or three times a week as the volume of refuse and prevailing temperatures require. Rubbish should be removed as necessary to maintain cleanliness and prevent hazards.

(3) Storage of garbage under refrigeration is not a substitute for frequent collection and disposal.

b. Collection Vehicles.

(1) Vehicles shall be designed and equipped to prevent spillage and odors and must be covered or closed in order to exclude flies.

(2) Hot water and steam should be available at the disposal point for the cleaning of collection vehicles and containers. Collection vehicles shall be cleaned daily and containers shall be cleaned each time they are emptied.

(3) Cleaning of individual G. I. cans, vehicles, and other equipment shall be performed at a central point where facilities designed for that purpose are provided and, preferably, where the refuse is unloaded. Hot water and steam should be available for containers and vehicles inside

and out, floors should be concrete, and adequate drainage for run off water should be provided. The drain connecting with the sewer should be equipped with a grease trap. Fittings that allow the introduction of light soap or detergent into the hose may be desirable.

5. Scavenging. Scavenging of refuse either at collection point or disposal point is prohibited.

6. Disposal Methods. Refuse shall be disposed of in an approved manner based on accepted principles of sanitation, or as otherwise dictated by local area practices.

SECTION VII

701. Carnivals, Fairs, and Food Sales

1. Definitions.

a. "Carnival" or "Circus" shall mean an amusement enterprise consisting of side-shows, vaudeville, games, merry-go-rounds, and amusements of various kinds, and where food is sold or offered for sale.

b. "Fair" or Public exhibition shall mean a festival at which articles, products, wares, etc. are displayed for competitive exhibition, advertising, sales or distribution, where foods are offered for sale, and where amusements of various kinds may be offered.

c. "Food Sale" shall mean food sold or offered for sale by organizations such as churches, schools, clubs, associations and other groups.

2. Requirements.

a. The booths shall be located in clean surroundings and kept in a clean and sanitary condition.

b. The booths shall be so constructed that food, drink, utentils and equipment will not be exposed to insects or to dust and other contamination.

c. Only food and drink which is clean, wholesome, and free from adulteration shall be sold or served.

d. An adequate supply of hot and cold water of safe, sanitary quality and suitable sink shall be easily available and used for cleaning utensils and equipment. Yard taps shall not be used.

e. Adequate provisions shall be made for the sanitary refrigeration of perishable food and drink at 50 degrees F. or less.

f. Only single-service utensils shall be used in serving of food and drink.

g. Ice shall be from an approved source, and so handled as to avoid contamination.

h. Garbage and refuse from food booths shall be kept in tightly covered watertight containers until removed. Refuse containers shall be available on the grounds at strategic locations.

i. Waste water and other liquid wastes shall be so disposed of as not to create a nuisance.

j. Adequate toilet and hand-washing facilities, including soap and individual towels, shall be readily accessible to those working in the booths, and shall be within 200 feet of the booths.

k. Bottles of still and/or carbonated beverages shall not be submerged in the cooling water. The cooling containers shall be kept clean and a 50 ppm available chlorine solution maintained in the cooling water.

l. Coffee shall be made from potable water and served in single-service containers. Sugar portions shall be individually wrapped or served from sanitary sugar dispensers.

3. Other Physical Requirements.

a. Booth.

(1) Work tables and work counters and stoves shall be well maintained and shall be apart from serving counters.

(2) Provisions for food preparation, sink and running water at the booth are required for certain food items where preparation or handling is necessary, such as; shaved ice, barbeque meat, cotton candy and other types of similar foods.

(3) There shall be adequate provisions for the protection of all food items offered for sale. (See Para. 5 Food Preparation and Handling Requirements, item j. below.)

(4) "No Smoking" signs shall be posted in all food stalls and booths. All food-handlers shall observe the sign and refrain from the use of any tobacco in any form while working.

4. Personnel Requirements.

a. All food booths shall be under the direct supervision of an adult food handler.

b. Food-handlers shall be free of any communicable disease. No person with cuts and sores shall be allowed to work in food booths.

c. The proper and effective use of caps or hair-nets to hold or confine the hair, and clean washable garments are required for all food-handlers.

d. Food-handlers shall wash their hands with soap and water and dry them with sanitary towels after using the toilet and beofre returning to food booths.

5. Food Preparation and Handling Requirements.

a. Only single-service utensils and containers shall be used in the serving of food and drink.

b. A list of the types of food and the manner in which they are to be sold should be submitted to the Sanitation Office for approval. No home

made cookies, pies, preserves, jams, jellies, and any other home made foods shall be offered for sale. All foods for sale shall be prepared at or obtained from approved sources. The use of private or home kitchens is not allowed.

c. Frankfurters (Hot Dogs) and Hamburgers.

(1) These food items should be properly refrigerated.

(2) The mixing of hamburger "patties" shall be done in approved kitchens only.

(3) In lieu of approved type of dispensers which protect condiments from flies, dust, and/or contamination by patrons, the application of mustards and relishes should be done by food-handlers only.

(4) A minimum handling of food items by the food-handlers shall be practiced. They shall use napkins or tongs.

(5) Food items shall be served with napkins or in sandwich bags.

(6) If the exterior of the bottles containing carbonated and non-carbonated drinks is dirty, they should be washed before being placed in the cooler.

f. Cotton Candy.

(1) Potable water shall be provided at the vending site.

(2) There shall be adequate protection of the cotton candy machine, sugar, and other utensils.

(3) The cotton candy machine and other equipment shall be cleaned and sanitized at the close of and prior to operation unless properly stored between operations.

g. Coffee.

(1) Coffee shall be prepared under approved conditions.

(2) Sugar shall be dispensed in a sanitary manner and in an approved dispenser or in individually packaged portions. Single service spoons or stirrers shall be provided for stirring coffee.

(3) Coffee cream shall be dispensed from original containers, preferably in a small sized can. Left-over cream shall not be used the following day. The use of approved powdered cream from approved dispensers may be substituted for liquid coffee cream.

(4) Only single-service cups are to be used.

h. Sandwiches, doughnuts, cakes, ice cream, and frozen desserts shall be sold and dispensed only in individual packages, in lieu of proper display cases or sneeze bars.

i. Barbecued Meat.

(1) Pit griddles are not permitted. The use of portable griddles elevated off the ground is permitted.

(2) Barbequed meat on sticks, whether cooked or uncooked, and sauce for barbecue should be kept in containers with tight fitting covers.

(3) Uncooked barbecue meat should be kept under refrigeration at 50 degrees F. or less.

j. Soft Drink Beverages.

(1) Necks of bottled drinks shall not be submerged in the cooling water.

(2) Sanitizing chlorine compounds shall be used in cooling baths at a strength of 50 ppm.

(3) Paper napkins or towels shall be used to collect or absorb excess water from bottled drinks. The food-handler should grasp the neck of the bottle with a napkin before inverting the bottle to empty the contents into a paper cup to prevent contamination by the cooling device.

(4) All paper cups should be kept in the original containers or cartons; handle cups from the bottoms only or used approved cup dispensers.

(5) The bottle coolers shall be properly cleaned; the sediment at the bottom shall be removed daily.

(6) The waste water from bottle coolers shall be disposed of properly.

k. No sliced fruits such as watermelons, cantaloupes and pineapples are to be served or sold because of the difficulties in properly protecting the sliced fruit.

6. General Requirements at Site of Fair or Carnival.

a. Daily cleaning of booth and equipment and removing of trash and refuse.

b. Upon termination of carnival or fairs the premises should be put in a sanitary condition.