

<b>JSC Safety and Health Requirements</b>	JPR No.	<b>1700.1L</b>
	Effective Date:	<b>12/20/2018</b>
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## Chapter 6.3 Food and Bottled Water Safety

### ***This could be you . . .***

***A food employee did not wash his hands after using the restroom. The food he prepared for the salad bar was contaminated because he did not follow proper handwashing procedures. Six percent of the staff members became ill with acute dysentery. Symptoms included chills, fever, abdominal cramps, and the abrupt onset of profuse watery or bloody diarrhea. Twenty-four individuals required hospitalization for intravenous hydration. The duration of illness for most persons ranged from 3 to 8 days.***

#### **6.3.1. Applicability of this chapter**

You are required to follow this chapter if you handle, store, or transfer food as a part of your job.

#### **6.3.2. What this chapter covers**

This chapter describes the basic methods for preventing food-borne and water-borne illness. Food served at JSC should be clean, wholesome, free from germs or other toxins, and meet consumer expectations. It applies to transporting, storing, preparing, serving, vending, and inspecting food.

#### **6.3.3. General Requirements**

- Food establishments operated by JSC or JSC contractors shall follow the requirements in NPR 1800.1, Chapter 4. This includes the Building 3 Cafeteria, Building 4S Snack bar, Aaron Cohen Childcare Center and vending machine operators.
- Caterers and mobile food units shall follow state and local food code requirements.
- Organizations with bottled water dispensers ("water clubs") shall follow the requirements in paragraph 6.4.7.

#### **6.3.4. Requirements for food service managers and food handlers**

6.3.4.1 Food service managers shall remain current in a Food Manager Certification Program. Food service managers and food service employees shall:

- Have an initial medical examination within 30 days of employment and annual examinations thereafter (JSC Form 270, Johnson Space Center Job-Related Physicals). See Chapter 3.6, "Occupational Healthcare Program," for more details. This applies to anyone involved in preparing or serving food and beverages. Medical examinations are performed at the JSC Clinic and the examining physician will provide a Patient Qualification Letter.
- Post the Patient Qualification Letter or keep it on file at the food facility for inspection purposes.
- Never work with or around food or food preparation areas if you:
  - (1) Are affected with a disease in a communicable form or are a carrier of a disease.
  - (2) Are afflicted with boils.
  - (3) Have infected wounds.

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- (4) Have an acute respiratory infection.
- d. Follow effective personnal hygiene practices:
  - (1) Use gloves to avoid bare-hand contact with food.
  - (2) Keep hands and exposed portions of arms clean by washing frequently.
  - (3) Wear clean outer garments if you handle food, equipment, utensils or food-contact surfaces.
  - (4) Wear hair and beard restraints if you prepare or serve food. The restraint shall completely cover hair to protect food and food-contact surfaces.
- e. Follow applicable federal, state, and local laws. Also, follow specific requirements of NPR 1800.1, Chapter 4.12 and the FDA Food Code.

### **6.3.5. Protecting food from contamination**

6.3.5.1 This section is not all-inclusive but highlights key food safety techniques required to help prevent food-borne illnesses.

Food service managers or employees shall:

- a. Thoroughly wash hands and arms with soap and warm water:
  - (1) Before starting work.
  - (2) During work hours, as often as necessary, to remove soil and contamination.
  - (3) After using the toilet room.
  - (4) After using tobacco products, applying cosmetics, or eating.
- b. Have conveniently located refrigeration facilities, hot food storage and display facilities, and effective insulated facilities as needed to make sure all food is kept at required temperatures during storage, preparation, display, and service. Unless otherwise specified by the FDA Food Code:
  - (1) Cold foods should be held at or below 41°F.
  - (2) Hot foods should be held at or above 135°F.
- c. Ensure that all food items served are:
  - (1) Properly labeled and dated. Use all food within the designated shelf life. Remove outdated food items. Use First-In-First-Out procedures.
  - (2) Free from spoilage.
- d. Protect food items being stored, prepared, displayed, served, sold, or transported between activities from all sources of contamination as follows:
  - (1) Store food in a clean location protected from dust, flooding, insects, rodents or other sources of contamination.
  - (2) Protect unpackaged food on display by using effective, easily cleanable devices, such as food guards, display cases, containers, or other kinds of protective equipment.

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- (3) Provide appropriate utensils or dispensing methods for consumer self-service operations.
- e. Keep all food waste in appropriate receptacles (i.e., waste cans lined with plastic bags and covered with tight-fitting lids). Empty and clean receptacles regularly to prevent objectionable odors, soil buildup, and attracting insects and rodents.
- f. Implement effective control measures to prevent rodents, insects, and other vermin from entering food service and preparation areas. This includes:
  - (1) Filling or closing holes and other gaps along floors, walls, and ceilings.
  - (2) Closed, tight-fitting windows and self-closing, tight-fitting doors.
- g. Ensure all areas of the food service facility are kept clean and in good working order. The physical facility, equipment, food-contact surfaces, and non-food-contact surfaces shall be cleaned according to the methods and frequency described in the [FDA Food Code](http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/) (<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/>).

### **6.3.6. Vending machines**

- 6.3.6.1 Employees responsible for vending machine operations or a vending machine shall:
- a. Have a procedure describing responsibilities for the maintenance of the vending machine and the food it contains.
  - b. Ensure the interior and exterior of the machines are cleaned regularly to prevent the accumulation of dust, dirt, food residue, and other debris.
  - c. Ensure vending machine maintains appropriate temperatures:
    - (1) In a refrigerated vending machine, the ambient air temperature may not exceed 41°F for more than 30 minutes immediately after the machine is filled, serviced, or restocked.
    - (2) In a hot holding vending machine, the ambient air temperature may not be less than 135°F for more than 120 minutes immediately after the machine is filled, serviced, or restocked.
  - d. Ensure any machine vending perishable or potentially hazardous food has an automatic control to prevent the machine from dispensing food when appropriate hold temperatures are not maintained.
  - e. Ensure all food offered for sale through vending machines is:
    - (3) Made, processed, and prepared in facilities that follow applicable federal, state, and local laws and regulations.
    - (4) Stored or packaged in clean, protective containers and handled, transported, and vended in a sanitary manner.
    - (5) Clearly labeled to indicate the product name and the date by which the food shall be consumed, sold, or discarded. This information shall be easily visible to the consumer.

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### 6.3.7. Bottled Water Dispensers

6.3.7.1 Use only bottled water approved by Occupational Health in bottled water dispensers. Never refill empty bottles yourself. Only the processor is allowed to refill bottles. All organizations using bottled water shall ensure:

- No bottles of water or bottled water dispensers are located or stored in areas where general hazards or contamination of any kind poses a threat to users under normal operations.
- Contractors and subcontractors furnishing bottled water provide routine chemical and microbiological laboratory analysis reports for bottled water delivered to the Center.
- Bottled water dispensers are maintained in a sanitary condition.
- All dispensers have equipment numbers.
- There is prompt recall of the suspect bottled water or other appropriate action when notified of contamination.
- Bottled water dispensers are on a quarterly maintenance and sanitation schedule to prevent contamination and biofilm growth. See Appendix F, Attachment 6.3A for instructions on cleaning.
- Make sure hands are clean before handling the bottles.
- Make sure bottle necks are clean before installation into the cooler.

### 6.3.8. Inspections and food concerns

- Occupational Health is responsible for inspections and food concerns and will conduct risk-based food safety inspections as recommended by the FDA Food Code.
- Report all food concerns to Occupational Health, x36726.

### 6.3.9. Who to contact for food service concerns

<b><i>For . . .</i></b>	<b><i>Coordinate with the . . .</i></b>
Reporting food-related complaints	Occupational Health x36726
Scheduling and performing food service inspections or investigating food-related complaints	Occupational Health x36726
Scheduling medical examinations	JSC Clinic x34111
Ensuring compliance with requirements	Exchange Manager x38970

### 6.3.10. Other references

- Diagnosis and Management of Food-borne Illnesses, A Primer for Physicians and Other Health Care Professionals, an [Introduction and Clinical Considerations](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5304a1.htm). Web site: <http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5304a1.htm>.

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- b. [Hand Hygiene](https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-employee-health-and-personal-hygiene-handbook) in Retail & Food Service Establishments. Web site:  
https://www.fda.gov/food/retail-food-industryregulatory-assistance-training/retail-food-protection-employee-health-and-personal-hygiene-handbook
- c. Managing Food Safety: A [Manual for the Voluntary Use of HACCP](https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/managing-food-safety-manual-voluntary-use-haccp-principles-operators-food-service-and-retail) Principles for Operators of Food Service and Retail Establishments. Web site: https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/managing-food-safety-manual-voluntary-use-haccp-principles-operators-food-service-and-retail
- d. Managing Food Safety: A [Regulator's Manual for Applying HACCP](https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/managing-food-safety-regulators-manual-applying-haccp-principles-risk-based-retail-and-food-service) Principles to Risk-based Retail and Food Service Inspections and Evaluating Voluntary Food Safety Management Systems. Web site: https://www.fda.gov/food/hazard-analysis-critical-control-point-haccp/managing-food-safety-regulators-manual-applying-haccp-principles-risk-based-retail-and-food-service
- e. The [Bad Bug Book](http://www.fda.gov/food/foodborneillnesscontaminants/causesofillnessbadbugbook/default.htm). Web site:  
http://www.fda.gov/food/foodborneillnesscontaminants/causesofillnessbadbugbook/default.htm
- f. U.S. Department of Health and Human Services, Public Health Service, Food and Drug Administration, [FDA Food Code](http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/default.htm), with changes (most recent edition). Web site:  
http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/FoodCode/default.htm.