Kennedy NASA Procedural Requirements

Effective Date: **June 26, 2019**

Expiration Date: **June 26, 2024 (EXTENDED UNTIL JULY 26, 2024)**

Responsible Office: **Spaceport Integration and Services**

KSC Sanitation and Public Health Program

National Aeronautics and Space Administration

John F. Kennedy Space Center

RELEASED - Printed documents may be obsolete; validate prior to use.

Change Log

Date	Revision	Description
11/19/2013	B	**Preface** P.5 Measurement and Verification Section added **Chapter 1** 1.1 Program Elements added references to monitoring and inspections of Child Development Center, establishing standards for monitoring of dispensed ice and soft serve dessert machines, established authority to monitor campgrounds and recreational facilities, and established referenced authority for swimming pools, bathing areas, and constructed water features. 1.2 No substantive changes 1.3 No substantive changes **Chapter 2** 2.1 No changes 2.2 Several changes establishing oversight authority to the SPHO for facilities and activities, which are subject to the provisions of this document. Included are review and approval of facility designs, operational changes in facilities that could impact safety and sanitation, temporary events where food or sanitary facilities are requested as a portion of the event celebration. 2.3-2.9 No substantive changes **Chapter 3** 3.1 No substantive changes 3.2 Added reporting requirements for Norovirus under 3.24 to be consistent with requirements of the NPR 1800.1.C and the FDA Food Code. 3.3 No substantive changes 3.4 No substantive changes 3.5 Deleted sections 3.5 through 3.9 since they were redundant with the FDA food Code and the NPR. Moved the bottled water provisions of Chapter 4.3 to Chapter 3.5. This is now consistent with how bottled water is regulated in the U.S. as a food product and not as drinking water. **Chapter 4** Reorders the chapter to recognize that this is an environmental function with limited public health oversight. Reference is made to KNPR 8500.1 concerning standards for monitoring and regulating drinking water at KSC.

RELEASED - Printed documents may be obsolete; validate prior to use.

		Chapter 5 5.1–5.6 No substantive changes made 5.7 Created a new section for campgrounds and recreational facilities. Standards are now consistent with State of Florida requirements for these types of facilities as concerns sanitation and health. 5.8 Referenced Florida Department of Children and Family standards for child care facilities. Since this facility is currently licensed by the State of Florida, this creates no concerns or conflicts as to how they should operate. 5.9 Established minimum standards for facilities such as barbershops, massage therapy areas and other facilities that require minimal sanitary facilities to operate in accordance with their professional licenses. 5.10 Referenced state health requirements for water features and controlled swimming areas that do or can exist here at KSC. In addition to the breakdown, we offer the following information: The major impetus for the re-write was to bring the KNPR more in line with the 2009 FDA Food Code. Concurrently a few areas needed clarification: 1) Better defining a “temporary food event,” e.g., an *official* or sanctioned NASA event (e.g., the All American Picnic, Atlantis Rollover, the upcoming Atlantis attraction grand opening, etc.) vs. an event sponsored by an Employee Resource Group, contractor, or Directorate. Where does our jurisdiction/responsibility start/end? FYI: NASA Legal stated that an *unofficial* NASA event falls under a “discretionary function” and therefore releases the KSC SPHO program from a mandatory food safety inspection; however, the ALL American Picnic was always treated as a “discretionary function” and was never inspected until a foodborne illness occurred. Now it is inspected every year. Temporary food events are still an area of discussion; consequently, I have managed this by assessing each event as it occurs. 2) Changing “pollution control & sanitation officer” to “sanitation & public health officer (SPHO)”; 3) The role of the KSC SPH Program with the Child Development Center, KSC-owned campgrounds (KARS I & II), as well as a few other areas; 4) “Bottled water” is covered by the FDA Food Code so it was brought under the food section;

RELEASED - Printed documents may be obsolete; validate prior to use.

		5) "Drinking water" under the MESC is now under the InoMedic Health Applications, Inc., Environmental Sampling, Analysis, and Monitoring group and the Environmental Assurance Branch
7/19/2016	B-1	Administratively changed directorate name from Center Operations to Spaceport Integration and Services and Medical and Environmental Support Contract (MESC) to Kennedy Environmental and Medical Contract (KEMCON)
11/6/2018	B-2	The KNPR is essential to ensure appropriate food sanitation regulations are in place at KSC. An extension processed to allow for comment review and disposition, and processing of final signatures.
2/15/2019	B-3	Due to the Government shutdown and furlough, additional extension approved to allow for Center wide review, comment disposition, and processing of final signatures.
6/14/19	B-4	KNPR expiration date extended to allow for final review by Office of the Chief Counsel and signatures of executive management.
6/26/19	C	**Preface** P.4 Updated and added new statutory references **Chapter 1** 1.1.2 Expanded list of food safety inspection locations, expanded list of health inspection facilities 1.2 Change from EHO to CMO 1.3.1 Expanded explanation of KSC S&PH investigations; added suspected disease clusters or outbreaks 1.3.2 Added subsection 1.3.2.1 to include visitors and guests 1.3.3 Expanded explanation of S&PH responsibilities as they relate to potential public health protection and safety inspections. **Chapter 2** 2.1 Clarified roles of SPHO 2.2-2.5 No substantive changes 2.6 Added for clarification the need to evaluate facility plans prior to any changes to equipment or kitchen architecture 2.7-2.8 No substantive changes **Chapter 3** 3.1 No substantive changes 3.2 Clarified the responsibility of food operators to report illness of employees and/or customers to the SPHO and direct employees to obtain medical clearance before returning to food operations. Added food operators' responsibilities for temporary food events.

RELEASED - Printed documents may be obsolete; validate prior to use.

		Clarified the emergency response regarding bloodborne pathogens and bodily fluid release 3.3 No substantive changes 3.4 No substantive changes 3.5 Deleted requirement for bottled water dispensers to have serial numbers 3.6 New language establishing standards for Mobile Food Dispensing Vehicles (MFDV) consistent with Food and Drug Administration (FDA) food code requirements (not just State of Florida requirements) 3.7 Establishes prohibitions on food operators to prevent them from conducting certain specialized food processes at KSC without a waiver from the SPHO **Chapter 4** No substantive changes **Chapter 5** 5.1-5.5 No substantive changes 5.6 Adds animal registry as defined by the Brevard County Sheriff's Office ordinance for animal facilities 5.7 No substantive changes 5.8 Added additional language for highly susceptible population definition from the CDC 5.9 No substantive changes 5.10 No substantive changes Appendix A: No substantive changes Appendix B: Added new acronyms Administrative changes including formatting throughout document. Updated and verified hyperlinks. Updated Table of Contents with hyperlinks for chapters.
5/15/2024	C-1	This directive has been extended to allow for Center wide review, comment disposition, and processing of final signatures.

RELEASED - Printed documents may be obsolete; validate prior to use.

TABLE OF CONTENTS

PREFACE
P.1 Purpose
P.2 Applicability
P.3 Authority
P.4 Applicable Documents and Forms
P.5 Measurement/Verification
P.6 Cancellation

CHAPTER 1. KENNEDY SPACE CENTER SANITATION AND PUBLIC HEALTH PROGRAM
1.1 Program Elements
1.2 Organization
1.3 Responsibilities

CHAPTER 2. GENERAL PROVISIONS
2.1 Sanitation and Public Health Provisions
2.2 Constraints
2.3 Inspections and Reporting/Reports
2.4 Records
2.5 Exemptions
2.6 Surveys and Inspections
2.7 Modification of Facilities and Equipment
2.8 Accidents, Incidents, and Emergencies
2.9 Assigned Controls

CHAPTER 3. FOOD ESTABLISHMENT SANITATION
3.1 General
3.2 Responsibilities and Organizational Functions
3.3 Changes to Operations, Equipment, or Facility Designs
3.4 Inspections
3.5 Bottled Water
3.6 Requirements for Mobile Food Dispensing Vehicles
3.7 Prohibited Activities

CHAPTER 4. SURVEILLANCE OF POTABLE WATER
4.1 General
4.2 Organizational Functions

CHAPTER 5. FACILITY SANITATION
5.1 General
5.2 Organizational Functions
5.3 Sanitary Conditions in the Workplace
5.4 Toilet Facilities
5.5 Sanitary Conditions in Exercise Facilities
5.6 Animal Boarding Facilities
5.7 Campgrounds and Recreational Facilities
5.8 Kennedy Space Center Child Development Center
5.9 Other Facilities
5.10 Bathing Areas and Interactive Water Features

RELEASED - Printed documents may be obsolete; validate prior to use.

APPENDIX A. DEFINITIONS

APPENDIX B. ACRONYMS

RELEASED - Printed documents may be obsolete; validate prior to use.

PREFACE

P.1 Purpose

This Kennedy National Aeronautics and Space Administration (NASA) Procedural Requirement (KNPR) contains procedures as mandated in NASA Procedural Requirements (NPR) 1800.1D, NASA Occupational Health Program and the Federal regulatory requirements of the Occupational Safety and Health Administration (OSHA), Food and Drug Administration (FDA) Center for Food Safety and Applied Nutrition, Centers for Disease Control and Prevention (CDC), U.S. Department of Agriculture Food Safety and Inspection Services, National Oceanic and Atmospheric Administration Seafood Inspection Program, and Environmental Protection Agency. This KNPR is not meant to replace or repeat those regulatory requirements but to describe how these regulations, at a minimum, shall be applied to Kennedy Space Center (KSC).

P.2 Applicability

a. This directive applies to all KSC personnel, facilities, and activities at all permanent and temporary sites. This directive shall also apply to all KSC tenant organizations, contractors, grantees, clubs, and other persons operating under the auspices of KSC, or on KSC property, as required by law and as directed by contractual, grant, and agreement documents.

b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms “may” or “can” denote discretionary privilege or permission, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.

c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

a. NASA Procedural Directive (NPD) 1800.2, NASA Occupational Health Program

b. NPR 1800.1, NASA Occupational Health Program

c. Kennedy NASA Policy Directive (KNPD) 1800.1, Environmental Health Program Procedures

d. KNPR 8500.1, KSC Environmental Requirements

e. OSHA 1910.141, General Environmental Controls-Sanitation

P.4 Applicable Documents and Forms

a. NPD 9050.6, NASA Exchange and Morale Support Activities

b. Florida Administrative Code (FAC) – Title 64, Department of Health

c. FAC – Title 65, Department of Children and Families

RELEASED - Printed documents may be obsolete; validate prior to use.

d. FAC – Title 61, Department of Business and Professional Regulation (DPBR) 61G3, Barbers' Board

e. FAC – Chapter 61G3-19, Barbershops Registration; Change of Ownership or Location and Renewal

f. FAC – Chapter 64E-15, Mobile Home, Lodging, and Recreational Vehicle Parks and Recreational Camps

g. FAC – Chapter 5D-1, Department of Agriculture and Consumer Services, Milk, Milk Products and Frozen Desserts

h. American Council College of Sports Medicine, Exercise Facilities, Chapter 6, 7, 8, and Form 31, Fourth Edition, 2012

i. Brevard County Code of Ordinances, Part II, Chapter 14, Article III, Division 1, Animal Care Facilities

j. KSC Form 16-256, Food Establishment Inspection Report

k. KSC Form 28-1080, Environmental Health Services Barbershop Inspection Report

l. KSC Form 28-1110, KSC Environmental Health Protection Program Animal Bite/Exposure Incident Record

m. KSC Form 28-183, KSC/CCAFS Environmental Health Protection Program Chemical Toilets Inspection Report

n. KSC Form 50-190, KSC Child Development Center (KCDC) Facility Survey

o. KSC Form 50-221, KSC Food Establishment Design Review Application

p. United States (U.S.) Department of Health and Human Services, U.S. Food and Drug Administration, Food Code, FDA Food Code

q. U.S. Consumer Product Safety Commission Public Playground Safety Handbook

P.5 Measurement/Verification

Compliance with the requirements of this KNPR will be verified through the following means:

a. This KNPR is used to determine compliance with applicable Federal, state, and local health, sanitation, and environmental statutes and regulations and NASA Office of the Chief Health and Medical Officer directives. This includes adequate, timely, and effective response to action items, findings, and corrective action plans, as well as tracking repeat findings and overall trends identified during inspections.

RELEASED - Printed documents may be obsolete; validate prior to use.

b. Compliance with the requirements contained in this KNPR will be verified through audits, reviews, and assessments.

P.6 Cancellation

This document cancels KNPR 1870.1, Rev. C, KSC Sanitation and Public Health Program.

/original signed by/

_____

Nancy P. Bray
Director, Spaceport Integration and Services

Distribution: TechDoc Library

RELEASED - Printed documents may be obsolete; validate prior to use.

CHAPTER 1. KENNEDY SPACE CENTER SANITATION AND PUBLIC HEALTH PROGRAM

1.1 Program Elements

1.1.1 The KSC Sanitation and Public Health Program (hereby referred to as “Program”) is a key element in the overall Environmental Health Program established by KNPD 1800.1 to protect the health and environment of all employees, the public, and guests. This Program establishes a preventive approach to planning and reviewing all proposed projects, processes, and procedures to eliminate, or minimize in advance, as many potential public health hazards as possible.

1.1.2 The Program encompasses a spectrum of sanitation and public health concerns. Program activities include formal design and operational document reviews, periodic inspections, and specialized investigations including but not limited to:

a. Rabies exposure investigations

b. Animal boarding facility inspections

c. Food safety compliance inspections and food safety program reviews of dining operations at cafeterias, snack bars, food kiosks, mobile food dispensing vehicles, vending machines, catering operations, production facilities, warehouse and storage facilities, retail food outlets, and temporary events

d. Bottled water compliance monitoring and, when necessary, potable water inquiries to ensure public well-being

e. Response to and investigations of incidents and issues compromising the health and well-being of the KSC community such as communicable diseases, complaints, and emergencies pertaining to issues of sanitation and public health

f. Monitoring special events where people are gathered and temporary food operations or sanitary facilities may be provided

g. Disease vector surveillance

h. Inspections of the barbershops, exercise facilities, chemical toilets, recreational vehicle parks and campgrounds, and additional facilities and locations, as warranted.

i. KCDC facility surveys

j. Bacteriological sampling and analysis of vended soft serve dessert machines, ice machines, and bottled water/soft drink dispensers

k. Surveillance and inspection of interactive water features and bathing areas offered for recreational use to tourists, workers, families, and guests

RELEASED - Printed documents may be obsolete; validate prior to use.

1.2 Organization

The Program is one of several elements in the overall KSC environmental health protection program. The KSC Chief Medical Officer (CMO) delegates authority for this Program to the Sanitation and Public Health Officer (SPHO).

1.3 Responsibilities

1.3.1 The SPHO is responsible for implementing, evaluating, making recommendations for, and providing general surveillance over the Program to ensure compliance with regulatory and Agency requirements for the control of sanitation and public health.

1.3.2 SPHO acts as the functional representative of the CMO on sanitation and public health matters and provides technical guidance to KSC organizations on related matters or concerns including the following:

a. Notifies the appropriate NASA KSC organizations, e.g., the CMO, of any major sanitation and public health incident

b. Monitors all installation food establishments for compliance with applicable local, state, Federal, and NASA-specific regulations

c. Evaluates compliance of the Center's potable water supplies to include chemical and bacteriological surveillance in accordance with KNPR 8500.1

d. Ensures complaints associated with sanitation and public health concerns— including but not limited to potable water, food, insects, animal bites, suspected disease clusters or outbreaks—are investigated promptly and results are reported to the responsible authorities

e. Coordinates with outside agencies, as applicable, on sanitation and public health matters

1.3.3 KSC NASA Exchange, contract managers, and contract technical managers are responsible for ensuring compliance with the provisions of this requirements document on the part of civil service, contractor, Exchange, and concessionaire personnel who support programs for which they have primary responsibility.

1.3.4 This document applies to KSC-sponsored employee teams and organizations and other organizations operating or providing services to the KSC community, visitors, or guests.

1.3.5 The contractor provides sanitation and public health services, to the extent required by contract, and serves as the KSC SPHO designated representative. The contractor is specifically responsible for:

a. Ensuring all Program elements are implemented and maintained under the direction of the KSC SPHO

b. Providing for design and procedure reviews, technical assistance, and consultation to all KSC organizations on matters concerning the Program

RELEASED - Printed documents may be obsolete; validate prior to use.

c. Performing monitoring activities for regulatory compliance and identifying and assessing the hazard potential of real or suspected food or potable water contamination that may pose a threat to the environment or an individual's occupational health and well-being

d. Maintaining accurate and complete survey data records

e. Providing sanitation and public health support as required for operations where employees and/or guests are gathered and where temporary food or sanitary facilities may be provided

f. Performing onsite compliance inspections and surveys of temporary or permanent food establishments, exercise facilities, recreational areas and campgrounds, animal boarding facilities, bottled water, child care facilities, potable water systems, and chemical toilets. This also includes investigations of suspected infectious disease outbreaks or disease clusters.

g. Providing technical consultation in the preparation of Federal and state permit applications for environmental sanitation activities and maintaining copies of those applications and permits, with associated records, to ensure compliance monitoring and reporting is carried out in a timely manner

h. Identifying and providing technical support concerning training and certification requirements in the environmental health aspects of food establishment sanitation for all food service employees

RELEASED - Printed documents may be obsolete; validate prior to use.

CHAPTER 2. GENERAL PROVISIONS

2.1 Sanitation and Public Health Provisions

2.1.1 The following general provisions are provided to assist organizations in identifying requirements of the program. All vendors and concessionaires, with support of the NASA Exchange shall follow the provisions below:

a. All food served or vended for consumption is stored, handled, prepared, and dispensed in a manner that ensures food will be wholesome and safe

b. Drinking water provided for consumption is maintained in a potable manner. Non-potable water sources will be identified and excluded from use as drinking water or for bathing, interactive water features, or food services.

c. Sufficient numbers of restroom facilities are provided in accordance with the latest version of the Florida Building Code and they will be adequately maintained in a clean, sanitary, and properly functioning manner.

d. Insects, pests, and animals are controlled to prevent the creation of a health threat to people.

e. Waste generated from Center activities is handled, stored, and disposed of in a manner that protects the health and well-being of people and the environment.

2.2 Constraints

Constraints imposed upon substances and operations subject to the provisions of this requirements document will be no less than those required by applicable regulatory authorities and will include any special additional constraints deemed necessary by the KSC SPHO. The SPHO establishes procedures to enforce the provisions described in this document.

2.2.1 An authorization by the SPHO is required for the operation of any facility, event, or activity determined to be subject to the provisions of this document. The SPHO shall issue the authorization after consultation with the event or activity coordinator.

2.2.2 The SPHO shall coordinate issuance of the authorization with other KSC officials having responsibility and jurisdiction. The authorization will not be given until those officials have concurred with the SPHO as part of their normal approval process.

2.2.3 An authorization may be denied, suspended, or revoked by the SPHO, in coordination with the relevant officials, for a facility, event, or activity not operating in compliance with the provisions of this procedural document.

2.2.4 No activity, facility, or event subject to the provisions of this document may commence activities until they have received a written authorization to operate from the SPHO.

RELEASED - Printed documents may be obsolete; validate prior to use.

2.2.5 The SPHO shall issue all authorizations for all existing activities, facilities, or events at KSC subject to this procedural document, and will remain valid until the conclusion of the event or activity or until changes occur within a facility that warrant a review or modification of the operation. Examples would include a temporary food tent set up at a viewing site for a launch or changes by a food concessionaire within a cafeteria or food court space.

2.3 Inspections and Reporting/Reports

Inspections and surveillance reports constitute the first level of noncompliance notice that is provided to an entity operating at KSC. Enforcement actions are implemented to eliminate identified hazards, recurring violations, and imminent health hazards. When appropriate, enforcement actions will be coordinated with the relevant officials to gain concurrence in the implementation of a collaborative solution that addresses the root cause of the noncompliance.

2.3.1 The SPHO or designated representative shall provide written reports of all surveillance activities to the responsible person(s) in charge (PIC) of a facility, establishment, or event, documenting findings and areas of noncompliance with applicable codes and standards.

a. When immediate correction is necessary to reduce or eliminate a hazard, the PIC shall immediately remove or correct the hazardous condition

b. Where minor violations are identified and no immediate hazard exists to health, a followup visit may be scheduled at the facility

c. Failure by an individual, organization, or establishment to correct a violation may result in further action by the KSC SPHO. Action may include a conference; a letter of warning; discontinuance of a specific activity or operation; the denial, suspension, or revocation of an authorization to operate; or removal of an entity or individual from KSC facilities.

d. When practical, and not an immediate threat or danger to life or health, enforcement will be progressive. Enforcement actions will be measured against the level of hazards observed, the actions by the organization(s) to control or eliminate the hazard, and the controls established and applied by the organization(s) to ensure continual compliance with standards.

e. Recurring violations and hazards are an indicator that the PIC or organization has not implemented effective controls at a facility. When recurring violations are identified and a pattern of noncompliance is established, the SPHO shall coordinate enforcement actions with NASA managers to ensure that compliance will be achieved in the future.

2.4 Records

2.4.1 For internal record keeping, KSC environmental health protection program reports and forms (KSC Form 28-183, KSC Form 28-1080 , KSC Form 50-190, Potable or Bottled Water Analysis, Environmental Health Case History, and KSC Form 28-1110) will be utilized when available. Records required by permit conditions must be kept as specified by the permit.

2.4.2 Records required by state or Federal code will be kept in accordance with the code and applicable NASA regulations. All records will be available for review by Federal, state, and local inspectors.

RELEASED - Printed documents may be obsolete; validate prior to use.

2.5 Exemptions

In some instances, substances, equipment, and operations subject to the provisions of this requirements document may be exempted from some or all the Program requirements. The SPHO shall review and determine all such exemptions on a case-by-case basis. Written requests for exemption or deviation will be submitted for approval to the KSC SPHO prior to their disposition. Exemption determinations may be withdrawn at any time for violations of the granted waiver or other regulatory noncompliance.

2.6 Surveys and Inspections

The KSC SPHO or designee will survey and inspect various areas on a routine basis to monitor for continuing compliance with the approved procedures and controls of the Program. Where noncompliance exists, the responsible organization for that activity shall correct all discrepancies.

2.7 Modification of Facilities and Equipment

2.7.1 Any design modifications, updates, renovations, or repairs which affect facilities or established operations, as referenced in Chapter 3 or Chapter 5 of this document, must be reviewed by the KSC SPHO prior to authorization to proceed.

a. Facility operators are responsible for providing to the KSC SPHO properly prepared facility plans for review and approval concerning any proposed change to facilities or equipment.

b. A preopening inspection must be scheduled and performed with the SPHO prior to initiating operations in a facility.

2.7.2 The KSC SPHO will ensure that the design of an establishment, including the construction and placement of equipment, shall consider issues of sanitation and health and any applicable standards that apply to a facility.

2.8 Accidents, Incidents, and Emergencies

KSC SPHO, and the Occupational Health Facility (OHF), when appropriate, shall be immediately notified in the event of any real or suspected accidents, incidents, close calls, or emergencies involving food or water contamination, reportable communicable disease (as defined by the CDC), or animal bites.

2.9 Assigned Controls

In addition to compliance with applicable Federal, state, and local regulations, the KSC SPHO may assign additional requirements and controls, as a result of unique or operational characteristics.

RELEASED - Printed documents may be obsolete; validate prior to use.

CHAPTER 3. FOOD ESTABLISHMENT SANITATION

3.1 General

This chapter outlines the basic requirements and procedures to prevent outbreaks of foodborne illness thereby ensuring all food served or vended at KSC is safe, unadulterated, and honestly presented. This chapter applies to transporting, storing, preparing, serving, and vending of food at KSC. It applies to all food activities held on KSC that are open to employees and guests or activities where food is available for purchase. In general, the provisions and guidelines prescribed herein require adherence to provisions specified in NPR 1800.1, Chapter 4, and in the U.S. Department of Health and Human Services, the most current U.S. FDA Food Code, and applicable regulations of the State of Florida.

3.2 Responsibilities and Organizational Functions

3.2.1 The KSC SPHO shall:

a. Conduct a continuing program of inspection and surveillance in all areas where food is stored, prepared, served, transported, vended, or consumed. Such inspections will be performed under the guidelines established by this requirements document and the FDA Food Code.

b. Cause the removal from service or termination of sale of all food items suspected to be contaminated, unwholesome, or otherwise deemed unfit for consumption

c. Review properly prepared facility design packages that include proposed menu, equipment specifications, and equipment layout for any food facility to be newly constructed, remodeled, or reopened

d. Review plans for temporary events and provide recommendations concerning public health protection and safety including food safety and sanitation

e. Conduct periodic reviews and meetings with food providers regarding maintenance and necessary revisions to their Hazard Analysis and Critical Control Point (HACCP) or food safety management plans

f. Conduct periodic specialized sampling as follows:

(1) The KSC SPHO shall ensure that equipment used to store and dispense ready-to-eat food products, e.g., ice and frozen dessert products, will be maintained per manufacturers' recommendations. Dispensed products are subject to periodic sampling for compliance with bacteriological standards.

(2) The KSC SPHO shall ensure that dispensed ice be tested for the presence or absence of coliform organisms in the product. If unsatisfactory lab results are revealed, the dispensing equipment will be removed from service, cleaned, sanitized, and returned to use only after satisfactory laboratory results are received.

RELEASED - Printed documents may be obsolete; validate prior to use.

3.2.2 Unless prior arrangements have been made with the SPHO, all food vendors on Center (whether permanent or temporary) and organizations receiving, storing, preparing, transporting, or serving food shall be responsible for the following:

a. Maintaining food, facilities, and equipment in a clean, safe, and sanitary condition

b. Providing food that is safe and wholesome and that has been handled using methods compliant with the latest version of the FDA Food Code

c. Ensuring all areas under their control meet or exceed the following:

(1) The minimum acceptable requirements established by the most current FDA Food Code

(2) The requirements authorized by NASA and KSC directives, including this requirements document

(3) Any other applicable state or Federal requirements

d. Developing, implementing, and validating a food safety plan that applies HACCP principles including a program of self-inspection and sustained active managerial control. The food safety plan will be kept current, identify potential hazards of significance, and include preventive measures to ensure or improve food safety.

e. Providing training and maintaining certification requirements for all food service managers and food service employees, as specified by the most current FDA Food Code and NASA requirements, including the following:

(1) A food establishment PIC must be food protection manager certified by a “food protection manager certification program”, accredited by the ANSI Conference for Food Protection Standards for Accreditation of Food Protection Manager Certification Programs in compliance with 2-102.11(B) of the FDA Food Code.

(2) The Food Manager shall ensure that all food workers receive training regarding their duties and responsibilities under the concessionaire’s approved Food Safety Plan/HACCP plan. The Food Manager will also ensure the food workers are aware of their obligation to report FDA-required, reportable illnesses of significance and to maintain awareness of food allergens. Food Managers will review these responsibilities and provide training for their food workers every two years. Such training will be required as part of the employee’s preservice orientation.

(3) Food operators shall maintain detailed records for all employees of training they completed each year. Such records will be available for review by the KSC SPHO upon request.

f. Notifying customers that the most recent KSC Form 16-256 is available upon request by posting a placard in a conspicuous location in the food establishment, or by another method acceptable to the SPHO. Food operators will ensure the placard shall contain the following wording in a font size no smaller than Times New Roman 28.

RELEASED - Printed documents may be obsolete; validate prior to use.

Notice to Our Guests:

For your convenience, a copy of our most recent food establishment surveillance report is available upon your request.

Thank you,
Management Team

Reference: NASA KNPR 1870.1.C
FDA 2017 Food Code, Chapter 8-304.11(K)

g. Ensuring all food handlers report to the OHF when any symptoms of infections or communicable disease are present

h. Ensure any food handlers who reported to the OHF with symptoms of infections or communicable disease are excluded or restricted from food operations and report to the OHF for clearance prior to returning to work

i. Reporting the occurrence of foodborne illness among workers and staff to the SPHO immediately via the work control number, 321-867-2400.

j. Reporting the occurrence of any suspected foodborne illness among customers or guests to the SPHO immediately via the work control number, 321-867-2400.

3.2.3 Emergency Preparedness and Notification

The food operators shall prepare and maintain an Emergency Preparedness Plan. The plan should be a part of the overall food safety plan and will consider events that could occur due to inclement weather, fire, flood, power outage, gas leak, water outage, or similar event that could cause the contamination of food or that might result in food being held at unsafe temperatures or under unsanitary conditions, or that could potentially hinder or compromise safe food operations.

3.2.3.1 Food operators shall submit the Emergency Preparedness Plan to the KSC SPHO for evaluation prior to implementation.

3.2.3.2 In the event of an emergency as described above, the food operator shall immediately notify the KSC SPHO.

3.2.3.3 Food operators shall respond to a bloodborne pathogen incident by calling KSC 911 and the Duty Office for blood, or any bodily fluid, cleanup.

3.2.4 Temporary Food Events

A food operator or event sponsor or coordinator shall provide the KSC SPHO advance notice of any catering event or temporary food operation authorized by NASA where employees and/or guests will be served.

RELEASED - Printed documents may be obsolete; validate prior to use.

3.2.4.1 The food operator shall provide detailed information about the event including the location, the source of food, the equipment to be used, the personnel who will support, the anticipated menu, and the number of guests anticipated. This information is necessary to determine whether the event sponsor has the ability to conduct the event in conformance with food code parameters.

3.2.4.2 Only after concurrence by the SPHO shall the food operator proceed with event activities.

3.2.5 Vending Machines - Individuals and organizations operating vending machines that dispense food or beverages shall:

a. Provide to the KSC SPHO a list of vending machines and locations

b. Ensure that all areas under their control, which includes storage, transport, and vending, meet or exceed the minimum acceptable requirements of this requirements document and the FDA Food Code

c. Ensure that foods are properly labeled and are removed from the vending machines prior to expiration date

d. Establish and maintain a vending machine cleaning schedule and a method of cleaning approved by the KSC SPHO

3.3 Changes to Operations, Equipment, or Facility Designs

3.3.1 The design of a food establishment, including the construction and placement of equipment, must meet the principles outlined in the FDA Food Code and any other applicable state or Federal requirement.

3.3.2 Prior to implementation, the food operators shall ensure that changes within a food establishment, including changes in facility design, food equipment, food operator, or menu items be submitted to the SPHO. Changes will be in accordance with provisions set forth in Section 2.6 of this document. KSC Form 50-221 must be submitted for review along with any necessary engineering or vendor-specific plans.

3.3.3 The food operator shall maintain open communications and inform the KSC SPHO on changes to the establishment's HACCP plan, Food Safety Plan, or Emergency Response Plan. The SPHO must receive changes to the standard operating procedures prior to implementation.

3.4 Inspections

The KSC SPHO shall perform periodic and special inspections of all food establishments and vending operations to ensure compliance with applicable regulatory requirements and the provisions of this requirements document. These inspections will occur at any time during operational hours and, to the extent possible, minimize any impact on sales and services. These inspections may include sampling of food products dispensed from food production equipment to ascertain the efficacy of cleaning and maintenance activities.

RELEASED - Printed documents may be obsolete; validate prior to use.

3.5 Bottled Water

3.5.1 Bottled water procured under KSC contract may be authorized on a case-by-case basis for use at sites on Center and at NASA facilities on Cape Canaveral Air Force Station where plumbed potable water is not available.

3.5.2 The SPHO shall ensure that only bottled water procured by the KSC contract be placed in bottled water dispensers supplied by the contract. Under no circumstances will empty bottles be refilled by anyone other than the processor. Standards for bottled water are outlined in Florida Statutes and FAC. All organizations procuring bottled water under KSC contract will ensure:

a. Dispensers are provided and bottles of water are stored in areas free of general hazards or contamination (e.g., chemicals, gases, etc.) that may pose a threat to users under normal operations.

b. Bottled water subcontractors maintain and, upon request, provide routine chemical and microbiological laboratory analysis reports for bottled water delivered to the Center

c. Bottled water dispensers are maintained in a sanitary condition in accordance with manufacturer's guidelines

d. All dispensers have equipment numbers or uniquely identifiable numbers

e. Every month the bottled water subcontractor will select three bottles of water from the shipment and provides them to the SPHO for bacteriological analysis of the delivered bottled water

f. The bottled water subcontractor recalls suspect bottled water lots or takes other appropriate action when notified by the SPHO or other designated regulatory agency representative of contamination detection

3.6 Requirements for Mobile Food Dispensing Vehicles

3.6.1 Since Mobile Food Dispensing Vehicles (MFDV) operating at KSC have no contractual relationship with the Agency, MFDV operators are permitted to operate as a guest provider of services at the Center. The SPHO may revoke privileges to operate at any time if they are found to be operating out of conformance with Agency-established health and safety standards.

3.6.2 Prior to initiating services at KSC, an MFDV operator shall provide the SPHO documentation that the MFDV maintains the following:

a. A current MFDV license from the Department of Business and Professional Regulation (DBPR), Division of Hotels and Restaurants (HR), or the Florida Department of Agriculture and Consumer Services, Division of Food Safety (FDACS)

RELEASED - Printed documents may be obsolete; validate prior to use.

b. An MFDV license in good standing with the State of Florida food safety authority/agency having jurisdiction by having no ongoing administrative complaint or ongoing litigation due to the following:

(1) Failure to renew the MFDV license

(2) Failure to report an alleged foodborne related outbreak

(3) Failure to follow a health reporting policy of exclusion/restriction for employees who have a suspected or known disease transmissible through food

(4) Failure to comply with State notices of violation where administrative warning has been issued for repeated incidents

c. Maintains a DBPR HR or FDACS approved commissary on record as a part of its licensing criteria. The approved commissary must provide documentation to the vendor using the Agency form which describes the services it is providing, including whether service is limited to filling potable water tanks and/or disposal of wastewater. The MFDV operator shall ensure documentation include if service includes use of the commissary's kitchen and/or equipment.

d. Operates at KSC at all times under a PIC who is a certified professional food manager (CPFM). The CPFM must monitor food preparation to ensure their employees are adequately trained to report symptoms and illnesses known to be transmissible through food, adhere to proper hygiene and handwashing practices in order to prevent bare-hand contact with ready-to-eat food, and proper food handling practices in relation to their duties.

e. Maintains onboard proofs of purchase (such as invoices or receipts) for all foods, beverages, and ice which indicate that sources of these items are commercially approved. No foods, beverages, or ice will be obtained or prepared at unauthorized (unlicensed) locations or in personal residences. The MFDV operator shall ensure that all food be stored and prepared onboard or at the designated commissary, as referenced above in Section 3.

f. Maintains and serves from a food menu approved by the SPHO using approved food processes. Changes in menu or food processes must be submitted to the Program for approval before authorization to serve will be issued.

g. Maintains safe food temperatures during storage and, transit to KSC and throughout preparation and service. Food arriving raw must be cooked or heated and prepared onboard the vehicle after arrival at KSC. Cooking in advance for the purpose of cooling and food prep work such as slicing, dicing, cutting, or mixing for ambient cooling is prohibited on the vehicle. An exception may be made on a case-by-case basis as long as equipment and procedures are in place to ensure that such processes can be safely performed onboard the vehicle. If the commissary agreement indicates usage of the MFDV or the commissary for conducting advanced preparation and cooling, the vendor must provide documentation in the form of cooking and cooling logs which indicate that proper cooking temperatures were achieved and that proper rapid cooling occurred within food code designated time frames. Foods prepared prior to arrival at KSC must be identified and date-labeled as with date prepared and the date of expiration.

h. Maintains the MFDV and its food preparation systems in good repair, ensuring systems are properly designed, maintained, and operated (equipment such as appliances, refrigeration,

RELEASED - Printed documents may be obsolete; validate prior to use.

sinks, etc.) including generators, plumbing, ventilation hoods, lighting, etc. to support food operations, and keeps the MFDV in a clean, sanitary condition free from pests

i. Maintains onboard a supply of commercially purchased bottled water sufficient for washing plant foods (e.g., vegetables and fruits) and for preparing beverages, ice, and food

j. Maintains a copy of the most recent inspection report on site, showing efforts have been made to avoid repeat violations and documenting any procedures that have been implemented to prevent food safety risk factors.

3.7 Prohibited Activities

3.7.1 The following food preparation processes may not be used by any food operators doing business at KSC:

a. Smoking foods as a method of food preservation rather than just for flavor enhancement

b. Curing food

c. Using food additives or adding components such as vinegar to preserve food without temperature control

d. Packaging of food items using reduced oxygen packaging (vacuum sealing)

e. Custom processing of livestock or game animals which are intended for personal use (vendor may only use or offer for sale commercially acquired animal products.

f. Selling, using, or offering seed sprouts, e.g., bean sprouts

g. Operating a molluscan shellfish tank

h. Selling, using, or offering any food prepared at home

RELEASED - Printed documents may be obsolete; validate prior to use.

CHAPTER 4. SURVEILLANCE OF POTABLE WATER

4.1 General

This chapter contains requirements to ensure all KSC potable water supplies comply with Federal, state, and local regulations.

4.2 Organizational Functions

The KSC SPHO shall maintain a continuing surveillance of all potable water operations at KSC including sampling and providing for bacteriological and chemical analysis of all potable water supplies for compliance with NASA, Federal, state, and local drinking water standards in accordance with KNPR 8500.1. The organizations responsible for the operation and maintenance of the KSC potable water system will ensure compliance with the provisions of this document and applicable Federal, state, and local regulations.

RELEASED - Printed documents may be obsolete; validate prior to use.

CHAPTER 5. FACILITY SANITATION

5.1 General

This chapter identifies the basic provisions for the maintenance, inspection, and monitoring of sanitary conditions in the workplace.

5.2 Organizational Functions

5.2.1 The KSC SPHO shall conduct surveillance of sanitary conditions at KSC or facilities under KSC's control, including facilities that house animals. The KSC SPHO will report results to appropriate facility managers and verify corrective action has been taken.

5.2.2 The organizations responsible for the operation and maintenance of facilities shall ensure compliance with this document and applicable Federal, state, and local regulations.

5.3 Sanitary Conditions in the Workplace

5.3.1 The KSC SPHO shall ensure all workplaces be kept clean and free from recognized threats to health.

5.3.2 The KSC SPHO shall ensure pests be controlled to the greatest extent possible using preventive pest control measures employed in a manner that does not endanger personnel or the environment.

5.3.3 The KSC SPHO shall ensure that pesticides, when used, be limited to those offering the least possible harm to persons and the environment while still accomplishing the desired goal.

5.3.4 The KSC SPHO shall ensure the organization responsible inform the SPHO of all new pesticides used at the KCDC, kitchens, and cafeterias.

5.4 Toilet Facilities

An adequate number of toilet facilities are provided in the workplace to ensure compliance with regulatory requirements. Where temporary or chemical toilet facilities must be provided, hand washing facilities shall also be provided.

5.5 Sanitary Conditions in Exercise Facilities

5.5.1 Exercise facilities shall be maintained in a sanitary manner. Fitness Center staff will correct all unsanitary conditions observed during internal inspections or as reported by the SPHO.

5.5.2 The KSC SPHO shall ensure standards established by the American Council on Sports Medicine, Exercise Facilities, be applicable for the design, operation, and maintenance of exercise facilities at KSC.

5.5.3 Facilities shall be inspected by the SPHO as often as necessary to ensure that sanitation and public health standards are maintained.

RELEASED - Printed documents may be obsolete; validate prior to use.

5.6 Animal Boarding Facilities

5.6.1 The KSC SPHO shall inspect facilities that house animals on a quarterly basis and report the results to the appropriate facility manager.

5.6.2 Managers of facilities housing animals shall maintain the premises in a sanitary manner and correct all unsanitary conditions as observed during their internal inspections or as reported by the SPHO.

5.6.3 Managers of facilities housing animals shall ensure the protection, safety, and welfare of animals by doing the following:

a. Feeding all animals adequately on a daily basis

b. Ensuring fresh water is available to animals at all times

c. Ensuring animal enclosures are of sizes appropriate to the size of the animal held so the animal may freely stand, normally erect, and have enough floor space to turn around without obstruction

d. Ensuring all animal feces, and other wastes, are removed, and properly disposed of, from the animal enclosure area on a daily basis

e. Providing a program for the effective control of insects, vermin, and parasites within the animal enclosure

f. Ensuring the boarding facility maintains a registry of all animals on the premise under their care and that the registry contains the following information:

1) Animal's name

2) Animal’s description

3) Owner's name

4) Owner's address

5) Owner's phone number

6) Animal’s veterinarian's name and phone number

7) Animal’s vaccination history

8) A description of current medication being used by the animal (if applicable)

9) The date of the animal’s entry to the establishment

RELEASED - Printed documents may be obsolete; validate prior to use.

5.7 Campgrounds and Recreational Facilities

5.7.1 Camping facilities for tents and recreational vehicles will be maintained in accordance with applicable requirements set forth in Chapter 513 of the Florida Statutes as well as Chapter 64E-15 of the FAC.

5.7.2 Campgrounds and associated recreational facilities operated on behalf of the employees and their families at KSC, including KARS Park I and II, will be maintained and operated in a safe and sanitary manner.

5.7.3 Playground facilities must be of sound construction and maintained in good repair. Standards for play equipment, at a minimum, will meet the latest version of the Consumer Product Safety Commission standards for playgrounds as set forth in their Public Playground Safety Handbook.

5.7.4 The KSC SPHO shall periodically inspect facilities and, when required, in collaboration with the relevant officials ensure that sanitation and public health standards are maintained.

5.8 Kennedy Space Center Child Development Center

5.8.1 The KCDC serves a population of children. The KCDC considers children to be a highly susceptible population because of their susceptibility to illness and disease transmission. For this reason, sanitation standards are critical for maintaining a healthful environment. The following provisions are applicable for operation of the facility:

a. The KCDC shall maintain health and medical-related child care standards, as established by the State of Florida Department of Children and Families.

b. The KCDC shall ensure all food safety and sanitation standards as set forth in Chapter 3 of this document be applicable to any food served in the facility.

c. The SPHO shall conduct periodic announced and unannounced surveillance visits to ensure that minimum standards are maintained. Reports of these surveillance visits will be documented on KSC Form 50-190.

5.9 Other Facilities

5.9.1 Other facilities operated for the benefit of employees and available for public access (such as barbershops, sundry stores, and gift shops) shall be maintained in a sanitary condition for workers and guests.

5.9.2 Facilities offering services provided by regulated professions shall be designed and operated so that the licensed professional can provide their services in a safe and sanitary manner.

5.9.3 The SPHO may conduct periodic surveillance of these facilities, including any supporting storage and staging facilities, to ensure that standards of health and sanitation are met.

RELEASED - Printed documents may be obsolete; validate prior to use.

5.10 Bathing Areas and Interactive Water Features

5.10.1 Facilities offered for use to tourists, employees, their families, and guests must be constructed and maintained in accordance with minimum standards for health, sanitation, and operation as specified in Chapter 64-E9, FAC.

5.10.2 The SPHO may conduct periodic surveillance of these facilities to ensure that standards of health and sanitation are being met.

RELEASED - Printed documents may be obsolete; validate prior to use.

APPENDIX A. PROGRAM DEFINITIONS

Animal Boarding Facility - Any place dogs, cats, or other animals, regardless of numbers, are kept for boarding.

Design Review - A review of properly prepared facility plans to include food service facilities, water system construction or modifications, and sanitary facilities for buildings.

Disinfection - A process that destroys or irreversibly inactivates the vegetative cells of infectious microorganisms.

Food Contact Surface - Those surfaces of equipment and utensils with which food normally comes in contact and those surfaces upon which food may drain, drip, or splash.

Food Manager Certification - A written certification test that requires food managers to demonstrate a basic knowledge of food protection practices.

Hazard Analysis Critical Control Point (HACCP) - A prevention-based food safety system. HACCP systems are designed to prevent the occurrence of potential food safety problems. This is achieved by assessing the inherent risks attributable to a product or process and then determining the steps necessary to control the identified risks.

HACCP Plan - A written document developed by The National Advisory Committee on Microbiological Criteria for Foods that delineates the formal procedures for following HACCP principles.

Imminent Health Hazard - A significant threat or danger to health considered to exist when there is sufficient evidence to show a product, practice, circumstance, or event creates a situation requiring immediate correction or cessation of operation to prevent injury based on the number of potential injuries and the nature, severity, and duration of the anticipated injury.

Interactive Water Feature - A structure designed to allow for recreational activities with recirculated, filtered, and treated water, but having minimal standing water.

Labeling - Sources of packaged food must be labeled in accordance with FAC and the FDA Food Code. Proper labeling includes manufacturer's name and accurate contents statement.

Leftovers - Food items left over either from the serving line, prepared for service, placed in a hot or cold holding facility pending service, or not served and returned to a refrigerated unit for use at another time. This differs from food items prepared in advance for service at another time.

Permit - The legal authorization to engage in or conduct any construction, operation, modification, or expansion of any installation, structure, equipment, facility, or appurtenance thereto, the operation or activity of which will reasonably be expected to be a source of pollution.

Person-in-charge - The individual present at an establishment who is responsible for the operation at the time of inspection.

Potentially Hazardous Food - A natural or synthetic food requiring temperature control because it is in a form capable of supporting rapid or progressive growth of infectious or toxigenic microorganisms.

RELEASED - Printed documents may be obsolete; validate prior to use.

Primary Drinking Water Standard - Maximum contaminant levels for specific inorganic contaminants, volatile organic chemicals, and radioactive materials as well as limits for turbidity and coliform organisms in drinking water are analyzed per FAC, Chapter 62-550.

Regulated Professional - A practitioner whose services are normally provided from a fixed location dependent upon associated sanitary facilities and professionally licensed by the State of Florida. Examples include barbers, massage therapists, physical therapists, physicians, and nurses.

Sanitize - The effective bactericidal treatment of clean equipment and utensil surfaces by an approved process providing enough accumulated heat or chemical concentration for enough time to reduce the bacterial count, including pathogens, to a safe level.

Secondary Drinking Water Standard - Guidelines regulating contaminants that may cause cosmetic effects (such as skin or tooth discoloration) or aesthetic effects (such as taste, odor, or color) related to customer's acceptance of the drinking water.

Temporary event - Any interim NASA-approved event or activity in which food is provided for sale; all other events involving the availability of food are at the discretion of the SPHO.

Vector - A carrier organism capable of transmitting a pathogen from one organism to another.

Vending machine - A self-service device that, upon insertion of a coin, paper currency, token, card, or key, or by optional manual operation, dispenses unit servings of food in bulk or in packages without the necessity of replenishing the device between each vending operation.

Vermin - Any of various small animals or insects that are destructive, annoying, or injurious to human health, plants, or animals in the environment.

Water Quality Parameters - The specific chemicals monitored to ensure compliance with the primary and secondary drinking water standards.

RELEASED - Printed documents may be obsolete; validate prior to use.

APPENDIX B. ACRONYMS

CDC	Centers for Disease Control and Prevention
CMO	Chief Medical Officer
CPFM	Certified Professional Food Manager
DBPR	Department of Business and Professional Regulation
FAC	Florida Administrative Code
FDA	United States Food and Drug Administration
HR	Division of Hotels and Restaurants, DBPR
HACCP	Hazard Analysis and Critical Control Point
KCDC	Kennedy Child Development Center
KNPD	Kennedy NASA Policy Directive
KNPR	Kennedy NASA Procedural Requirements
KSC	Kennedy Space Center
MFDV	Mobile Food Dispensing Vehicles
NASA	National Aeronautics and Space Administration
NPD	NASA Policy Directive
NPR	NASA Procedural Requirements
OHF	Occupational Health Facility
PIC	Person(s) In Charge
S&PH	Sanitation and Public Health
SPHO	Sanitation and Public Health Officer
U.S.	United States

RELEASED - Printed documents may be obsolete; validate prior to use.