



DEPARTMENT OF THE NAVY
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU
UNIT NUMBER 3800
APO AA 34041 - 3800

IN REPLY REFER TO

NMRCINST 6240.1C
07 January 2004

NMRCD INSTRUCTION 6240.1B

From: Officer-in-Charge
To: Distribution List No. 2

Subj: HEALTH REGULATIONS FOR EATING, DRINKING, AND SMOKING

Ref: (a) SECNAVINST 5100.13C
(b) BUMEDINST 6200.12
(c) NAVMED P-5010, ART 1-62 (Coffee Messes)
(d) NMRCINST 6240.1C
(e) NMRCINST 5100 Series
(f) NMRCINST 5040 Series

Encl: (1) NMCNCR 6240/1 Coffee Mess Regulations/Authorization Request
(2) Environmental Health Regulations for Coffee Messes

1. Purpose. To establish eating, drinking, and smoking policies for the health, welfare, and safety of staff personnel and visitors of the Naval Medical Research Center Detachment, Lima, Peru.

2. Cancellation. NAMRIDINST 6240.1B.

3. Background. By following sound environmental health guidelines concerning eating, drinking, and smoking in work spaces as the fundamentals of good personal hygiene, work areas can be made safer. Not only it is important to regular inhabitants of these areas but also to visitors who may not be well versed in the particular hazards of the area. References (a) through (f) provide specific guidelines for establishment of smoking areas within Department of Defense agencies. Reference (c) provides the requirements for coffee messes in U.S. Naval facilities.

4. Action.

a. Eating and Drinking. To minimize personnel exposure to potential biohazard agents and laboratory contaminants, the following regulations shall be observed:

(1) The NMRCD Occupational Safety and Health Officer

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(OSHO) shall assist Department Heads in determining Department spaces that require designation as a "No Eating/Drinking Area." Each space so designated shall be posted with signs indicating that it is a "No Eating/Drinking Area." When additional spaces require such designation, Department Heads shall notify OSHO to ensure proper posting. Laboratory personnel in such spaces shall ensure strict compliance with the "No Eating/Drinking" designation.

(2) Drinks from cans, cups, or glasses shall not be consumed, placed on benches, nor be present within laboratory spaces where there is potential use of toxic chemicals or infectious biological agents. There will be no applying of cosmetics or lotions while in the laboratory. Food and drink consumption is permissible in conference rooms, office areas, designated lunch areas, and in laboratory spaces where potential contaminants are not used. Food or beverages shall not be stored in refrigerators or freezers with laboratory reagents, specimens, or batteries.

(3) Laboratory refrigerators shall be marked "No Food or Drink" Refrigerators for personal use shall be marked "Food Only."

(4) Refrigerators in NMRCD buildings shall be identified and utilized for food storage only when the following conditions are met:

(a) Lunches, bags, and containers are labeled with name, date, and time.

Timely removal of food is accomplished

(c) The refrigerator is defrosted on a monthly basis.

(5) Water used for personal use shall not be retrieved from laboratory water sources.

b. Monthly Command Zone Inspections: Zone Inspections in accordance with reference (f) shall include inspection of food refrigeration units ensuring compliance with sanitation standards and regulations. Repeated infractions involving food and drink

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storage in a specific area will result in the revocation of the authorization to store food and drink.

c. Smoking: Inside the NMRC complex shall be considered a no smoking area. All smoking shall be conducted outside of the building.

d. Coffee Mess Regulations: The environmental health regulations for coffee messes are promulgated by reference (f) and enclosures (1) and (2). Requestors shall obtain a copy of enclosure (1) from OSHO, complete section 1, and contact OSHO. OSHO will determine the appropriate fire protection and environmental health considerations for approval. Requestors shall ensure the guidelines in enclosure (2) are strictly adhered to, in addition to the following regulations:

(1) Location of coffee messes shall be confined to conferences rooms, office areas and non-laboratory spaces conforming to the eating and drinking regulations outlined above.

(2) Coffee messes shall not obstruct an exit access or pose a tripping hazard.

The monthly Command Zone Inspections shall include inspection of all coffee messes, with regard to regulation compliance and shall make recommendations concerning deficiencies.

5. Compliance. It is expected that each area supervisor will review and enforce the guidelines provided by this instruction in an effort to afford all employees a safe and healthful workspace.


J K BAIRD

NMRC D LIMA, PERU COFFEE MESS AUTHORIZATION

DEPARTMENT: _____ BUILDING & FLOOR: _____

- A. Permission is granted at the above location, subject to the requirements set forth in the NAVMED P-5010 and the following regulations:
- B. The coffee mess shall be maintained in a clean, sanitary condition at all times.
- C. Sweetener or sugar, coffee and non-dairy creamer shall be stored in glass or metal containers with tightly fitted lids. Sweetener or sugar shall be served in single service packages or pour type dispensers. Milk and cream shall be refrigerated.
- D Coffee messes shall not be used for food preparation
- E Only Disposable stirrers shall be used, common stirring spoons are prohibited. Cups and other utensils shall be rinsed immediately after use and washed with hot, soapy water before reuse.
- F At the first sign of insects the mess shall be secured. The area shall be scrubbed thoroughly with soap and water and the Command Safety Officer shall be notified. The mess shall remain secured until the infestation has been eliminated and the mess has been inspected and approved by the Command Safety Office.
- G Coffee makers shall be of the electric type, with self-contained, tightly enclosed heating elements, preferably automatic. All such appliances shall be UL approved.
- H. No changes to any electrical wiring or plumbing system shall be made to facilitate the operation of a coffee mess.
- F The coffee-making appliance shall rest on a Formica or non-absorbent surface that is fire resistant and does not conduct electricity.
- J The mess shall use no hot plates or other heating devices with exposed heating elements.

COFFEE MESS SUPERVISOR: _____
(SIGNATURE/DATE)

MEETS ALL SAFETY STANDARDS []: _____
(SAFETY OFFICER SIGNATURE/DATE)

APPROVED []: _____
(ADMINISTRATIVE OFFICER/DATE)

THIS AUTHORIZATION IS GOOD FOR TWO YEARS FROM ISSUANCE DATE

ENVIRONMENTAL HEALTH REGULATIONS FOR COFFEE MESSES

- a. Each mess shall be located in an area that can be easily cleaned and shall be maintained in a clean, sanitary condition at all times.
- b. Adequate facilities at the site of the coffee mess or close proximity shall be provided for washing all coffee mess equipment and utensils. Watercoolers/fountains are not considered adequate.
- c. Bulk sugar and coffee shall be stored in containers with tight-fitting covers. Sugar shall be served in single-service packages or from sanitary pour-type dispensers.
- d. Coffee shall be served in single-service containers or each person in the mess may have their own coffee cup provided facilities are available to wash and sanitize them. The use of common cups is prohibited. For this reason personal cups shall be removed from the coffee mess to preclude unauthorized use.
- e. Adequate refrigeration shall be provided when milk or cream is used. When canned evaporated milk is used, tops of cans shall be cleaned thoroughly and punctured with a sanitized cutting instrument. Opened cans of evaporated milk shall be refrigerated between serving periods and shall not be held unrefrigerated for periods exceeding two hours. The use of powdered cream products is recommended, thereby eliminating the need for refrigeration.
- f. The use of common stirring spoons is prohibited. Single service stirrers will be used.
- g. Personnel shall not prepare or cook food in any coffee mess
- h. Coffee mess equipment shall be Underwriters' Laboratory (UL) approved
- i. The electrical appliances shall be placed on a non-combustible surface. Only one electrical heating appliance shall be placed on each branch circuit. Each electrically heated coffee pot shall be equipped with an automatic heat control. (It is still necessary to keep water in the pot). All units shall be shut off by switch or unplugged at the end of the work day.
- j. The coffee mess shall no be installed in the same room with flammable liquids or combustible gases.

Enclosure (2)