

CHAPTER 9 HOUSEKEEPING AND SANITATION

9.1 INTRODUCTION

All environmental factors relating to the prevention of spreading disease or increasing risk of accident in Laboratory controlled areas shall conform to regulations and standards of New Jersey State Sanitary Code, the New Jersey Administrative Code (Title 24 N.J.S.A.), the local Health Department, and the Occupational Safety and Health Administration's (OSHA) rules and regulations.

9.2 SCOPE

This section applies to all facilities owned and/or under the Laboratory's jurisdiction, and all employees, contractors, and subcontractors of PPPL.

9.3 DEFINITIONS

9.3.1 Housekeeping - shall pertain to cleanliness and orderliness of all areas to include: washrooms, offices, passageways, aisles, storage areas, service floors, shops, laboratories and all other Laboratory facilities.

9.3.2 Potable Water - drinking water which meets the quality standards prescribed by the U.S. Public Health Service or water which is approved for drinking purposes by the State of New Jersey or local Health Department.

9.4 RESPONSIBILITIES

9.4.1 Department Chairmen/Division Heads are responsible for implementation of this section.

9.4.2 Line Supervisors are responsible for reporting any unsanitary conditions to the Safety Office. They are also responsible for housekeeping in their assigned area and in connection with work done by their subordinates. Supervisors shall include adequate time for cleanup as an integral part of all tasks assigned.

9.4.3 The Safety Office is responsible for ensuring the implementation of this section, including periodic inspections of work areas.

9.4.4 All other employees are responsible for:

- A. Reporting unsanitary conditions and poor housekeeping to their supervisors.
- B. The cleanliness of their own workbench, machine, desk, or similar area.
- C. Including cleanup as an integral part of every operation.
- D. Cleaning and ensuring the removal of wastes, debris, and dust regularly and frequently to maintain an uncluttered appearance.
- E. Depositing trash in the proper receptacles and not littering natural or communal exterior areas of the Laboratory such as the surrounding grounds, woods, parking lots, sidewalks, etc.

9.4.5 Plant Maintenance is responsible for the proper maintenance and installation of all facilities in the manner described and implied in this section.

9.5 PRACTICES AND PROCEDURES

9.5.1 Water

- A. Drinking water used by the Laboratory shall be tested routinely by the Plant Maintenance and Engineering Section to ensure uniform and proper consistency and compliance with all federal, state, or local sanitation requirements for both chemical and biological contaminants.
- B. The drinking water supply shall not contain impurities in concentrations which may be hazardous to the health of the consumer or which would cause offense to the sense of sight, taste or smell.
- C. The drinking water supply system shall be installed according to the National Plumbing Code and all other federal, state, and local plumbing requirements and shall be maintained in good condition.

- D. The drinking water system must be protected against back-flow with connections and plumbing devices approved by the American National Standards Institute (ANSI).
- E. An adequate supply of potable water shall be available within a reasonable distance to any location at which employees are regularly engaged in work. Under certain conditions this requirement may be met by approved bottled water dispensers. These dispensers shall be designed, constructed, and serviced so that sanitary conditions are maintained and shall be capable of being closed.
- F. All water lines shall be distinctly marked according to the type of water flowing through them. Outlets for non-potable water, such as deionized water, distilled water, etc., shall be labeled to indicate that the water is not to be used for drinking, washing, or cooking purposes.

9.5.2 Food

- A. All foods and beverages shall be prepared, stored, displayed, dispensed, placed, or served in a way that they are protected from dust, flies, vermin, pollution by rodents, unnecessary handling, airborne droplet infection, overhead leakage, or other contamination to ensure compliance with all federal, state, and local requirements.
- B. Refrigerators located throughout PPPL must be labeled as to their contents with signs such as "FOOD ONLY" or "CHEMICALS ONLY." Refrigerators labeled for "FOOD ONLY" shall not be used to store non-food substances. Food shall not be consumed or stored where toxic or chemical materials are handled or stored.
- C. Microwaves used for food preparation are to be maintained in a sanitary condition at all times. Periodic inspection of microwave ovens is conducted by Safety Office personnel (see Chapter 4).
- D. All suspected or alleged cases of food poisoning must be reported to the Dispensary.

9.5.3 Waste

- A. All sanitary sewage shall be released from Laboratory controlled areas into sanitary sewer lines.
- B. Drainage through storm sewers and drainage ditches must conform with the water quality standards of the New Jersey Department of Environmental Protection.
- C. All chemicals and substances which are toxic, reactive, corrosive or flammable shall not be released into the sanitary or storm sewer system.
- D. All garbage and trash shall be accumulated outside of buildings in closed containers and shall be removed promptly from the premises.
- E. Items which are required to be recycled or are earmarked for scrap or special disposal shall be placed in designated containers.

9.5.4 Toilet and Locker Facilities

Adequate toilets, washrooms, lockers, and other essential sanitary facilities shall be readily accessible for employees near their work areas. These facilities shall be maintained in a clean and sanitary condition. Soap in a dispenser and hand drying apparatus shall be provided at each wash location.

9.5.5 Pest, Weed, and Animal Control

- A. A continuous program of insect and rodent abatement administered by Plant Maintenance and Engineering shall be maintained.

- B. All pesticides, including those for use by contractors, shall be reviewed by the Safety Office for health and environmental impacts prior to use.
- C. Animal Control actions shall be initiated through Plant Maintenance and Engineering and shall be conducted humanely under appropriate local humane requirements.
- D. All herbicides or other chemicals used for grounds maintenance, including those for use by contractors, shall be reviewed by the Safety Office for health and environmental impacts prior to use.

9.5.6 Housekeeping

- A. All buildings shall be kept clean and orderly with:
 - 1. Floors free of spilled liquids, debris, and clutter.
 - 2. Light fixtures and windows clean.
 - 3. Walls well-painted.
 - 4. Machinery and equipment kept neat and in order.
 - 5. Aisles clearly marked and kept free, with materials properly stacked in designated areas.
- B. The floor of every workroom shall be maintained, so far as is practicable, in a dry condition. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing shall be provided where practicable, or appropriate waterproof and slip resistant foot gear shall be provided.
- C. To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and unnecessary holes and openings.

- D. An adequate supply of well-constructed, closed containers for trash, recycling materials, scrap, etc. shall be provided and emptied on a frequent basis.
- E. Aisles, doorways, and stairways shall be adequate for emergency escape, shall be plainly marked, and unblocked. Exits and emergency equipment, such as fire extinguishers, eyewashes, etc., shall be properly identified and readily accessible.
- F. Procedures for periodic review to ensure the proper and prompt disposal of obsolete stock, parts, and waste shall be used. Excess chemicals, especially those for which a use is not foreseeable within the next six months, should be disposed of through the Hazardous Materials Section (see Chapter 1 and 3).
- G. Supplies and parts shall be properly and neatly stored.
- H. Splash guards and drip pans shall be used where needed, and oil absorbents shall be handy in areas where spillage is likely.
- I. Adequate time for clean up shall be provided by supervisors and management personnel.
- J. No materials shall be stored on top of cabinets, file-banks, bookcases, or other places where they may be dislodged and fall on personnel.

9.5.7 Sanitation and Health

In addition to facility, food, and water cleanliness, personal cleanliness is essential to maintain a healthful work environment. Inflammation of the skin (dermatitis) is an ever-present problem in an industrial or laboratory setting. Adequate washing and prevention of contact with agents harmful to the skin are the most effective measures of skin care.

- A. Wear clean clothing. Change clothing that has been contaminated with materials which may be harmful. Use disposable clothing as necessary.

- B. Use the proper personal protective equipment such as chemical gloves, face shields, aprons, etc. (see Chapters 9.1 and 8.6).
- C. For minor exposures to relatively inert materials that cause excessive soiling, hand-protective creams may be applied before the job is started.
- D. Thoroughly wash after any job that causes excessive soiling of the skin and particularly after contact with agents harmful to the skin. Use hand-cleansing creams - not acetone, mineral spirits, and other such solvents - to remove greases, dyes, carbon, paints, resins, or other adhering materials. Hand cleansing creams do an excellent job and are available from stock.
- E. Solvent use can cause irritation of the skin. After excessive washing and contact with cleaning solutions and agents, hand-conditioning creams should be used to replace oil in the skin. These creams are available from stock.
- F. Emergency showers and eyewashes are for emergency use to dilute and wash away contaminants in those critical seconds right after an accident in which you may be sprayed or splashed with a chemical. Employees should know the location of and how to use the emergency equipment nearest their work areas. Emergency showers and eyewashes are checked periodically by Plant Maintenance and Engineering. Emergency eyewashes should be flushed at a minimum of once per month.

9.6 REFERENCES

9.6.1 State of New Jersey Sanitation Code.

9.6.2 Title 29, part 1910 and 1926, Occupational Safety and Health Standards (OSHA).

9.6.3 National Safety Council, Accident Prevention Manual for Industrial Operations, Chicago, current edition.

9.6.4 American National Standards Institute, Z4.1, Minimum Requirements for Sanitation in Places of Employment, current edition.

9.6.5 U.S. Public Health Service, Drinking Water Standards, 42 CFR 72.

9.6.6 N.J. Administrative Code Title 24.