

USNS GENERAL JOHN POPE (T-AP 110)
c/o FLEET POST OFFICE
SAN FRANCISCO, CALIFORNIA 96601

POPE 6240.1
HHH/ey
15 March 1966

USNS POPE INSTRUCTION 6240.1

From: Master
To: Distribution List

Subj: Hygiene and Sanitation Procedure

1. Purpose. The purpose of this procedure is to provide a standard of requirements for hygiene and sanitary measures aboard ship.

2. General. Within the close quarters of shipboard existence, the necessity of daily attention to hygienic and sanitary matters is absolute. One of the keynotes of good morale is the maintenance of high standards of hygiene and sanitation.

3. Responsibilities.

a. Medical Officer.

- (1) The early restoration of physically incapacitated personnel to health.
- (2) The promotion of health and the prevention of disease by instruction of personnel in the principles of hygiene and sanitation.
- (3) The institution of sanitation measures.
- (4) Arrange for a continuing program of instruction in first aid and self aid to all officers and crew members of the ship, employing the requirements of SECNAV INSTRUCTION 3500.1 of 16 December 1957 and later revisions thereof as a guideline of this instruction. NAVMED P-5056 and later revisions shall be utilized in the planning and teaching of NBC warfare medical defense, as well as first aid and self aid to all hands.

4. Procedure.

a. Personal Hygiene.

- (1) Beards should be discouraged. A beard makes the treatment of face wounds or injuries time-consuming, and actually invites wound infection.
- (2) Careful supervision of all sun bathing will avoid ~~overexposure~~ ~~of personnel~~ ~~from overexposure~~.
- (3) The medical officer or his representative shall instruct the crew periodically in the fundamentals of personal hygiene.

b. Living Spaces.

- (1) The ventilation and temperature of living spaces, and lighting facilities where personnel read, shall be investigated once weekly by the medical officer or his representative. Corrective measures shall be recommended where fresh air, lighting, or temperature are considered inadequate or improper.
- (2) All pillow slips and sheets in use shall be changed at least once weekly.
- (3) Absolutely no food shall be stowed in lockers, bunks, or living spaces. Although the heads of department shall ensure that living spaces are kept in a clean and sanitary condition, the medical officer or his representative shall inspect periodically, or cause to be inspected to ensure that sanitation directives are observed.

c. Heads and Showers. The medical department shall inspect heads and showers frequently for cleanliness and sanitation. These spaces shall be kept scrupulously clean. Dirt, filth, and vermin in these compartments contribute to the spread of disease. During certain hours each day the heads and showers shall be secured for cleaning and disinfection. Under normal circumstances this will be immediately after turn-to in the morning. Decks will be scrubbed with soap and disinfectant. Troughs, toilet bowls, and wash bowls shall be scrubbed thoroughly with the prescribed cleaning materials. After cleaning, they shall be disinfected and, where corrosive type disinfectants are used, shall be rinsed free of disinfectant.

e. Telephones.

- (1) All telephones, head-sets, and mouth and ear pieces used by a large number of men shall be cleaned periodically with an antiseptic solution to be furnished by the medical department.

f. Laundries. Laundries shall be inspected frequently by the medical department for proper sanitary methods of operations. Sufficient hot water and soap must be used to insure cleanliness. Laundry from contagious cases shall be treated in the sick bay before being sent to the general laundry. Safety precautions for operating machinery shall be posted in a conspicuous location adjacent to the machine.

g. Drinking Facilities.

- (1) All drinking facilities shall be inspected periodically by a medical department representative.
- (2) The use of the common drinking cup is prohibited.
- (3) Drinking water shall be supplied only through scuttle-butts, spigots, or closed containers.
- (4) Soft drink vending machines, where installed, will be inspected for sanitary maintenance in the same manner as scuttlebutts.
- (5) These items shall be thoroughly cleaned at least once daily and more frequently if necessary.

h. Insect, Vermin, and Rodent Control.

- (1) The medical officer or his representative shall question the personnel of all ship's spaces concerning the presence of insects, vermin, or rodents. The presence of any of these shall be reported to him.
- (2) All personnel shall make every effort to prevent the introduction of any vectors on board. Incoming stores (crates, fresh provisions, etc.) shall be carefully inspected and, if infested, the medical officer shall be notified and the vectors removed before the stores are taken below.
- (3) Rat-proofing shall be accomplished, whenever the ship is alongside a dock, by means of rat guards on all mooring lines. Gangway watches shall be instructed to watch the brows for rats.

i. Storerooms, Cold Rooms, and Refrigerated Spaces.

- (1) Dry provisions storeroom. The dry provisions storerooms shall be inspected for cleanliness (particularly for broken leaking containers, insect infestation, and rodent contamination). Dirt and spillage shall be kept from decks, particularly from beneath deck gratings. Stores shall be stowed and marked so that oldest lots, as packed, are used first unless the newer lots show evidence of deterioration. Dry provisions storerooms shall be sprayed as often as necessary with Navy standard insecticides, under the supervision of the medical department.
- (2) Frozen provisions storerooms. Controlled temperature and air circulation are paramount necessities for the preservation of large amounts of perishable bulk foods for extended periods. Temperatures shall be maintained at the designed low limit with the temperature minimum indicated on the thermometer dials by a red line. Thermometers in the storerooms and other spaces where utilized shall be inspected carefully for too varied discrepancies; and discrepancies, if marked reported to the engineering officer. No unwrapped meat shall lie about the deck, racks, or upon dirty cases. Every piece of meat shall have its own individual wrapping of muslin, wax paper or cloth, if removed from the original case.
- (3) Temperature control. Temperatures shall be maintained as listed below.

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|--|-------|
| (a) Freeze..... | 0° F |
| (b) Dairy..... | 34° F |
| (c) Chill or Thaw..... | 38° F |
| (d) Fruit and Vegetables (with certain exceptions).... | 40° |
| (e) Reach-in refrigerators..... | 40° |

RUPE 6240.1
HH/ey
15 March 1966

j. Galleys, Butcher Shop, Bake Shop, Vegetables Rooms, and Sculleries. These spaces shall be inspected daily by a member of the medical department for general cleanliness of material. They shall be cleaned thoroughly after each meal and no food left exposed. All used gear and decks shall be washed down with soap and hot water. The meat block shall be cleaned daily by scraping and brushing with steel scraper and wire brush. It should never be washed with water nor covered with salt, cornmeal, or any other covering. The block should never be used for storage. Meat slicing machines and saws shall be cleaned and the remnants of meat removed from all parts and from the deck. The modern dishwashing machine if maintained and operated in accordance with BuShip's instructions, may be used for washing all utensils and equipment which can be run through the machine. Handwashing with the prescribed detergent and disinfecting at temperatures of 180° F for 30 seconds will suffice where materials can be subjected to this treatment. Other equipment will be cleaned in place as prescribed by current instructions. It is imperative that dishwashing machine operators and maintenance personnel understand thoroughly the operation procedures, with particular emphasis on wash and rinse times, and the required temperatures. The use of boiler compound, lye, caustic soda, or industrial detergents is prohibited. Salt water shall not be used in food service areas, even for scrubbing decks and bulkheads. Salt water shall be used in the garbage grinder if the connection thereto is by a closed, untapped line. Salt water shall not be used to wash garbage cans.

k. Food Inspection.

(1) The medical officer is responsible for frequent inspections of all activities with storage of fresh, tinned, and dry provisions, and the preparation and serving of food in the messes.

(2) A copy of the menu for the messes shall be submitted to the medical officer for observation of quality, balance, and sufficiency.

(3) A medical department representative shall inspect all fresh provisions as they come on board to determine their fitness for consumption. Milk, ice cream, and sea food from local supplies require especially close watching. All doubtful appearing meat, and tinned, fresh, packaged foods with evidence of softening, liquification, swelling of cans, or other signs of spoilage, shall be referred to the medical officer for inspection.

(4) Cooks and bakers, as well as other food service personnel shall be given instruction in food sanitation as required by current OpNav instructions. The medical department shall assist in this training, as necessary, to maintain health and sanitation standards.

(5) No crew member shall at any time hold out cooked foods or sandwiches for later consumption, because of the danger of food poisoning resulting from such practices.

(6) Rules to be followed by cooks, bakers, and pantrymen shall be posted as follows:

(a) Personnel and equipment must be scrupulously clean at all times.

(b) If for any reason food is to be held longer than two hours after it has been cooked, either it will be thoroughly chilled to a temperature of 50° F or lower as soon as possible after cooking or it will be held at a temperature of 140° F or higher. These temperatures will hold development of pathogenic bacteria to a minimum. Food stuffs awaiting preparation or serving will be covered at all times to prevent contamination.

(c) Poultry, hash, sausage, pork, veal, beef, meat broth, soups, gravies, creamed chicken, creamed turkey, dressings, bread puddings, cream or custard puddings, will be prepared in a minimum period of time before serving, and, unless kept at temperatures of over 140° F will be kept refrigerated until time of serving. The use of creamed chicken, creamed turkey, creamed pastries and like products will be restricted during the hot weather seasons. Sliced cooked meat, 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 handling will be carefully supervised.

(d) Sandwiches will be freshly prepared as close as possible to the time of consumption and not more than 3 hours prior to serving. Prepared sandwiches will be kept under refrigeration until they are served or heated for serving.

(e) Leftover food - Meals will be planned to avoid having leftover foods. When there are leftovers, they will be placed in shallow containers not over 4 inches deep and will be refrigerated immediately. Care must be taken to assure thorough and prompt chilling to the center of the mass of food. Such leftovers when possible, will be used at the next appropriate meal, but in no case will such foods be used after 36 hours. Freezing leftovers is prohibited. If these foods are to be served again, they will be reheated prior to reserving. Cold meat cuts, pickled vegetables, or acid foods may be served without re-cooking, if precautions are taken to prevent contamination.

(7) Minimum sanitary requirements for milk and milk products are contained in Bufiled instruction 6240.2 and current revisions thereof.

1. Food Service Workers.

(1) All troops assigned to mess duty, before assignment to duty, shall be examined by a medical officer for evidence of an infection or a contagious disease. Thereafter, all food service workers

shall be inspected for general appearance and cleanliness daily by the officer responsible for food service and shall be examined by a medical officer or his representative weekly for general appearance and cleanliness, shortness of hair, cleanliness of hands and nails, evidence of infection, disease, diarrhea or dysentery, or a condition which might cause contamination of food and make easier the spread of disease among the crew or passengers.

If a food service worker develops an infectious or a contagious disease, he shall be removed from the detail until all danger of food contamination is passed.

(2) Food service workers shall be instructed by a medical officer, at regular intervals, in the importance of cleanliness in food service. Their personal responsibility in maintaining the health of the crew and passengers shall be stressed.

(3) Instructions governing the food service workers' food sanitation training program is covered in SecNav Instruction 4061.1 as currently revised.

m. Messing Spaces and Coffee Messes:

(1) A medical officer or his representative shall make frequent inspections of all messing spaces and facilities and shall keep the Chief Steward informed as to the sanitary conditions prevailing in these spaces.

(2) All messing spaces shall be thoroughly cleaned following each meal. All mess tables shall be cleaned and properly stowed when not in use.

(3) A medical department representative shall inspect all coffee messes frequently to assure maintenance of a high standard of cleanliness.

n. Care of Mess Gear and Utensils.

(1) Silverware should be thoroughly cleaned or cleaned and polished after every use; it should be inspected daily and, if not used during mealtime, cleaned and polished at least once a week, except for new or unused silverware properly stowed and requiring care or inspection as appropriate under the circumstances. Forks with broken tines shall be surveyed immediately. Badly worn, rough-edged spoons, cracked cups, dishes, and other chinaware shall be surveyed. Pitchers shall be scoured weekly with cleaning and polishing soap, and then run through the washing machines.

(2) Coppers, steam-jacketed kettles, and urns shall be cleaned with a scrub brush and rinsed with hot water. The exhaust hoods, which are subject to an accumulation of grease, must be kept clean.

(3) Meat and vegetable grinders, peelers, slicers, and chopping machines shall be taken apart after each use. Each part shall be cleaned in hot, soapy water, dried, and reassembled.

FOFE 6240.1
HHH/ey
15 March 1966

(4) All other galley equipment shall be scrupulously clean at all times with vigorous brush-scrubbing and hot water, followed by a hot water rinse at about 180° F.

(5) Air drying of food preparation and messing equipment is adequate, provided rinsing water is at the prescribed temperature.

(6) Ranges shall be thoroughly cleaned once a week, in addition to the usual daily cleaning of the inside of the oven, the unit, cover, drip pans and range grease receptacle. Filter screens in the hoods over ranges shall be removed at least weekly or more frequently if necessary, brusg-scrubbed with hot soapy water, and run through the dishwashing machine.

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LIST II - CASE II