GUIDELINES FOR THE SAFE HANDLING OF PORTABLE DRINKING WATER, ICE AND DISPENSERS

If you are using drinking water dispensers (i.e. golf courses and sports fields), follow these guidelines to minimize the transmission of communicable illnesses.

**Water and Ice**

- Water and ice must be from a public distribution system or an approved water supply that is tested to ensure conformity with applicable regulations.
- Ice machines must be located in an area that is protected from external sources of contamination.

**Water Dispensers**

- Water dispenser should be constructed of food grade materials and be easy to clean.
- Food grade hose for use to dispense drinking water should be safe; durable, corrosion-resistant, and nonabsorbent; resistant to pitting, chipping, crazing, scratching, scoring, distortion, and decomposition; finished with a smooth interior surface; clearly and durably identified as to its use if not permanently attached; and must meet National Sanitation Foundation (NSF) standard 51 and be compliant with 21 Code of Federal Regulations (CFR). Contact the EHS office for assistance in choosing food grade hoses.
- Spigot should be of gravity flow design to prevent contamination during use.
- Dispensers must be cleaned and sanitized at least once every 24 hours. Use wash-rinse-sanitize method for sanitizing dispenser. The compartments of the sink should be of sufficient size to allow immersion of the container. For containers too large to be immersed in the three-compartment sink, a clean and sanitize-in-place procedure can be used. This includes use of a clean kitchen bucket and wash cloth for the detergent cleaning step, followed by rinsing the container with water at least three times, and finally spraying the inside of the container and spigot with a sanitizer solution. A sanitizing solution can be created by adding one tablespoon of bleach (chlorine) into one gallon of warm water.
- An area to allow for air-drying of dispensers shall be provided. Containers must not be stored on the floor at anytime.
- Special attention must be paid when cleaning and sanitizing the dispenser nozzle.
Dispenser Filling

- Dispenser should be filled in an area free of environmental contaminants such as dust, insects and chemicals.
- Dispenser should not be placed on the floor while filling.
- Dispenser should be filled in a room with smooth, dry, easily cleanable floors, walls and ceilings.
- Dispenser should be kept away from chemical storage or other contaminants.
- Water hose used to fill the dispenser must be food grade (garden hoses are not approved) and must not be stored on the ground or capable of being submerged into a drain, which may result in contamination of the hose.
- Hoses should be used exclusively for drinking water dispenser filling and not to fill other equipment or tanks such as pesticide, herbicide, and battery containers or used to clean other things.
- Plumbing code must be met to protect the water supply. Cross-connections must not be present and backflow prevention devices are required.
- Hands must be washed with soap and water prior to handling ice.
- Ice must be dispensed with an ice scoop so that there is no direct human contact.
- Employees must use disposable gloves to prevent direct hand contact with the ice.
- Employees who are ill should not work in these processes.

For further information, please contact:

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