

# TEMPORARY CHANGE REQUEST

**TCR NO. ESHD5008,Sect 8,Chapt 9,R2-001**

(e.g., TCR-ENG-021,R1-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine

Department Name: ES&H

Phone Ext: 3439

Document Number: ESHD 5008, Section 8, Chapter 9

Revision No.: 2

Document Title: HOUSEKEEPING AND SANITATION

Reason for change: Correction of outdated information

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)  
Changed "ER/WM" reference to "M&ES". Deleted outdated statement regarding periodic IH inspections of microwave ovens (these are only done if damage is suspected per ESHD 5008 Section 4). Also, made one other minor language update.

1. Does this TCR significantly alter the intent or scope of the document? YES:     NO: X

2. Does this TCR significantly impact ES&H? YES:     NO: X

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

\_\_\_\_\_  
\_\_\_\_\_

**Jerry D. Levine**  
Department/Division Head Approval

3/24/08  
Date

**John W. DeLooper**  
Associate Director, Best Practices and External Affairs

3/24/08  
Date

Release/Effective date of this TCR: 3/24/08

Incorporate this TCR into next revision of this document? Yes X No

	PRINCETON PLASMA PHYSICS LABORATORY ES&H DIRECTIVES		
	ES&HD 5008 SECTION 8, CHAPTER 9 Housekeeping and Sanitation		
Approved	Date: 01/13/99	Revision 2	Page 1 of 6

**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 that meets the quality standards prescribed by the U.S. Public Health Service or water that is approved for drinking purposes by the State of New Jersey or local Health Department.

**9.4 RESPONSIBILITIES**

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

9.4.2 Line Supervisors are responsible for reporting any unsanitary conditions to the Industrial Hygienist (IH). 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 Industrial Hygienist (IH) is responsible for:

- A. Performing periodic inspections of work areas.
- B. Responding to complaints or concerns of unsanitary or unsafe conditions.
- C. Testing potable water supplies when the water is suspected of not meeting standards.
- D. Inspecting microwave and other cooking facilities for sanitary conditions.

- E. Reviewing the hazards of all pesticides, herbicides or other chemicals used for grounds maintenance, including those for use by contractors, and alerting all affected personnel of their application.

9.4.4 All other employees are responsible for:

- A. Reporting unsanitary conditions and poor housekeeping to their supervisors or the IH.
- 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 The Maintenance and Operations Division 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 in compliance with all federal, state, or local sanitation requirements for both chemical and biological contaminants. This requirement shall be met by obtaining drinking water from an approved supplier (such as Elizabethtown Water Company).
- 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 which meet the standards 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 canal water, deionized water, or distilled water, 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.

D. All suspected or alleged cases of food poisoning must be reported to the Occupational Medicine Office (OMO).

### 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. No chemicals and substances which are toxic, reactive, corrosive or flammable shall 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 or disposable towels 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 the Maintenance and Operations Division shall be maintained.

B. All pesticides, herbicides or other chemicals used for grounds maintenance including those for use by contractors, shall be reviewed by the IH for health and environmental impacts prior to use (see Section 8, Chapter 13).

C. Animal Control actions shall be initiated through the Maintenance and Operations Division and shall be conducted humanely under appropriate local humane requirements.

#### 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. No equipment shall be stored in a manner that could block any of this equipment or means of egress.

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 Material and Environmental Services Division (M&ES) (see Section 8, Chapter 1).

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 that may be harmful. Use disposable clothing as necessary.

B. Use the proper personal protective equipment such as chemical gloves, face shields, aprons, etc. (see Section 8, Chapter 6 and Section 9, Chapter 1).

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 or soaps - not acetone, mineral spirits, and other such solvents - to remove greases, dyes, carbon, paints, resins, or other adhering materials. Hand cleansers do an excellent job and are available from the Stockroom.

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.

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 the Site Protection Division. Emergency eyewashes should be flushed at a minimum of once per month. As a good practice, employees working near piped eyewashes should flush them once per week.

## 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.