



MASTER DIRECTIVES FILE

UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

BO 6240.7 ^{W/CAI}
O&PMD/RDC/dlm
20 Jan 1984

BASE ORDER 6240.7 ^{W/CAI}

From: Commanding General
To: Distribution List

Subj: Environmental Health Inspections and Surveys; reporting and activity action concerning

Ref: (a) NAVMED P-117, U.S. Navy Manual of the Medical Department, Chapter 22 (NOTAL)
(b) NAVMED P-5010, Manual of Naval Preventive Medicine (NOTAL)

Encl: (1) Food Service Inspection Reporting Procedures
(2) Food Service Sanitation Inspection Form, NAVMED 6240/1

1. Purpose. To establish a standard procedure, within the guidelines of the references, for reporting environmental health inspections and surveys conducted aboard the Camp Lejeune complex and Marine Corps Air Station (Helicopter), New River.

2. Background. The Commanding Generals, Marine Corps Base; 2d Marine Division, FMF; 2d Force Service Support Group (Rein), FMFLant; 6th Marine Amphibious Brigade, FMFLant, and the Commanding Officers of Marine Corps Air Station (Helicopter), New River; Naval Hospital and Dental Clinic are responsible for the health of all personnel assigned to their commands/organizations. The Commanding Officer, Naval Hospital is responsible for environmental health surveillance and making health related recommendations to the appropriate Commanding General/Commanding Officer for corrective action. The references outline sanitary standards for Navy and Marine Corps facilities.

3. Action

a. The Commanding Officer, Naval Hospital (Occupational and Preventive Medicine Department) will conduct periodic environmental health inspections and surveys of all facilities and functions aboard the Camp Lejeune complex and the Marine Corps Air Station (Helicopter), New River which may impact on the health of personnel. Inspections and surveys will include, but not be limited to, the following areas: disease vector and rodent control, sanitary aspects of food and food handling, water, sewage, garbage, waste disposal, housing, berthing, recreational facilities, investigation of disease outbreaks and other related elements of the environment. The frequency of inspections and surveys will be determined by the Commanding Officer, Naval Hospital, Camp Lejeune.

b. Naval Hospital, 2d Marine Division, and 2d Force Service Support Group Preventive Medicine inspectors working with the Occupational and Preventive Medicine Department will be admitted to any facility to conduct inspections, surveys and investigations as necessary to determine the existence of, or means to correct, health hazards and environmental deficiencies. The senior inspector will contact the senior person in the facility upon arrival at the facility and prior to conducting the inspection.

c. The results of inspections and surveys conducted, with recommendations to correct any discrepancies noted, will be submitted in writing to the appropriate Commanding General/Commanding Officer with copies to the responsible officer. Inspection results submitted to a Commanding General will be sent via the appropriate command Surgeon. A copy of the results will be left with the Manager/Supervisor of the facility being inspected.

d. Within seven working days of the receipt of the report, the activity inspected will advise his command in writing of the action taken or contemplated to correct any discrepancies reported. A copy of this notification will be furnished to the Commanding Officer, Naval Hospital (Attn: Head, Occupational and Preventive Medicine Department).

BO 6240.7
20 Jan 1984

e. Specific guidelines on reporting procedures, correction of deficiencies, point assessment for discrepancies and administrative criteria for submitting reports of food service inspections are contained in enclosure (1). The preventive medicine inspector will use enclosure (2) or current forms that may be prescribed to evaluate and assign a grade to each facility inspected.

f. When an immediate health hazard is noted by the preventive medicine inspector, correction of the hazard must be addressed immediately. The criteria for recommending immediate cessation of food service operations within facilities due to satisfactory and health hazardous sanitary conditions, is addressed in enclosure (1).

4. Concurrence. Having received the concurrence of the Commanding Generals, 2d Marine Division, FMF; 2d Force Service Support Group (Rein), FMFLant and 6th Marine Amphibious Brigade, FMFLant and the Commanding Officers, Marine Corps Air Station (Helicopter), New River; Naval Hospital and Naval Dental Clinic this order is applicable to those commands.

T. M. Stokes, Jr.
T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: A

→ complex officer, East Coast Commissary Complex, Camp Lejeune,



UNITED STATES MARINE CORPS
Marine Corps Base
Camp Lejeune, North Carolina 28542

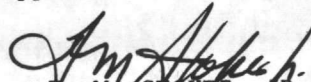
BO 6240.7 Ch 1
O&PMD/RDC/dlm
14 Feb 1984

BASE ORDER 6240.7 Ch 1

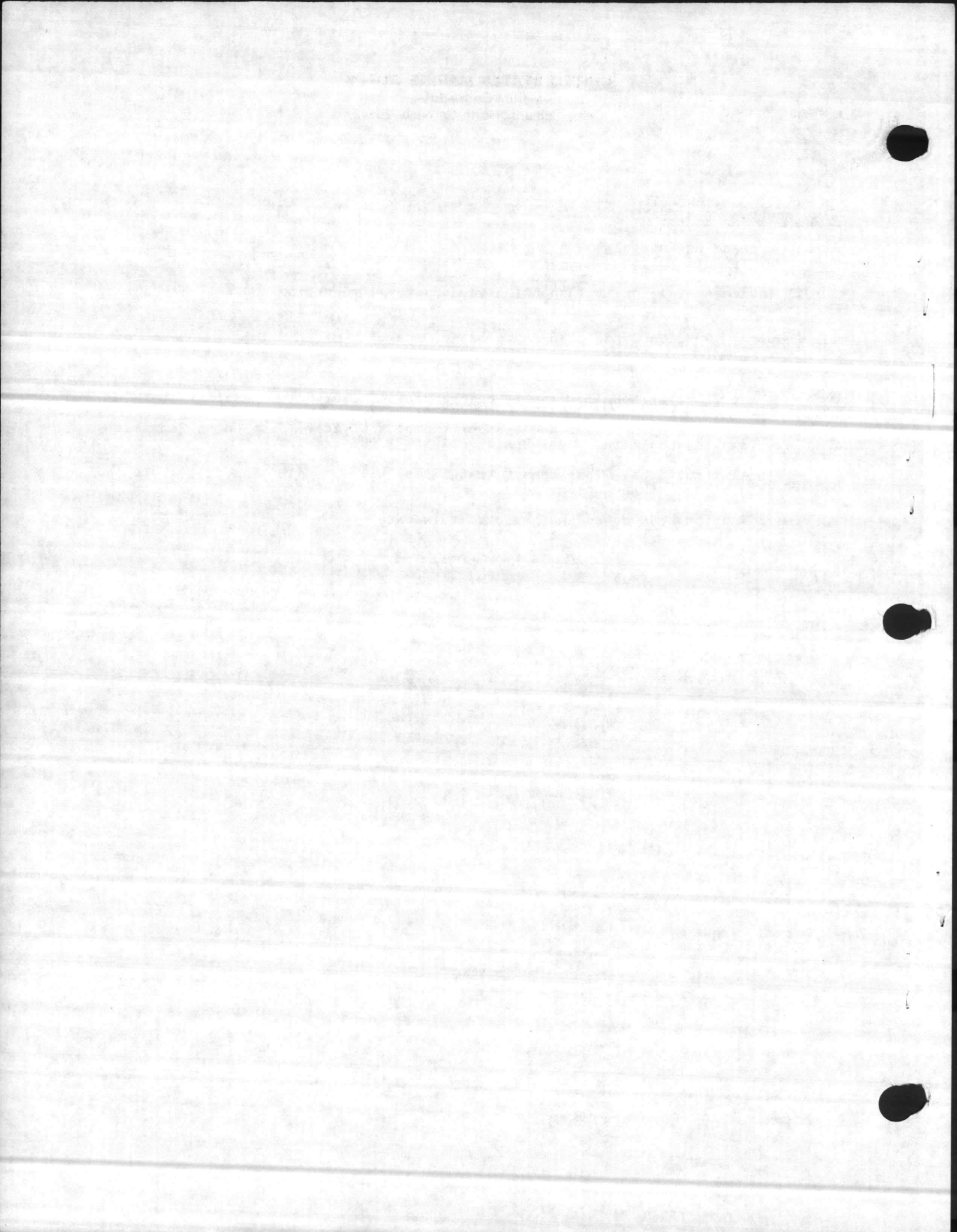
From: Commanding General
To: Distribution List

Subj: Environmental Health Inspections and Surveys; reporting and activity action concerning

1. Purpose. To direct pen changes to basic Order.
2. Action
 - a. Page 2, paragraph 3f, line 3, change "satisfactory" to "unsatisfactory".
 - b. Page 2, paragraph 4, line 4, insert (Complex Officer, East Coast Commissary Complex, Camp Lejeune) after Naval Dental Clinic.
3. Filing Instructions. This Change transmittal will be filed immediately following the signature page of the basic Order.
4. Certification. Reviewed and approved this date.


T. M. STOKES, JR.
Chief of Staff

DISTRIBUTION: A
O&PMD (7)



FOOD SERVICE INSPECTION REPORTING PROCEDURES

1. Report of Inspections. Whenever an inspection of a food service facility is made, the preventive medicine inspector shall record the findings of the inspection on the current edition of NAVMED Form 6240/1; an example of which is contained as enclosure (2).

2. Food Service Sanitation Requirements

a. The sanitary requirements promulgated in Chapter 1, Manual of Naval Preventive Medicine (NAVMED P-5010) are set forth in section I through IX of NAVMED 6240/1.

b. A defect point system has been established whereby maximum possible defect points have been assigned to each stated requirement. The inspector shall assign the appropriate number of defect points up to the maximum possible for noncompliance with the requirements and compute a Sanitary Compliance Score (SCS) calculated as follows:

$$\text{SCS} = \frac{\text{Defect Points Possible} - \text{Defect Points Assigned}}{\text{Defect Points Possible}} \times 100$$

c. The defect points possible for a given facility shall be determined by lining out those items not applicable to the facility and totaling those items that do apply.

d. Repeat discrepancies for which no action has been taken to correct, shall be assigned double the defect points originally assigned without adding to the denominator of the SCS equation until the discrepancy has been corrected or the management has done all it can to correct the discrepancy.

e. Section X of the form is intended for a concise executive summary of the inspection or explanation of serious discrepancies. Detailed comments and recommendations can be provided to the food service management and other interested parties by a separate enclosure.

f. If the inspector considers a discrepancy to be of such magnitude as to constitute a significant danger to health, he shall assign 110 defect points to that discrepancy and carry out the procedures as described in paragraph 3a(3) below.

3. Correction of Violations

a. Correction of the Violations shall be accomplished within the following periods:

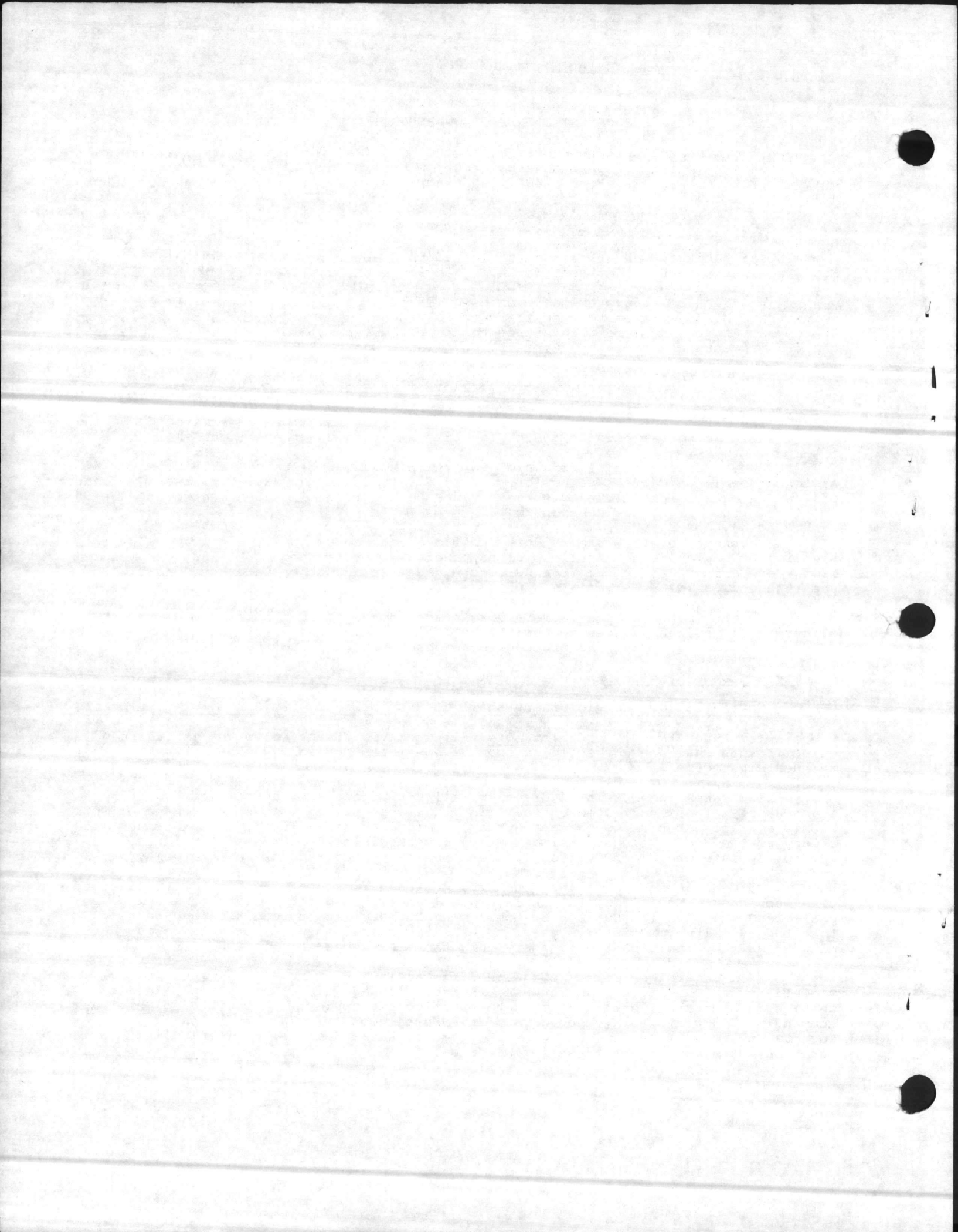
(1) When the SCS is 85 or more, all item violations up to and including 4 defect points shall be corrected as soon as possible, but in any event, by the time of the next inspection.

(2) When the SCS is 84 or below, all violations must be corrected within seven days. If not corrected in that time, the appropriate food service manager, must submit a written report to the appropriate Commanding General/Commanding Officer with a copy to the Head, Occupational and Preventive Medicine Department, Naval Hospital and appropriate Group or Division Surgeon explaining the reasons for the delay.

(3) When the SCS is less than 70, the Head, Occupational and Preventive Medicine Department, Naval Hospital shall promptly notify the appropriate Commanding General via Group/Division Surgeon or Commanding Officer (as appropriate) and recommend that the facility immediately cease food service operations until re-inspection determined that the significant unsanitary conditions have been eliminated.

(4) Regardless of the SCS, immediate action shall be taken to correct all violations assigned five or more defect points. In addition, the appropriate food service manager shall submit a written report to the appropriate Commanding General/Commanding Officer within seven days of the inspection, with a copy to the Head, Occupational and Preventive Medicine Department, Naval Hospital explaining what action has been taken to correct these deficiencies.

ENCLOSURE (1)



FOOD SERVICE SANITATION INSPECTION
 NAVMED 6240/1 (4-77) S/N 0105-L.F. 206-2400

BO 6240.7
 20 Jan 1984

FOOD SERVICE FACILITY		LOCATION	TIME	DATE			
NAME/GRADE OF INSPECTOR		REASON FOR INSPECTION	ROUTINE	FOLLOW-UP	COMPLAINT	INVESTIGATION	OTHER (Specify)
SANITARY COMPLIANCE SCORE		SCORE ON PREVIOUS INSPECTION		ITEMIZED REPEAT DISCREPANCIES			

Based on an inspection this date, defect points have been assigned for violations of the provisions set forth in the Manual of Naval Preventive Medicine, NAVMED P-5010. Prompt action must be taken to correct all violations by the next routine inspection or shorter period of time, as may be specified in writing by the Medical Department representative. References cited on this form are articles from NAVMED P-5010-1, unless otherwise noted.

ITEM	DEFECT POINTS ASSIGNED	DEFECT POINTS POSSIBLE	SANITARY REQUIREMENTS	ITEM	DEFECT POINTS ASSIGNED	DEFECT POINTS POSSIBLE	SANITARY REQUIREMENTS
SECTION I FOOD AND FOOD PROTECTION				SECTION IV WATER AND ICE SANITATION			
1		20	Food and milk wholesome and procured from approved sources. Articles 1-4, 1-5, 1-28, 1-29, 1-32, 1-36, 1-37, 1-38, 1-60.	24		20	Sufficient potable water supplied from approved sources, protected against contamination and meets current water quality standards. Articles 1-61, 1-76.
2		20	Potentially hazardous foods and beverages protected from contamination, and meet time and temperature requirements for preparation, storage, display, and service. Articles 1-30, 1-32, 1-56 thru 1-59, 1-61, 1-107.	25		20	Ice procured from approved sources, and/or manufactured from potable water, stored and served in a sanitary manner. Article 1-50.
3		5	Fresh foods stored at proper temperatures, protected from the influence of decayed foods, contamination, and spoilage. Articles 1-41, 1-47, 1-48.	SECTION V SEWAGE AND PLUMBING			
4		20	Frozen foods stored properly at zero degrees fahrenheit or below, correctly thawed and not refrozen. Articles 1-47, 1-56.	26		5	Sewage disposed into a public sewer or approved sewage disposal system. Article 1-76.
5		5	Semperishable foods adequately protected from spoilage due to improper storage practices including excessive temperatures and moisture, lack of adequate ventilation, and insufficient stock rotation. Articles 1-39, 1-40, 1-45, 1-46.	27		20	Plumbing properly installed and maintained with no cross connections present or back siphonage possible. Articles 1-11, 1-76.
6		20	Prepackaged foods such as salads and Class I, II, and III sandwiches made from approved ingredients, properly prepared, labeled, stored, and dispensed. Article 1-56.	28		5	Toilet and handwashing facilities adequate in number, location, accessibility, and design. Articles 1-76, 1-77.
7		20	Leftover foods correctly dated, stored, and served; no unauthorized or frozen leftovers present. Article 1-56.	29		5	Heads adequately equipped with water closets, urinals, and lavatories and supplied with dispensable soap, single use towels or air dry devices and toilet tissue. Articles 1-76, 1-77.
SECTION II FOOD SERVICE SPACES, EQUIPMENT, & UTENSILS				30		3	Heads are clean, neat, and free of malodors. Article 1-77.
8		5	Refrigerated storage spaces are properly constructed, installed, and cleaned; correctly loaded to allow for adequate circulation, and free of excess frost accumulation. Articles 1-45, 1-48.	SECTION VI WASTE DISPOSAL			
9		5	Accurate, easily readable thermometers conspicuously located in all refrigerated spaces; temperatures of all bulk cold storage spaces logged at least daily. Article 1-48.	31		5	Refuse and garbage properly collected in clean, leakproof containers which are securely covered when not in actual use. Article 1-78.
10		5	Only food items stored in food storage spaces (storerooms, refrigerators, food lockers, etc.). Article 1-48.	32		4	Refuse and garbage stored in a manner which precludes nuisance conditions or accessibility to insects and rodents. Article 1-78.
11		5	Food service equipment and utensils meet NSF standards, or equivalent, and are properly installed. Articles 1-11, 1-18.	SECTION VII PEST CONTROL			
12		20	Food service equipment and utensils properly maintained, serviced, cleaned, and sanitized. Articles 1-16, 1-17.	33		4	Food service facility adequately protected against the entry and harborage of insects, rodents, birds, and other pests. Articles 1-45, 1-79.
13		5	Automatic dishwashing machines meet NSF standards or equivalent, are properly cleaned, maintained, and operated with approved dishwashing and sanitizing agents. Articles 1-11 through 1-15.	34		5	Effective pest control program being carried out under the supervision of trained and certified pest control personnel. Article 1-79, NAVMED P-5010, Chapter 8.
14		5	Manual dishwashing accomplished in accordance with correct procedures in properly designed three compartment sinks equipped with accurate thermometers. Articles 1-11 through 1-14.	SECTION VIII FACILITY STRUCTURE AND DESIGN			
15		5	Equipment and utensils properly air dried, handled, and stored after being washed. Articles 1-12, 1-17.	35		4	Floors, walls, ceilings and attached equipment properly constructed, free of accumulated filth, and in good repair. Article 1-72.
16		5	No unauthorized supplies present or in use such as dishcloths, dishmops, soap, or steel wool. Articles 1-12, 1-13, 1-17.	36		3	Lighting adequate and luminaries adequately shielded. Article 1-73.
SECTION III PERSONNEL				37		3	Food service spaces adequately ventilated and maintained at comfortable temperatures. Article 1-73.
17		5	Food service personnel training current. Articles 1-60, 1-66, 1-69.	38		5	Exhaust hoods properly designed for easy cleaning, correctly operated, and free of excess grease build-up. Articles 1-17, 1-73.
18		3	Food service personnel physical examinations current. Article 1-67.	39		3	Locker rooms properly located, equipped, clean and free of malodors. Article 1-74.
19		20	Personnel performing food service duties are free from communicable diseases and open lesions on the exposed portions of their bodies. Articles 1-67, 1-68, 1-107.	SECTION IX HOUSEKEEPING			
20		5	Employees physically clean, wearing clean garments and practicing good personal hygiene and proper food handling procedures. Article 1-69.	40		5	Facility and property clean and free of excess equipment and litter. Article 1-75.
21		4	Properly worn caps, hairnets and snoods, as appropriate, worn by food service personnel. Article 1-69.	41		3	Floors, walls, ceilings, and attached equipment adequately cleaned between meals and after closing by appropriate dustless methods. Article 1-75.
22		3	Use of tobacco prohibited in food preparation areas, service areas, and sculleries. Article 1-69.	42		5	Cleaning gear (swabs, brushes, etc.) and cleaning supplies (detergents, disinfectants, and other toxic materials) properly stored. Article 1-75.
23		3	Clothing and other personal items absent from food preparation and service areas. Article 1-69.	43		20	Facility free of recognized hazards that are causing, or likely to cause, death or serious physical harm to the employees or patrons. NAVSUPINST 4061.11 series, Section III, NAVSUP 421, Chapter 3.

SECTION X EXECUTIVE SUMMARY OF COMMENTS & RECOMMENDATIONS

SIGNATURE OF INSPECTOR	SIGNATURE OF SUPERVISOR
------------------------	-------------------------

