

# **VSP Operations Manual 2000**

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## **TRANSITION TO TOMORROW**



**U.S. Public Health Service**

**Centers for Disease Control  
and Prevention**

**National Center for Environmental Health**

**Vessel Sanitation Program**



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## Forward

The Centers for Disease Control and Prevention (CDC) established the Vessel Sanitation Program (VSP) in the 1970's as a cooperative activity with the cruise ship industry. The program assists the cruise ship industry in fulfilling its responsibility for developing and implementing comprehensive sanitation programs in order to minimize the risk of gastrointestinal diseases. Every vessel that has a foreign itinerary and carries 13 or more passengers is subject to twice-yearly inspections and, when necessary, reinspection.

The VSP operated continuously at all major U.S. ports from the early 1970's through 1986, when CDC terminated portions of the program. Industry and public pressures resulted in Congress directing CDC through specific language included in CDC appropriations to resume the VSP. The National Center for Environmental Health (NCEH) at CDC became responsible for the VSP in 1986.

The NCEH held a series of public meetings to determine the needs and desires of the public and cruise ship industry and on March 1, 1987, a restructured program began. In 1988, the program was further modified by introducing user fees to reimburse the U.S. government for costs. A fee based on the vessel's size is charged for inspections and reinspections. A *VSP Operations Manual* based on the FDA 1976 model code for food service and the World Health Organization's *Guide to Ship Sanitation* was published in 1989 to assist the cruise ship industry in educating shipboard personnel.

In 1998, it became apparent that it was time to update the 1989 version of the *VSP Operations Manual*. Changes in the FDA *Food Code*, new science on food safety and protection, and newer technology in the cruise ship industry contributed to the need for a revised Operations Manual. During the past 2 years, the VSP solicited comments from and conducted public meetings with representatives of the cruise industry, general public, FDA and international public health community to ensure that the new manual would appropriately address current public health issues related to cruise ship sanitation.

This document is a result of the cooperative effort of many individuals from both government and private industry, and the public. We would like to thank all those who submitted comments and participated throughout this lengthy process. I must also acknowledge the tremendous commitment of time taken by the VSP staff in drafting this manual. In particular, I must recognize Captain Charles Otto as editor and Captain Daniel Harper as the Senior Environmental Health Officer for the VSP. Both were instrumental in the decision to revise the 1989 document, and in overseeing the process from start to finish.

Although the previous *VSP Operations Manual* was in use for over 10 years, we know that technology and food science will continue to change and evolve. We will continue to review these changes in a public process in an effort to keep the Manual current.

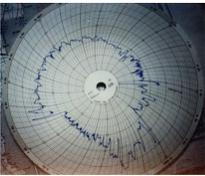
The *VSP Operations Manual - 2000* continues the 25 year tradition of government and industry working together to achieve a successful and cooperative Vessel Sanitation Program that benefits millions of travelers each year.

Dave Forney, Chief  
Vessel Sanitation Program

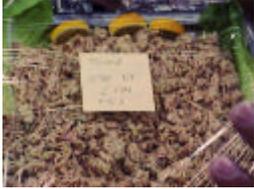
### **TRAINING OBJECTIVE**

**This course is designed to provide individuals in the cruise industry who are responsible for implementation an overview of the *major* changes from the previous operational manual. The course will provide a cooperative forum for sharing of ideas of various practical alternatives for meeting the intent of the manual and improve public health protection for our passengers and crews. Transition training is expected to continue during the year aboard the vessels and at the regular VSP training courses.**

<p><b>PREFACE</b></p> <ul style="list-style-type: none"> <li>• SCIENCE-BASED</li> <li>• PRO-ACTIVE</li> <li>• PARTICIPATORY</li> <li>• FLEXIBLE</li> </ul> 	<ul style="list-style-type: none"> <li>z USPHS / FDA Food Code, 1999</li> <li>z Over 2½ years of international collaboration</li> <li>z Annual opportunity for written comment</li> <li>z Public health protection alternatives</li> <li>z Variances</li> </ul>	<p><b>Notes</b></p>
<p><b>ORGANIZATION</b></p> <ul style="list-style-type: none"> <li>• FORMAT</li> <li>• LANGUAGE</li> <li>• NUMBERING</li> <li>• ANNEXES</li> </ul> 	<ul style="list-style-type: none"> <li>z Contents - 5 - Information to Assist the User</li> <li>z Index</li> <li>z Eleven annexes</li> </ul>	
<p><b>4. SURVEILLANCE</b></p> <ul style="list-style-type: none"> <li>• DEFINITION</li> <li>• LOGS</li> </ul> 	<p><b>4.1.1 Reportable Cases</b></p> <ul style="list-style-type: none"> <li>z Diarrhea or Vomiting + loose stools, abdominal cramps, headache, or fever</li> <li>z Crew members with symptoms up to 3 days before boarding</li> </ul> <p><b>4.1.2 Records</b></p> <ul style="list-style-type: none"> <li>z Standardized log</li> <li>z Antidiarrheal medications</li> <li>z Questionnaires</li> <li>z Confidentiality</li> </ul> <p><b>Annex</b></p> <p>13.2 Example Surveillance Forms</p>	
<p><b>4. SURVEILLANCE</b></p> <ul style="list-style-type: none"> <li>• EACH ARRIVAL IN A US PORT</li> <li>• 2% SPECIAL REPORT</li> </ul> 	<p><b>4.2.1 Routine Report</b></p> <ul style="list-style-type: none"> <li>z Each Entry to U.S. from foreign port</li> <li>z 24 hours to 30 hours before arrival</li> <li>z Cases for past 15 days on longer voyages</li> </ul> <p><b>4.2.2 Special Report</b></p> <ul style="list-style-type: none"> <li>z When 2% passengers or crew have symptoms</li> <li>z Within 15 days of first U.S. port</li> <li>z Between U.S. ports</li> <li>z Daily status reports</li> <li>z Routine reports continue</li> </ul> <p><b>Annexes</b></p> <p>13.3 Reporting</p> <p>13.4 Outbreak Investigation</p>	

<p><b>5. POTABLE WATER</b></p> <ul style="list-style-type: none"> <li>• SOURCE</li> <li>• SAMPLING</li> </ul> 	<p><b>5.1.1 Bunkering</b></p> <ul style="list-style-type: none"> <li>z From potable water source</li> <li>z Source microbiologic records or samples</li> </ul>	
<p><b>5. POTABLE WATER</b></p> <p><b>BUNKERING</b></p> <ul style="list-style-type: none"> <li>• PRE-TEST</li> <li>• MONITORING</li> </ul> 	<p><b>5.2.1 Bunkering and Production Procedures</b></p> <ul style="list-style-type: none"> <li>z Pre-test halogen residual and pH</li> <li>z Bunkering - hourly halogen monitoring</li> <li>z Production - four hour halogen monitoring</li> <li>z Log book or analyzer-chart recorder</li> <li>z Data logger option</li> <li>z Bunker line sample cock location</li> </ul>	
<p><b>5. POTABLE WATER</b></p> <p><b>CONTAMINATION</b></p> <ul style="list-style-type: none"> <li>• CONSTRUCTION</li> <li>• INSPECTON</li> <li>• FLUSH #5.0 PPM</li> </ul> 	<p><b>5.3.1 Potable Water Tanks</b></p> <ul style="list-style-type: none"> <li>z Interior coatings safe</li> </ul> <p><b>5.3.4 Potable Water System Contamination</b></p> <ul style="list-style-type: none"> <li>z Tanks inspected, cleaned, disinfected</li> <li>z Scheduled at dry or wet docks or &lt; 2 years</li> <li>z Flush after disinfection</li> </ul> <p><b>Annex</b> 13.5 Disinfection Calculations</p>	
<p><b>5. POTABLE WATER</b></p> <p><b>HALOGEN ANALYZER-CHART RECORDER</b></p> <ul style="list-style-type: none"> <li>• CALIBRATION</li> <li>• CHART DESIGN</li> <li>• NOTATIONS</li> </ul> 	<p><b>5.5.1 Halogen Analyzer-Chart Recorder</b></p> <ul style="list-style-type: none"> <li>z Data logger option</li> <li>z Calibration records</li> <li>z Halogen test kit graduation increments</li> </ul> <p><b>5.5.2 Halogen Analyzer Charts</b></p> <ul style="list-style-type: none"> <li>z Range 0.0 - 5.0 mg/L (ppm)</li> <li>z Recording period of 24 hours</li> <li>z Electronic data logging #15 minutes</li> <li>z Notations of unusual occurrences</li> </ul>	
<p><b>5. POTABLE WATER</b></p> <p><b>OPERATION</b></p> <ul style="list-style-type: none"> <li>• SAMPLES</li> <li>• BFP TESTING</li> </ul> 	<p><b>5.6.1 Sampling and Analysis</b></p> <ul style="list-style-type: none"> <li>z Four distribution samples per month</li> <li>z Presence / absence of <i>Escherichia coli</i></li> <li>z Sampling locations</li> <li>z Analyzed using Standard Methods</li> </ul> <p><b>5.7.2 Backflow-Preventer Inspection and Testing</b></p> <ul style="list-style-type: none"> <li>z Periodic inspection and replacement</li> <li>z Annual testing for reduced pressure and double check with test cock</li> </ul>	

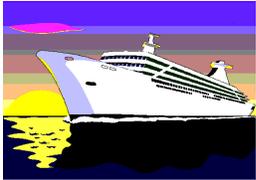
<p><b>6. POOLS / SPAS</b></p> <p>SEAWATER AND RECIRCULATING SWIMMING POOLS</p>  <ul style="list-style-type: none"> <li>• SWITCHOVERS</li> <li>• FECAL ACCIDENT PLAN</li> </ul>	<p><b>6.1.1 Operation - Seawater</b> z Seawater to recirculating switchover</p> <p><b>6.2.1 Operation - Recirculating</b> z Fecal accident plan</p> <p><b>Annex</b> 13.5 Disinfection Calculations</p>	
<p><b>6. POOLS / SPAS</b></p> <p>MAINTENANCE</p>  <ul style="list-style-type: none"> <li>• PUBLIC SPAS</li> <li>• PRIVATE SPAS</li> <li>• HYDROTHERAPY</li> </ul>	<p><b>6.3.1 Public Operations</b> z Filter inspection and maintenance z Fecal accident plan</p> <p><b>6.3.2 Halogenation</b> z Free chlorine residual \$3 - #10 mg/L (ppm) z Free bromine residual \$4 - #10 mg/L (ppm) z End of day free halogen = 10 mg/L (ppm) - circulated 1 hour</p> <p><b>6.3.3 Private Operations</b> <b>6.3.4 Hydrotherapy</b> z Maintenance</p>	
<p><b>6. POOLS / SPAS</b></p> <p>SAFETY</p>  <ul style="list-style-type: none"> <li>• EQUIPMENT</li> <li>• SIGNS / MARKINGS</li> </ul>	<p><b>6.4.1 Safety - Swimming Pools / Spas</b> z Safety signs z Depth markings z Shepherd's hook and flotation device z Anti-vortex drain z Temperature control z Diapers restricted</p>	
<p><b>7. FOOD SAFETY</b></p> <p>PERSONNEL</p>  <ul style="list-style-type: none"> <li>• MANAGEMENT</li> <li>• HEALTH</li> </ul>	<p><b>7.2.1 Food Safety Management</b> z Food-safety knowledge z Food-safety duties / monitoring</p> <p><b>7.2.2 Employee Health</b> z Restriction for suspected, diagnosed or exposure to <b>Salmonella typhi</b>, <b>Shigella</b> spp., <b>Escherichia coli</b> O157:H7, or hepatitis A virus z Restriction removal by physician or equivalent medical staff</p>	

<p><b>7. FOOD SAFETY</b></p> <p>FOOD</p> <ul style="list-style-type: none"> <li>• SOURCE</li> <li>• PROTECTION</li> </ul> 	<p><b>7.3.2 Food Sources</b></p> <ul style="list-style-type: none"> <li>z Source specifications</li> <li>z Receiving specifications</li> <li>z Molluscan shellfish identification</li> </ul> <p><b>7.3.3 Food Protection</b></p> <ul style="list-style-type: none"> <li>z Self-service operations</li> </ul>	
<p><b>7. FOOD SAFETY</b></p> <p>FOOD</p> <ul style="list-style-type: none"> <li>• COOKING</li> </ul> 	<p><b>7.3.4 Pathogen Destruction</b></p> <ul style="list-style-type: none"> <li>z Cooking temperatures / times: 63°C (145°F) / 68°C (155°F) / 74°C (165°F) - 15 sec.</li> <li>z Raw / lightly cooked - consumer advisory</li> <li>z Freezing to destroy parasites</li> <li>z Reheating for hot holding</li> </ul> <p><b>Annex</b> 13.6 Food Cooking Alternatives</p>	
<p><b>7. FOOD SAFETY</b></p> <p>FOOD</p> <ul style="list-style-type: none"> <li>• COOLING</li> <li>• HOLDING</li> </ul> 	<p><b>7.3.5 Food Holding Temperatures and Times</b></p> <ul style="list-style-type: none"> <li>z Cooling - Two Stage: 21°C (70°F) / 5°C (41°F)</li> <li>z Cold holding temperature - 5°C (41°F)</li> </ul>	
<p><b>7. FOOD SAFETY</b></p> <p>FOOD</p> <ul style="list-style-type: none"> <li>• TIME</li> <li>• DAY STORES</li> </ul> 	<p><b>7.3.5 Food Holding Temperatures and Times</b></p> <ul style="list-style-type: none"> <li>z Date marking ready-to-eat</li> <li>z Time as a public health control</li> <li>z Designated day stores cold holding</li> </ul>	

<p><b>7. FOOD SAFETY</b></p> <p><b>CONSUMER ADVISORY</b></p> <ul style="list-style-type: none"> <li>• TARGET FOODS</li> <li>• WRITTEN</li> </ul> 	<p><b>7.3.6 Consumer Information</b></p> <ul style="list-style-type: none"> <li>z Consumer advisory options</li> </ul>	
<p><b>7. FOOD SAFETY</b></p> <p><b>WAREWASHING</b></p> <ul style="list-style-type: none"> <li>• SANITIZING - THERMAL &amp; CHLORINE</li> </ul> 	<p><b>7.5.6 Sanitizing</b></p> <ul style="list-style-type: none"> <li>z Manifold temperature #90°C (194°F)</li> <li>z Utensil surface temperature \$71°C (160°F)</li> <li>z Chlorine sanitizer exposure time \$7 seconds</li> <li>z Other chemical sanitizers \$30 seconds</li> <li>z No sponges for swabbing chemical sanitizer</li> </ul>	
<p><b>8. IPM</b></p> <p><b>PLAN AND CONTROL</b></p> <ul style="list-style-type: none"> <li>• DEVELOPMENT &amp; USE</li> </ul> 	<p><b>8.1.1 Plan Development and Implementation</b></p> <ul style="list-style-type: none"> <li>z Plan development for monitoring and control</li> </ul> <p><b>8.1.2 IPM and Pesticide Use</b></p> <ul style="list-style-type: none"> <li>z Restricted-use pesticide application</li> </ul>	
<p><b>9. HOUSEKEEPING</b></p> <p><b>INFECTION CONTROL</b></p> <ul style="list-style-type: none"> <li>• CABINS</li> <li>• PUBLIC AREAS</li> </ul> 	<p><b>9.1.1 Disinfection</b></p> <ul style="list-style-type: none"> <li>z Public areas when illness rate \$2%</li> <li>z Cabins of ill passengers and crew</li> <li>z Precautionary measures for housekeeping crew</li> </ul>	

<p><b>9. HOUSEKEEPING</b></p> <p>ENVIRONMENTAL</p> <ul style="list-style-type: none"> <li>• AIR SYSTEMS</li> <li>• WATER SYSTEMS</li> </ul> 	<p><b>9.2.1 Design and Maintenance</b></p> <ul style="list-style-type: none"> <li>z AC condensate systems</li> <li>z Dust control measures</li> </ul> <p><b>9.3.1 Fountains and Humidifiers</b></p> <ul style="list-style-type: none"> <li>z Water treatment</li> <li>z Cleaning</li> </ul> <p><b>9.3.2 Hot Water System and Showers</b></p> <ul style="list-style-type: none"> <li>z Shower head maintenance and disinfection</li> </ul>	
<p><b>10. CHILD ACTIVITY CENTERS</b></p> <p>DIAPER CHANGING</p> <ul style="list-style-type: none"> <li>• FACILITY</li> <li>• PROCEDURES</li> </ul> 	<p><b>10.1.1 Diaper-Changing Facilities</b></p> <ul style="list-style-type: none"> <li>z Only if diapered children accepted</li> <li>z Construction, supplies, signs</li> </ul>	
<p><b>10. CHILD ACTIVITY CENTERS</b></p> <p>FACILITIES</p> <ul style="list-style-type: none"> <li>• TOILETS</li> <li>• CLEANING</li> </ul> 	<p><b>10.2.1 Facilities - Toilets and Handwashing</b></p> <ul style="list-style-type: none"> <li>z Construction, supplies, signs</li> <li>z Cleaning</li> <li>z Assistance</li> </ul>	
<p><b>10. CHILD ACTIVITY CENTERS</b></p> <p>FURNISHINGS AND TOYS</p> <ul style="list-style-type: none"> <li>• CONSTRUCTION</li> <li>• CLEANING</li> </ul> 	<p><b>10.3.1 Furnishings and Toys</b></p> <ul style="list-style-type: none"> <li>z Construction</li> <li>z Cleaning frequency and methods</li> </ul>	

<p><b>10. CHILD ACTIVITY CENTERS</b></p> <p><b>EXCLUSION</b></p> <ul style="list-style-type: none"> <li>• PROCEDURES</li> </ul> 	<p><b>10.4.1 Children with Infectious Illness</b></p> <ul style="list-style-type: none"> <li>z Written guidance on common illness symptoms</li> <li>z Written policy / procedures on children</li> <li>z Consultation with medical staff</li> </ul>	
<p><b>11. ADMINISTRATIVE GUIDELINES</b></p> <p><b>VARIANCES</b></p> <ul style="list-style-type: none"> <li>• PROCEDURES</li> <li>• DOCUMENTATION</li> <li>• CONFORMANCE</li> </ul> 	<p><b>11.13.1 Procedures</b></p> <ul style="list-style-type: none"> <li>z Variances may be granted by VSP</li> <li>z Record maintenance</li> </ul> <p><b>11.13.2 Documentation</b></p> <ul style="list-style-type: none"> <li>z Details of submission</li> <li>z HACCP plan may be required</li> <li>z No compromise of public health by variance</li> </ul> <p><b>11.13.3 Conformance</b></p> <ul style="list-style-type: none"> <li>z Compliance with variance conditions, records</li> <li>z May be rescinded for noncompliance</li> </ul>	
<p><b>13.0 ANNEXES</b></p> <p><b>13.3 ILLNESS REPORTING</b></p> <ul style="list-style-type: none"> <li>• ROUTINE</li> <li>• SPECIAL</li> </ul> 	<p><b>13.3.1 Introduction</b></p> <ul style="list-style-type: none"> <li>z Sample itineraries</li> </ul> <p><b>13.3.2 Submission Procedures</b></p> <ul style="list-style-type: none"> <li>z Electronic mail: <a href="mailto:vsp-report@cdc.gov">vsp-report@cdc.gov</a></li> <li>z Secure website</li> <li>z Telephone</li> <li>z Fax</li> <li>z Routine / special reports</li> </ul>	
<p><b>13.0 ANNEXES</b></p> <p><b>13.4 OUTBREAK INVESTIGATION</b></p> <ul style="list-style-type: none"> <li>• PROCEDURES</li> <li>• SPECIMENS / SAMPLES</li> <li>• REPORT</li> </ul> 	<p><b>13.4.1 Introduction</b></p> <p><b>13.4.2 Objectives</b></p> <p><b>13.4.3 Procedures</b></p> <p><b>13.4.4 Report</b></p> <p><b>13.4.5 Specimens / Samples</b></p>	

<p><b>13.0 ANNEXES</b></p> <p><b>13.6 COOKING ALTERNATIVES</b></p>  <ul style="list-style-type: none"> <li>• TEMPERATURE – TIME ALTERNATIVES</li> </ul>	<p><b>13.6.1 Introduction</b></p> <ul style="list-style-type: none"> <li>z Thermal destruction parameters</li> </ul> <p><b>13.6.2 Temperature / Time Alternatives</b></p> <ul style="list-style-type: none"> <li>z Cooking charts</li> </ul>	
<p><b>13.0 ANNEXES</b></p> <p><b>13.7 WAREWASHING EVALUATION</b></p>  <ul style="list-style-type: none"> <li>• EQUIPMENT</li> <li>• PROCEDURES</li> <li>• ROUTINE MONITORING</li> </ul>	<p><b>13.7.1 Introduction</b></p> <ul style="list-style-type: none"> <li>z Methodology</li> <li>z Equipment</li> </ul> <p><b>13.7.2 Machine Data Plates</b></p> <ul style="list-style-type: none"> <li>z Provide correct operating parameters</li> </ul> <p><b>13.7.3 Evaluation Procedures</b></p> <ul style="list-style-type: none"> <li>z Operation, temperatures, sanitization</li> </ul> <p><b>13.7.4 Introduction</b></p> <ul style="list-style-type: none"> <li>z Periodic, start-up, operation</li> <li>z Records</li> </ul>	
<p><b>13.0 ANNEXES</b></p> <p><b>13.8 INSPECTION REPORT</b></p>  <ul style="list-style-type: none"> <li>• CHANGES</li> <li>• PREPARATION</li> <li>• FUTURE</li> </ul>	<ul style="list-style-type: none"> <li>z Form reorganization</li> <li>z Comparison with 1989 inspection report</li> <li>z New point values</li> <li>z New items</li> </ul>	
<p><b>TRANSITION TO TOMORROW</b></p> 	<ul style="list-style-type: none"> <li>z Transition process</li> <li>z Continued Training</li> <li>z Questions</li> </ul>	



# VESSEL SANITATION INSPECTION REPORT



Vessel Name	Inspection Date	Port	Results Presented To	Score:
Cruise Line	No. Pax	No. Crew	Inspection Type	Inspected by

Item No.	Point Value	Description	Bold = Critical Item
<b>DISEASE REPORTING</b>			
01	4	Disease reporting	
02	1	Medical logs maintenance	
<b>POTABLE WATER</b>			
03	5	Bunker / production source; Halogen residual	
04	5	Distribution system halogen residual	
05	5	Distibution system halogen analyzer calibrated	
06	2	Halogen analyzer chart recorder maintenance, operation, records; Micro sampling, records	
07	3	System protection cross-connections, backflow; Disinfection	
08	1	Filling hoses, caps, connections, procedures; Sample records, valves; System construction, maintenance	
<b>SWIMMING POOLS, SPAS</b>			
09	3	Swimming pools / spas halogen residuals	
10	1	Swimming pools / spas maintenance, safety equipment	
<b>FOOD SAFETY</b>			
<b>PERSONNEL</b>			
11	5	Food handlers infections, communicable diseases	
12	4	Hands washed; Hygienic practices	
13	3	Management, knowledge, monitoring	
14	1	Outer clothing clean; Jewelry, hair, hand sanitizers	
<b>FOOD</b>			
15	5	Food source, sound condition; Food re-service	
16	5	Potentially hazardous food temperatures	
17	2	Temperature practices; Thawing	
18	3	Cross-contamination	
19	2	Food protection; Original containers; labeling; In-use food dispensing, preparation utensils	
<b>MEDICAL LOG REVIEW</b>			
Cruise - Start / End / Port / PAX / ILL / CREW / ILL			
1.			
2.			
3.			
4.			
5.			

Item No.	Point Value	Description	Bold = Critical Item
<b>EQUIPMENT</b>			
20	2	PHF temperature maintenance facilities; Food-contact surfaces; Food TMD's	
21	1	Nonfood-contact surfaces; Ambient TMD's	
22	2	Warewashing facilities; TMD's; Test kits	
23	2	Pre-wash; Wash and rinse solutions	
24	3	Sanitizing rinse	
25	1	Wiping cloths / chef's towels	
26	3	Food-contact surfaces equipment / utensils clean; Safe materials	
27	1	Non-food contact surfaces equipment / utensils clean	
28	2	Equipment / utensil / linen / single / service storage handling dispensing; Cleaning frequency	
<b>TOILET AND HANDWASHING FACILITIES</b>			
29	3	Facilities convenient, accessible, design, installation	
30	1	Hand cleanser, sanitary towels, waste receptacles, handwash signs; Maintenance	
<b>TOXIC SUBSTANCES</b>			
31	5	Toxic items	
<b>FACILITIES</b>			
32	1	Solid waste containers	
33	1	Decks / bulkheads / deckheads	
34	1	Plumbing fixtures / supply lines / drain lines / drains	
35	2	Liquid waste disposal	
36	1	Lighting	
37	1	Rooms / equipment venting	
38	1	Unnecessary articles, cleaning equipment; Unauthorized personnel	
<b>ENVIRONMENTAL HEALTH</b>			
39	3	IPM program effective; Approved pesticide application	
40	1	IPM procedures; Outer openings protection	
41	2	Housekeeping; Child-Activity Centers	
Comments:			

