Guidelines for the Safe Handling of Drinking Water, Ice, and Dispensers

Water and Ice
- Water and ice must be from a public water distribution system or an approved water supply that is tested to ensure conformity with applicable regulations.

Water Dispensers
- The water dispenser should be constructed of food grade materials and be easy to clean.
- The spigot should be of a gravity flow design to prevent contamination during use.
- The water dispenser should be cleaned and sanitized at least once a week. After washing with a detergent and rinsing, add ¾ teaspoon of bleach to 1 gallon of water (50 PPM) to sanitize. Allow solution to contact all interior surfaces for 1 minute, then discard and rinse with plain water. If the containers are allowed to dry prior to filling, air dry in a clean location off the floor. You may use a clean, unused disposable paper towel to absorb some of the water if needed.
- Pay special attention to cleaning and sanitizing the dispenser nozzle.

Dispenser Filling
- The dispenser should be filled in an area free of environmental contaminants such as dust and insects.
- The dispenser should not be placed on the floor while filling.
- The dispenser should be kept away from chemical storage or other contaminants.
- The water hose used to fill the dispenser must be food grade (garden hoses are not approved) and not stored on the ground or capable of being submerged into a drain.
- Hoses should be used exclusively for drinking water dispenser filling and not to fill other equipment or tanks (such as pesticide, herbicide, battery containers, or used to clean other equipment).
- Plumbing codes must be met to protect the water supply. (Cross connections must not be present and backflow devices are required.)
- Ice should be dispensed with an ice scoop (without coming in direct human contact).
- To prevent direct hand contact with the ice, it is recommend employees wear disposable gloves

Dispenser Location
- The dispenser should be located so it is free from possible contamination. This includes placing it a minimum of three feet off the ground, and locating it so it will not be subject to other sources of contamination (i.e., hit by sprinkler water or misting systems).
- Water dispensers should be placed in a tamper-proof setting to eliminate access to the ice or contents of the dispenser by removing the top cover.
- Single service cups must be provided and protected at the dispenser.

Personal Hygiene
- Employees must properly wash their hands prior to filling containers.
- A separate hand sink should be provided for employees to wash their hands. This sink should be in the same area where containers are filled and/or the ice is added to the containers.
- Do not allow any sick person to fill or handle water containers.

Recommendation: If a golf course or other outdoor recreational group cannot follow these guidelines, the use of bottled water should be considered.