

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 $\frac{3}{4}$ **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.

These guidelines have been prepared by the Marathon County Health Department and the Wisconsin Division of Health, Bureau of Communicable Diseases. They have been adapted from the guidelines provided by the Maricopa County (Arizona) Environmental Services Department.