DEPARTMENT OF CORRECTIONS

Policy Number: **105.129**
Title: **Portable Drinking Water**
Effective Date: **10/15/19**

PURPOSE: To provide procedures for safe handling of portable drinking water.

APPLICABILITY: Department-wide.

DEFINITIONS: None

PROCEDURES:

A. Portable Water Dispensers

1. Portable water dispensers must be constructed of food grade material and be easily cleanable.

2. The spigot must be a gravity flow design to prevent contamination during use.

3. Portable water dispensers must be designed and placed in a manner to minimize the risk of tampering.

4. Supervisors must ensure the dispenser and nozzle are washed daily, with soapy water inside and out, followed by a thorough clean water rinse, and sanitizing using a solution approved for food contact surfaces.

5. Supervisors must provide an area for air-drying of the dispenser and nozzle.

6. When reusable cups are issued, the cups must be returned at the end of the work period to be washed, rinsed, and sanitized before re-use.

7. When disposable cups are issued, the cups are considered single use items and must not be permitted to be re-used.

B. Filling Dispenser

1. Wash hands with soap and water prior to handling water or ice.

2. Water and ice must come from an approved water supply system, either a municipal system or a well that is routinely tested and meets safe drinking water standards.
   a) Well water tests results are retained by the physical plant director or designee at the facilities.

   b) Municipal water reports are available upon request from the municipality.

3. The dispenser must be stored away from chemical storage or contaminants.

4. The dispenser must be filled in an area that is free from environmental contaminants such as dust, chemicals, and insects.

5. The dispenser must be placed on a clean and sanitary surface while filling (for example, do not place the container on the floor or ground while filling).

6. The hose used to fill the dispenser must be food grade (no garden hoses) and stored in a clean, protected manner.

7. Hoses must be used exclusively for drinking water dispenser filling and not used to fill other equipment and tanks, (e.g., pesticides or herbicides) nor used to clean other things.

8. Plumbing used to draw water must meet Minnesota plumbing code and have proper backflow devices.

9. Ice must be dispensed with an ice scoop to prevent direct hand contact with the ice.

10. Water in the container must be drained daily and refilled to reduce the potential growth of harmful organisms.

11. Portable water dispensers must not be stored outside overnight.

INTERNAL CONTROLS:

A. Water quality reports are available from the municipality upon request. Well water tests are retained by the physical plant director at the facilities.

ACA STANDARDS: None

REFERENCES: Minn. Rule 4626.0845, Section E.

REPLACES: Policy 105.129, "Portable Drinking Water," 3/3/15.
All facility policies, memos, or other communications, whether verbal, written, or transmitted by electronic means, regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services