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Chapter HFS 190

INSTITUTION SANITATION

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Note: Chapter H 56 as it existed on December 31, 1985 was repealed and a new chapter HSS 190 was created effective January 1, 1986. Chapter HSS 190 was renumbered to Chapter HFS 190 under s. 13.93 (2m) (b) 1, Stats., and corrections made under s. 13.93 (2m) (b) 6. and 7., Stats., Register, August, 1998, No. 512.

HFS 190.01 Purpose and applicability. This chapter establishes standards of hygiene and safety for the protection of the health of residents of private institutions covered by s. 58.01 (1), Stats., county and other municipality−operated institutions and detention homes for children covered by s. 250.04 (10), Stats., and all institutions operated by the department.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86**;** correction made under s. 13.93 (2m) (b) 7., Stats., Register, August, 1995, No. 476.

HFS 190.02 Definitions. In this chapter:

(1) "Department" means the Wisconsin department of health and family services.

(2) "Detention home for children" has the meaning prescribed for "secure detention facility" in s. 48.02 (10r), Stats.

(3) "Dwelling unit" means any building, apartment, cottage or dormitory used as a residence.

(4) "Institution" means the site, buildings and facilities established for housing persons in places included under s. HFS 190.01.

(5) "Sanitary fixture" means a toilet, washbasin, tub or shower.

(6) "Utensil" means any kitchenware, tableware, glassware, cutlery or container with which food or drink comes in contact during storage, preparation or serving.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86; **correction in (2) made under s. 13.93 (2m) (b) 7., Stats.**

HFS 190.03 Location of institution. Every institution shall be located on a well−drained site, and the premises shall be properly graded to prevent the accumulation of storm or other waters. No institution or dwelling unit which is a part of the institution may be located in any area that is situated so that drainage from any source of filth can be deposited in its location.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86.

HFS 190.04 Construction. To effectively protect against hazards to health, the institution building or buildings and appurtenances shall be constructed, operated and maintained in accordance with chs. Comm 61 to 65 and any other applicable state rules.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86; correction made under s. 13.93 (2m) (b) 7., Stats., Register, June, 2001, No. 546; **correction made under s. 13.93 (2m) (b) 7., Stats**.

HFS 190.05 Water supply. (1) If a public water supply is available, it shall be used.

(2) The location, construction and operation of independent water systems shall be subject to approval of the department of natural resources.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86.

HFS 190.06 Fire safety. (1) The furnace, boiler, fuel tanks and breaching shall be properly enclosed and separated from the rest of the building by fire−resistive construction which meets the requirements of chs. Comm 61 to 65.

(2) Fire escapes, fire exits, fire extinguishers, fire alarm systems, exit lights and directions for escape shall be provided which meet the requirements of chs. Comm 14 and 61 to 65.

(3) Flammable material and supplies, to include but not limited to paint, varnish and oil−soaked rags, shall be stored in metal containers or metal cabinets. All new and replacement metal containers and metal cabinets shall be listed for this purpose by a nationally recognized testing laboratory.

(4) A fire extinguisher suitable for grease fires shall be provided in the kitchen.

(5) Electrical equipment, including cords, shall be examined periodically and repaired if necessary. No more than one extension cord may run from a single outlet.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86; **corrections in (1) and (2) made under s. 13.93 (2m) (b) 7., Stats**.

HFS 190.07 Plan for emergencies. Each institution shall have on file at the institution a written plan which specifies action and procedures for meeting emergency situations, including fire, serious illness and severe weather. Procedures for orderly evacuation of residents in case of emergency shall be included in the plan and shall be made known to all staff.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86.

HFS 190.08 Physical environment. (1) LAUNDRY AREA. Where laundry service is provided by the institution:

(a) The laundry room shall be well−lighted and mechanically ventilated;

(b) The floor in the laundry room shall be of concrete, tile or similar material impervious to water and easily cleaned, and be pitched to a floor drain; and

(c) The walls and ceiling of the laundry room shall be smooth, non−absorbent, light−colored and have a washable surface.

(2) VENTILATION. (a) No room may be used as a sleeping room that does not have an openable window leading to the outside or direct outside ventilation by means of windows, louvers, or air conditioning or other mechanical ventilation. If ventilation from outside is only by means of mechanical ventilation, an emergency source of power shall be available.

(b) Kitchens, bathrooms, utility rooms and soiled linen rooms shall be ventilated to prevent objectionable odors from permeating through the building.

(3) HOUSEKEEPING. (a) Floors, walls, windows and ceilings shall be kept clean.

(b) All rugs, carpets, blinds, drapes, curtains and upholstered furniture and other furnishings and equipment, including sanitary fixtures, shall be kept clean, free from odor and in good repair.

(c) Toilet articles for common use, to include but not limited to towels, hair brushes and combs, are not permitted.

(d) No common drinking cups or glasses may be used.

(4) PROTECTION FROM BACK−SIPHONAGE. In plumbing systems, all cross−connections and arrangements permitting back−siphonage or backflow are prohibited, pursuant to s. Comm 82.41 or, in the case of health care facilities, s. Comm 82.50.

(5) PEST CONTROL. (a) *Screens*. All windows and doors used for ventilation purposes shall be provided with wire screening of not less than number 16 mesh or its equivalent and shall be properly maintained to prevent entry of insects. Screens for windows

shall cover at least one−third of the window area. Screen doors shall be self−closing.

(b) *Eradication.* All means necessary for the elimination of rodents, flies, roaches, bedbugs, fleas, lice and other household pests shall be used. Extreme care shall be taken in the use of poison to prevent accidental poisoning of domestic animals and people.

(c) *Labeling and storage of poisonous compounds.* Containers of all poisonous compounds used in the extermination of rodents or insects shall be prominently and distinctly labeled for easy identification of contents. Poisonous compounds shall be stored independently and separately from food and kitchenware.

(6) SOLID WASTE DISPOSAL. (a) Institutions that house persons requiring nursing or medical care shall have facilities for the incineration of soiled dressings or a written agreement with a nearby hospital to dispose of the dressings by incineration.

(b) The contents of garbage and refuse containers shall be removed from the grounds of the institution and disposed of in a sanitary manner at least once a week and more often if necessary.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86.

HFS 190.09 Food service. (1) PERSONNEL. (a) *Disease carrier.* No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may be employed for work in food service areas unless it has been definitely determined by appropriate tests that the person is not a carrier of the disease.

(b) *Other health conditions.* All persons working in food service areas who show symptoms of illness or have an open lesion shall be temporarily relieved of their duties until the condition is no longer present.

(c) *Tobacco use.* All persons shall refrain from using tobacco in food preparation and food service areas.

(d) *Individual cleanliness.* All persons who work in food service areas shall wear clean garments and clean caps or hairnets, and shall keep their hands clean at all times when engaged in the handling of food, drink, utensils or equipment. Particular attention shall be given to the cleaning of fingernails.

(e) *Handwashing.* Adequate and convenient handwashing facilities shall be provided in food preparation areas for use by persons who prepare or serve foods. The handwashing facilities shall include hot and cold running water, soap and approved sanitary towels. Use of a common towel is prohibited. All food service employees and all residents helping in food service areas shall wash their hands before beginning work and after each use of a toilet during working hours.

(f) *Personal belongings.* Separate facilities in which to store outdoor clothing, purses and other personal belongings shall be provided for persons preparing or serving food to eliminate the necessity of keeping these items in the work area. Dressing rooms and lockers shall be provided except when food preparation is done by residents.

(2) FOOD SUPPLY AND PREPARATION. (a) *Milk and milk products.* Milk served as a beverage shall be fluid milk that is pasteurized and grade A in quality. Reconstituted dry milk and dry milk products may only be used in instant desserts and whipped products and in cooking and baking. Milk and cream shall be handled as follows:

1. All milk shall be kept in the original containers in which delivered and under refrigeration until served or used;

2. Dipping of milk or milk products is not permitted;

3. Bulk milk dispensers which have been approved by the department as to design and construction may be used provided that:

a. No surfaces with which milk comes in contact, other than the delivery orifice, are accessible to manual contact, droplets, dust or flies; and

b. The milk−dispensing device is cleaned, sanitized, filled and sealed at a milk plant which meets the grade A milk requirements adopted by the state department of agriculture, trade and consumer protection; and

4. Cream shall be kept in the original container in which delivered and under refrigeration until served. It should be served, whenever practical, from the original container.

(b) *Spoiled foods.* The use and storage of tainted or spoiled foods is prohibited.

(c) *Vegetables and fruits.* Vegetables and fruits served raw shall be adequately cleaned in clean, safe water.

(d) *Preserved foods.* All foods, if canned, frozen, or otherwise preserved at the institution shall be processed under controlled conditions, using recommended processing and sanitary methods. All non−acid vegetables, meat and poultry shall be canned by pressure cooker methods. Donations of home−canned foods shall not be accepted.

(e) *Meat.* All purchased meats and poultry shall be from sources inspected by the federal government or by the state department of agriculture, trade and consumer protection. All animals used for meat shall be slaughtered in a licensed slaughterhouse or under the antemortem and postmortem inspection of a licensed veterinarian.

(f) *Ice.* All ice used for cooling drinks or food by direct contact shall be made from a public water supply or from a private water supply found by the department to conform to good public health practices, and the ice shall be stored and handled in a way that protects it from contamination.

(g) *Heating with steam.* The direct heating of foods with steam is prohibited if, in producing the steam, compounds hazardous to health, as determined by the U.S. public health service, are used.

(3) SERVING OF FOOD. Where applicable, institutions shall adhere to the following procedures:

(a) All unwrapped or unenclosed food and drink on display shall be protected by glass or other approved manner from public handling or other contamination. Self−service shall be permitted on counter fronts provided that all displayed foods are protected by food shields which are at a height that is appropriate for the persons who are serving themselves.

(b) Spoons, spatulas, dippers, scoops, and other utensils used to dispense frozen foods may not be placed on the countertop when not in active use, but rather shall be kept in water maintained at 170º F. (76º C.) or in running water.

(c) Tongs, spoons, forks, or spatulas shall be used for serving foods. When a food is offered for self−service, tongs or a fork or other equipment shall be provided so that a person may serve himself or herself in a sanitary manner.

(d) When meals are served family−style, the tableware shall be kept in storage places provided for the tableware until it is time to set the table for the meal. Leftover foods from meals served family−style shall be discarded.

(e) Except during necessary periods of preparation and service, hot foods shall be kept at or above 150º F. (66º C.) and cold foods at or below 40º F. (4º C.).

(f) No custards over 24−hours old may be served.

(g) All foods on trays or in bulk for a ward or room service shall be either transported in covered carts or be protected in transit with covers designated for that purpose. Trucks used to transport food containers between buildings out−of−doors shall be clean, enclosed and used only for that purpose. Use of garbage or laundry trucks to transport food containers is prohibited.

(4) STORAGE OF FOOD AND UTENSILS. (a) *General.* Food and drink shall be stored in a clean, well−ventilated place protected from flies, dust, vermin, overhead leakage, sewage backflow and other contamination. Areas below sewer lines may not be used unless a noncorrosive metal or plastic trough is properly installed below the sewer piping. Water lines in these areas shall be insulated to prevent condensation.

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(b) *Staple foods*. Staple foods and bulk supplies of flour, sugar and similar ingredients shall be stored off the floor in durable, easily cleanable food−grade metal or plastic containers with tight−fitting covers once the original container or package is opened.

(c) *Elevated above floor.* Food shall be stored at least 6 inches above the floor on shelving, pallets, racks, dollies or other clean surfaces at an elevation sufficient to permit cleaning underneath and to protect the food from splash and other contamination. Pallets, racks and dollies shall be easily movable.

(d) *Utensils*. Utensils shall be stored in an area protected from contamination. Cups and glassware shall be stored inverted. Pyramiding of cups and glasses is permitted. Storage of cutlery in holders that do not allow easy removal of the knife contact surfaces is not acceptable. Cutlery holders shall be made of non−absorbent material and so constructed that they can be disassembled for easy cleaning.

(5) EQUIPMENT CONSTRUCTION. (a) *Food contact surfaces*. Food contact surfaces of equipment and multi−use utensils, including dishes and glassware, shall be smooth, free of breaks, open seams, cracks, chips, pits and similar imperfections, shall be easy to clean and shall be in good repair.

(b) *Cutting boards*. Working surfaces required by bakers or butchers may be of smooth hardwood material if maintained in a clean condition, in good repair, and free of open seams, cracks and chipped places.

(c) *Steam tables*. Work boards, rails, or other surfaces attached to steam tables shall be easily removable for cleaning.

(d) *Replacement equipment.* New and replacement equipment shall meet criteria used for the National Sanitation Foundation's "Listing of Food Service Equipment," and shall be installed in such a way as to be easily cleaned and maintained.

Note: For a copy of the National Sanitation Foundation's"Listing of Food Service Equipment," write National Sanitation Foundation, NSF Building, P.O. Box 1468, Ann Arbor, Michigan 48106. Copies of this publication are kept on file in the Department's Bureau of Public Health, the Office of Secretary of State and the Legislative Reference Bureau, and may be consulted at any of those locations.

(6) CLEANLINESS OF EQUIPMENT, UTENSILS AND AREA. (a) *Food equipment*. Tables, cooking and working surfaces and food contact surfaces of equipment shall be thoroughly cleaned after each use.

(b) *Multi−use utensils.* Multi−use utensils shall be thoroughly cleaned after each use.

(c) *Areas*. The walls, floors and ceilings of all rooms in which food or drink is stored, prepared or served, or in which utensils are washed, shall be kept clean and in good repair. Dustless methods of cleaning shall be used. All cleaning except emergency cleaning shall be done during periods when food and drink are least exposed.

(d) *Fans, hoods and ducts*. Ventilation fans, oven hoods and ducts shall be kept clean and free of grease.

(7) REFRIGERATION. (a) *Temperature of foods requiring refrigeration.* All potentially hazardous foods that require refrigeration to prevent spoilage shall, except when being prepared or served, be maintained at a temperature at or below 40º F. (4º C.). This shall include all custard−filled and cream−filled pastries, milk and milk products, meat, fish, shellfish, gravy, poultry, stuffing, sauces, dressings and salads and sandwich fillings containing meat, fish, eggs, milk or milk products. An indicating thermometer shall be located in each cold storage facility.

(b) *Thawing of frozen food.* Thawing of frozen meat, fish or poultry at room temperature is prohibited. Unless quick−thawed as part of the cooking process, frozen food shall be thawed:

1. In a refrigerator at 40º F. (4º C.) or below;

2. Under cold running water at a temperature of 70º F. (21º C.) or below; or

3. In a microwave oven when the food will be immediately transferred after thawing to conventional cooking equipment as part of a continuous cooking process or when the entire, uninterrupted cooking process takes place in the microwave oven.

(8) KITCHENS. (a) *Location.* The kitchen shall be located on the premises or a satisfactory sanitary method of transportation shall be provided so that the food is maintained at a hot or cold temperature, as appropriate. A kitchen or other food preparation area may not open into a sleeping room, toilet room or laundry.

(b) *Animal harborage*. Cats, dogs, birds in cages as well as perching birds, and all other animals shall be kept out of the kitchen, pantry or places where food is handled or prepared.

(9) GARAGE AND REFUSE. All garbage and kitchen refuse not disposed of through a garbage disposal unit connected to the sewerage system shall be kept in separate, watertight metal or plastic cans provided with close−fitting metal or plastic covers unless otherwise protected from flies and insects, and the contents shall be removed as often as necessary to prevent decomposition and overflow. Garbage cans shall be reasonably clean and show no evidence of accumulated grease of long standing. Separate fly−tight containers with covers shall be provided for recyclable cans, bottles and similar rubbish.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86.

HFS 190.10 Dishwashing. (1) PRE−WASH. Flushing or scraping and, when necessary, soaking multi−use eating and drinking utensils shall be made an integral part of both manual and mechanical washing operations.

(2) MANUAL WASHING. Manual washing of utensils shall comply with the following standards and procedures:

(a) *Sinks*. A 3−compartment sink shall be provided except that a 2−compartment sink is permitted if it was installed before May 1, 1964.

(b) *Hand dishwashing*. The utensils shall be washed in hot water that is at a temperature of 110º to 120º F. (43º to 49º C.) and that contains an adequate amount of an effective detergent. Water shall be kept clean by changing it frequently. The utensils shall be rinsed in clean water following dishwashing to help remove detergent and to facilitate adequate sanitization.

(c) *Sanitizing*. Following dishwashing and rinsing, all utensils shall be sanitized by one of the following methods:

1. Submerge all utensils for 30 seconds in clean water maintained at a temperature of 170º F. (76º C.) or more; or

2. Submerge all utensils in hot water at a minimum temperature of 110º F. (43º C.) to remove detergent, then submerge for at least 2 minutes in a hypochlorite solution. This solution shall be made up with a chlorine solution concentration of at least 100 parts per million and shall be discarded when the chlorine concentration goes below 50 parts per million. All hypochlorite solutions shall be prepared at least 3 times each day prior to use in sanitizing the dishes used at each main meal. Water softeners, washing compounds and detergents may not be added to hypochlorite solutions. Utensils shall be racked in baskets so that all surfaces will be reached by the chemical solution while they are submerged. Other chemical−sanitizing solutions may be used only if they are approved by the department and are used in concentrations specified by the department.

Note: Institutions may obtain copies of the department's list of approved sanitizers by writing: Bureau of Public Health, P.O. Box 309, Madison, Wisconsin 53701.

(d) *Thermometer.* A suitable thermometer shall be provided for frequent determination of the temperature of the water used for sanitizing, washing and rinsing the utensils.

(e) *Handaids*. Brushes, dishmops, dishcloths and other handaids used in dishwashing operations shall be sanitized after each period of use.

(3) MECHANICAL WASHING. Mechanical washing of utensils shall comply with the following standards and procedures:

(a) *Racking*. Utensils shall be placed in racks, trays or baskets, or on conveyors, in a way that exposes food−contact surfaces to

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the unobstructed application of detergent, wash water and clean rinse water and that permits free−draining.

(b) *Wash water.* The wash water temperature of utensil washing machines shall be held at from 130º to 150º F. (55º to 66º C.). Utensils shall be in the washing section for at least 20 seconds.

(c) *Detergent*. A detergent shall be used in all utensil washing machines unless manual washing with a detergent precedes the machine operation. Mechanical dishwashers shall be equipped with automatic detergent dispensers.

(d) *Sanitizing*. For sanitizing in a spray−type machine, dishes shall be subjected to a rinse period of 10 seconds or more at a temperature in the supply line at the machine of at least 180º F. (82º C.). For sanitizing in an immersion−type machine, dishes shall be submerged for 30 seconds or more with the water at a temperature of 170º F. (76º C.) or more. There shall be a constant change of water through the inlet and overflow.

(e) *Thermometers*. Thermometers shall be located in both the wash and rinse water lines, and in readily visible locations. Thermostatic control of the temperature of the rinse water shall be provided in new equipment.

(f) *Water pressure*. The pressure of the water used in spray washing and rinsing should be 15 to 25 pounds per square inch at the machine nozzles.

(g) *Home−type dishwasher.* Where the home−type washer is used, the unit shall be limited in use to either 140º F. (60º C.) for dishwashing, or 180º F. (82º C.) for rinsing and sanitizing dishes, but not for both unless the dishwasher is equipped to provide both wash water at 140º F. (60º C.) and rinse water at 180º F. (82º C.).

(4) DRYING OF UTENSILS. Utensils shall be allowed to drain and air−dry in racks or baskets following both manual and mechanical dishwashing operations. Towel drying of utensils after dishwashing is prohibited.

History: Cr. Register, December, 1985, No. 360, eff. 1−1−86.