

	West Virginia Department of Health and Human Resources				
	MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES				
Section	Drinking Water	Date	January 9, 2012	Procedure #	DW-18
Subject	Guidance for Public Facilities Affected by Boil Water Notices			Page	1 of 2

Frequently Boil Water Notices (BWN) are issued by the WV Bureau for Public Health or the Public Water System when a situation occurs which might result in a public health concern. When BWNs are issued in accordance with Environmental Health Procedures memorandum [DW-23, Boil Water Notices for Public Water Systems](#), it is the facility's responsibility to assure precautions are being taken to protect the public.

The Office of Environmental Health Services, Public Health Sanitation Division has developed the following guidelines to assist public facilities in providing safe and satisfactory potable water:

- Water used for cooking, drinking, washing vegetables, cleaning food contact surfaces, making ice, or for personal hygiene must be disinfected by one of the following means:
 1. Heating the water to a rolling boil and maintaining rolling boil for one (1) minute.(recommended)
 2. Providing bottled water or packaged water from an approved source.(recommended)
 3. Adding eight (8) drops or 1/8 teaspoon of regular household laundry bleach (5 ¼ % sodium hypochlorite) to each gallon of clear water. Stir and allow the water to stand for at least thirty (30) minutes before using.
 4. Transporting potable water, unaffected by the Boil Water Notice, to the establishment in approved water transport vehicles ([see DW-27](#)).

- If ice was produced in the ice machine during the time of the BWN, discard the ice and shut off water to the ice machine. Ice must be obtained from sources unaffected by the BWN. Once the BWN has been lifted, flush, clean, and sanitize all machines according to manufacturer's recommendations before putting into operation.

- Equipment with a direct connection (hard plumbed) to potable water shall not be used while the BWN is in effect. When this equipment is accessible to the public during a BWN, "Do Not Use" signs shall be posted. These types of equipment include, but are not limited to:
 - soft drink fountain machines; coffee, tea, and cappuccino machines; dipper wells; and cooking kettles.

- Drinking fountains must be turned off and "Do Not Drink" signs shall be posted at each drinking fountain.

- Water used for personal hygiene (hand-washing, bathing, tooth-brushing) must be potable. All sinks designated for hand-washing shall be turned off and “Do Not Use” signs posted at each hand-sink. Hand sanitizer or anti-bacterial moist towelettes must be provided for handwashing in public restrooms.
- Food establishments shall set up handwashing stations in food preparation areas and restrooms used by employees. Potable water for handwashing shall be dispensed from a container with a spigot. Boiled water or bottled water must be used for this purpose.
- Facilities which prepare food should utilize single service tableware and single-use kitchenware (aluminum pans) to minimize warewashing in the three compartment sink. Dishwashers may be utilized; however, manual sanitizing to 100 ppm chlorine in the three compartment sink must follow the dishwashing process. When utilizing the three compartment sink, boiled or bottled water must be used and changed as often as needed.
- Grocery stores which have misters in the produce department must shut them off during the BWN, unless the misters are on a reverse osmosis system.
- In motels, hotels, institutions, and other facilities where people reside, adequate potable water must be provided for drinking and personal hygiene purposes. “Do Not Drink or Use Water” signs must be posted throughout the facility.
- Water from a public water system under BWN may be utilized only for flushing of toilets and cleaning of floors, parking lots, etc. Personnel using water for cleaning purposes should wear disposable gloves while cleaning.

Facilities with additional questions should contact their local health department or the Public Health Sanitation Division (304) 558-2981.

Any establishment or facility that cannot meet these guidelines must voluntarily close until the BWN is lifted by the appropriate authority. Facilities which cannot assure safe, potable water and refuse to voluntarily close will be ordered to cease operations by the Local Health Department.

Local Health Officers, Boards of Health, and Environmental Health staff may modify or alter the above guidelines as deemed necessary to protect the public’s health.

References

[DW-23, Boil Water Notices for Public Water Systems](#)

History

Replaces DW-18 dated January 11, 2008

Attachments