

	West Virginia Department of Health and Human Resources				
	MANUAL OF ENVIRONMENTAL HEALTH PROCEDURES				
Section	Drinking Water	Date	January 24, 2003	Procedure #	DW-34
Subject	Guidelines For Bottled Water Plants In Retail Food Stores			Page	1 of 3

The Office of Environmental Health Services hereby delegates authority to the local health departments for the routine inspection of bottled water plants operated in conjunction with retail food stores. The Public Health Sanitation Division will continue to issue permits for all bottled water plants and to conduct routine inspections of non-retail food store related bottled water plants.

Guidelines for bottled water plants in retail food stores are as follows:

1. Detailed floor plans and completed form [BW-1, Application for a Permit to Distribute Bottled Water in the State of West Virginia](#), shall be submitted to the Public Health Sanitation Division for all new or proposed plants.
2. The bottled water facility shall be inspected at least annually. This can be done in conjunction with the retail food store inspection.
3. [Form SG-92](#) shall be used as the inspection report.
4. A copy of completed form SG-92 shall be submitted to the Public Health Sanitation Division within two weeks of the inspection.
5. Enforcement notices, etc., can be issued by either the local health department or the Office of Environmental Health Services. Copies of any notices issued by the local health department should be submitted to the Public Health Sanitation Division.
6. Regulatory check water samples shall be collected semi-annually from the water bottling machine by the local health department.
7. Inspections shall be conducted based on [64 CSR 3, Public Water Systems Rules](#). General guidelines for inspections are as follows:
 - A) Plant Construction and Design
 - 1) The bottling room shall be separated from other operations or storage areas by tight walls, ceilings, and self-closing doors, or as approved within the application and permit.
 - 2) Adequate ventilation shall be provided in processing rooms, bottling rooms, and if applicable, container washing and sanitizing areas.
 - 3) If applicable, the washing and sanitizing of containers for bottled drinking water shall be performed in an enclosed room.

- 4) Room in which product water is handled, processed, or held or in which containers, utensils, or equipment are washed or held shall not open directly into any room used for domestic household purposes.
- 5) Hand washing facilities must be adequate and convenient and furnished with running water at a suitable temperature.
- 6) Storage area for single service containers must be of adequate size and construction to keep the containers in a clean, dry condition and free of contamination.

B) Equipment and Utensils

- 1) All plant equipment and utensils shall be suitable for their intended use. This includes all collection and storage tanks, piping, fittings, connections, bottle washers, fillers, cappers, and other equipment which may be used to store, handle, process, package or transport product water.
- 2) All product water-contact surfaces shall be constructed to be adequately cleaned and sanitized.

C) Sanitary Operations

- 1) The product water-contact surfaces of all multi-service containers, utensils, pipes, and equipment used in the transportation, processing, handling, and storage of product water shall be clean and adequately sanitized.
- 2) After cleaning, all multi-service containers, utensils, and disassembled piping and equipment shall be stored to assure drainage and shall be protected from contamination.
- 3) Single service containers and caps or seals shall be stored in sanitary closures and kept clean therein in a clean dry place until used. Prior to use they shall be examined, and as necessary, washed, rinsed, and sanitized and handled in a sanitary manner.
- 4) Filling, capping, closing, sealing and packaging of containers shall be done in a sanitary manner so as to preclude contamination of the bottled drinking water.
- 5) If applicable, multi-service primary containers shall be adequately cleaned, sanitized, and inspected just prior to being filled, capped and sealed.

- 6) Sanitizing operations, including those performed by chemical means or by any other means such as circulation of live steam or hot water, shall be adequate to affect sanitization of the intended product water-contact surfaces and any other critical areas.

D) Labeling

- 1) The label must properly identify the contents of the bottle.
- 2) The date of bottling must be stamped on the package plus a store identification must be stamped on the package (example: T&S Mkt #431).

Note: Copies of [64 CSR 3, Public Water Systems Rules](#); [Form BW-1, Application](#); and [Form BW-2, Application Requirements](#), may be obtained from the Public Health Sanitation Division or found on the Internet at www.wvdhhr.org/phs/bottledwater/.

References

[64 CSR 3, Public Water Systems Rules](#)
[BW-1, Application for a Permit to Distribute Bottled Water in the State of West Virginia](#)
[BW-2, In-State Bottling Requirements](#)

History

Supersedes DW-34 dated October 26, 1992

Attachments