



# West Texas A&M University™

## ACADEMIC RESEARCH ENVIRONMENTAL HEALTH AND SAFETY

### STANDARD OPERATING PROCEDURES

**SOP No. 24.01.01.W1.13AR General Sanitation**

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Environmental Health and Safety at WTAMU is composed of two distinct but integrated environmental safety departments that report to the Vice President of Research and Compliance. Academic and Research Environmental Health and Safety (AR-EHS) is responsible for research and academic related compliance, which includes laboratory and academic research and the associated compliance committees. Fire and Life Safety (FLS-EHS) is responsible for fire related compliance and conducts fire and life safety inspections of campus buildings and assists with the testing of all fire detection and suppression systems.

Supplements [TAMUS Regulation 24.01.01](#)

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## 1. Purpose

Provides guidelines to establish environmental conditions favorable to health. This procedure covers drinking water and wastewater, solid waste disposal, vermin control, and general cleanliness of facilities as defined in the Texas Health and Safety Code, Title 5, subtitle A, chapter 341.

## 2. Scope

This procedure applies to all WTAMU staff, faculty, students, and visitors. All facilities on the WTAMU campus or any of its constituents are governed by this procedure.

## 3. Responsibilities

It is the responsibility of all WTAMU staff, faculty, students, and visitors to follow these guidelines. The guidelines are provided to ensure proper sanitation is maintained for all living and working conditions at the WTAMU campus and all of its constituents.

### 3.1 Housekeeping

All buildings and grounds occupied by faculty, students, employees, or visitors will be kept clean to the extent that the nature of the work or research allows. Excess clutter shall be eliminated by proper storage, surplus material transfer, or proper disposal.

### 3.2 Waste Disposal

Any containers used for putrescible solid or liquid waste or refuse shall be constructed to prevent leakage and must be cleaned and maintained in a sanitary condition. Such containers shall be fitted with a solid tight fitting cover unless a sanitary condition can be maintained by alternative means.

### 3.3 Vermin Control

Every enclosed building shall be reasonably constructed, maintained, and equipped to prevent the entrance or harborage of rodents, insects, birds, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.

### 3.4 Potable Water

Potable water means water which meets the quality standards prescribed in the U.S. Public Health Service Drinking Water Standards, published in 42 CFR Part 72, or water which is approved for drinking purposes by the State of Texas or local authority having jurisdiction.

Every system component shall assure potable water is provided for cooking, drinking, hand washing, bathing, washing of cooking or eating utensils, food preparation, and personal service rooms. Potable water systems shall be designed to prevent backflow or back-siphonage of non-potable water or contaminants from occurring.

Potable drinking water dispensers shall be constructed and serviced to maintain a sanitary condition. Open containers from which drinking water may be dipped or poured are prohibited.

Outlets for non-potable water, such as that water used for firefighting purposes, shall be posted or

otherwise marked in a manner that clearly states the water is not safe for human consumption.

Construction of non-potable water systems or other systems carrying non-potable substances shall be constructed to prevent backflow or back-siphonage into a potable water system. All non-potable waterlines, valves, taps, and outlets must be clearly identified as containing non-potable water. This is accomplished through signage or color identification in accordance with federal, state, and municipal requirements.

### 3.5 Toilet Facilities

Toilet facilities shall be maintained in a sanitary condition.

### 3.6 Sewage Disposal

Sewage shall be disposed in a manner that prevents contamination of the environment or facilities and does not endanger faculty, students, employees, or visitors. All applicable regulations of the U.S. Environmental Protection Agency, the State of Texas, or the local authority having jurisdiction shall be complied with.

### 3.7 Solid Waste Disposal

All solid waste shall be stored and disposed of in a manner to assure sanitary conditions are maintained and that applicable Federal and State regulations are complied with.

### 3.8 Food Handling

All employee food service facilities and operations shall be carried out in accordance with sound hygienic principles. Food dispensed shall be from a source approved by the state or local organization having jurisdiction and handled in a manner to prevent spoilage or contamination.

### 3.9 Swimming Pools and Hot Tubs

Swimming pools and hot tubs shall be designed, constructed, and maintained in a sanitary condition as outlined in the Texas Health and Safety code.

### 3.10 Special Events

Events involving either temporary food services, refuse handling, or temporary restroom facilities for the general public, students, or employees will be designed to assure adequate and proper sanitation are provided.

## **4. Record Retention**

No official state records may be destroyed without permission from the Texas State Library as outlined in [Texas Government Code, Section 441.187](#) and [13 Texas Administrative Code, Title 13, Part 1, Chapter 6, Subchapter A, Rule 6.7](#). The Texas State Library certifies Agency retention schedules as a means of granting permission to destroy official state records.

West Texas A&M University Records Retention Schedule is certified by the Texas State Library and Archives Commission. West Texas A&M University Environmental Health and Safety will follow [Texas A&M University Records Retention Schedule](#) as stated in the Standard Operating Procedure [61.99.01.W0.01 Records Management](#). All official state records (paper, microform, electronic, or any other media) must be retained for the minimum period designated.

## 5. Training

West Texas A&M University Environmental Health and Safety will follow the Texas A&M University System Policy [33.05.02 Required Employee Training](#). Staff and faculty whose required training is delinquent more than 90 days will have their internet access terminated until all trainings are completed. Only Blackboard and Single Sign-on will be accessible. Internet access will be restored once training has been completed. Student workers whose required training is delinquent more than 90 days will need to have their employment terminated by their manager.

### **Contact Office**

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