



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
FALLS CHURCH, VA 22042

IN REPLY REFER TO  
BUMEDINST 6210.4  
BUMED-M3  
8 Mar 2013

BUMED INSTRUCTION 6210.4

From: Chief, Bureau of Medicine and Surgery  
To: Ships and Stations having Medical Department Personnel

Subj: SHIP SANITATION CERTIFICATE PROGRAM

Ref: (a) OPNAVINST 6210.2  
(b) World Health Organization, International Health Regulations (2005)  
(c) SECNAV M-5210.1 of Jan 2012  
(d) SECNAV M-5214.1 of Dec 2005

Encl: (1) Acronyms  
(2) Procedures for the training and certification of U.S. Navy Ship Sanitation Certificate Program Inspectors

1. Purpose. To identify Navy preventive medicine personnel delegated authority per references (a) and (b) to inspect and issue appropriate Ship Sanitation Certificates (SSC) and to provide related standard procedures and policy for the Ship Sanitation Certificate Program (SSCP). Enclosure (1) provides a list of acronyms used in this instruction. Enclosure (2) describes procedures for training and certification of U.S. Navy Ship SSCP Inspectors.

2. Cancellation. BUMEDNOTE 6210 of 15 Jun 2011.

3. Background. Article 37 of reference (b) established worldwide Maritime Declaration of Health requirements. Article 39 of reference (b) implemented the SSCP to include Ship Sanitation Control Exemption Certificate (SSCEC) and Ship Sanitation Control Certificate (SSCC) documentation. These replaced the previous Deratting Certificates provided for under the 1969 International Health Regulations (IHRs). The current IHRs are designed to prevent, control, and provide a public health response to the international spread of disease in ways that avoid unnecessary interference with international traffic. Deratting Certificates are no longer valid. SSCs are issued to Navy, Army, Military Sealift Command (MSC), Coast Guard, National Oceanic Atmospheric Administration (NOAA), and Maritime Administration (MARAD) National Defense Reserve Fleet (NDRF) vessels. Qualified inspectors who possess Centers for Disease Control and Prevention (CDC) issued seals are currently assigned to either a Navy Medical Treatment Facility (MTF), Navy Environmental and Preventive Medicine Unit (NEPMU), or a designated ship having a Preventive Medicine Technician (PMT) assigned to the medical department. NAVMED 6210/3, U.S. Navy Declaration of Health Certificate, shall be completed by a vessel Senior Medical Department Representative and shall be presented to a respective foreign port health authority upon request. Generally, completion of this form is not required when Port Authority grants Radio Free Pratique entry approval.

4. Action

a. Navy Medicine Region Commanders

(1) Ensure that certified SSCP inspectors assigned to applicable MTFs Preventive Medicine platforms are responsive to requests for inspection and certification from all Navy, Army, and MSC vessels in their Area of Responsibility (AOR). Navy inspectors may provide SSCP inspections for Coast Guard and NOAA vessels upon request if resources are available.

(2) Ensure that certified inspectors assigned to MTFs send copies of all completed SSCECs to Navy and Marine Corps Public Health Center (NMCPHC) for archiving at least weekly. SSCCs shall be submitted to NMCPHC within 24 hours.

b. Navy and Marine Corps Public Health Center

(1) Partner with PMT School who has responsibility to train and authorize students on proper inspection and issuance procedures for SSCEC and SSCC, and issue NAVMED 6210/4, U.S. Navy SSCP Inspector Identification Card to students who successfully complete training and pass the examination. The NAVMED 6210/4 is a restricted form available only from authorized training locations or from NMCPHC.

(2) As SSCP program manager for the Bureau of Medicine and Surgery (BUMED), NMCPHC shall:

- (a) Review and approve the program of instruction to authorize SSCP inspectors;
- (b) Maintain a list of the holders of U.S. Public Health Service seals provided by the CDC for issuance of Navy SSCP Certificates to specific Navy Unit Identification Codes;
- (c) Maintain a database of all SSCs issued by authorized Navy inspectors;
- (d) Rescind an individual inspector's SSCP certificate issuance authority when indicated;
- (e) Serve as the direct BUMED Liaison to the CDC program representatives on matters related to the program; provide port lists and other reports to the CDC. NMCPHC in coordination with BUMED shall notify CDC when an SSCC is issued within 48 hours of reporting;
- (f) Direct NEPMUs to ensure that authorized SSCP inspectors are responsive to requests for inspection and certification from all Navy, Army, and MSC vessels in their AOR. NEPMUs shall ensure authorized inspectors send copies of all completed SSCECs/SSCCs to NMCPHC for archiving as stated in 4a(2) of this instruction. NEPMUs may provide SSCECs/SSCCs to Coast Guard and NOAA vessels upon request if resources are available;

(g) Direct NEPMUs to provide training and authorization of SSCP inspectors and review SSCEC and/or SSCC Certificates issued by all Navy SSCP authorized inspectors in their AOR for validation of Certificate administrative procedural and policy compliance; and

(h) Direct NEPMUs to notify NMCPHC in writing when their investigation concludes a recommendation for rescinding a SSCP inspector's issuance authority within their AOR indicated.

5. Authorized U.S. Navy SSCP Inspectors. Navy Preventive Medicine Technicians (NEC 8432) are the primary authorized medical personnel for ship inspections and certificate issuance. Individual environmental health officers and environmental health civilians may be authorized inspectors following approval from NMCPHC.

a. Authorized inspectors serving aboard U.S. Navy ships in which NMCPHC has issued a CDC seal shall neither inspect, nor issue, a SSCP certificate for their own ship; however, they may issue certificates for other allowed vessels. SSCs issued by authorized fleet inspectors with a CDC seal shall report SSCs issued to NMCPHC in same manner as required of MTFs and NEPMUs.

b. After completion of a SSCP inspection, the SSCP inspector shall sign, seal, and issue a NAVMED 6210/1, U.S. Navy Ship Sanitation Control Exemption/Ship Sanitation Control Certificate. If vessel operation precludes inspection and issuance of a new certificate which is approaching expiration, the command which issued the original certificate may issue a one-time one month extension, to allow the ship to obtain a new inspection and certificate at a later time. NAVMED 6210/2, Notification of One Month Extension of Ship Sanitation Exemption Control Certificate is to be used for issuing a one-time one month extension. The signed and sealed original certificate shall be provided to the vessel.

6. Copies of all SCCs and extensions shall be forwarded to NMCPHC via e-mail at: [NMCPHCPTS-SSCEC@med.navy.mil](mailto:NMCPHCPTS-SSCEC@med.navy.mil) or faxed to (757) 953-4570. Unit issuing the certificate shall maintain a copy of all certificates issued for their files.

7. For questions about program policy, CDC liaison, SSCP seals, and the transmission of inspection reports, contact NMPHC at (757) 953-0700, DSN 377-0700, or e-mail at: [NMCPHCPTS-SSCEC@med.navy.mil](mailto:NMCPHCPTS-SSCEC@med.navy.mil).

8. NEPMUs provide training and assistance for inspections, appropriate control measures, and other SSCP questions and can be contacted at:

a. NEPMU 2: (757) 953-6600, DSN: 377-6600 or e-mail at: [NEPMU2Norfolk-FleetandFMFSupport@med.navy.mil](mailto:NEPMU2Norfolk-FleetandFMFSupport@med.navy.mil).

b. NEPMU 5: (619) 556-7070, DSN: 526-7070 or e-mail at: [fleetsupport@med.navy.mil](mailto:fleetsupport@med.navy.mil).

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c. NEPMU 6: (808) 471-0237, DSN: (315) 471-0237 or e-mail at: [nepmu6fleet/fmfsupport@med.navy.mil](mailto:nepmu6fleet/fmfsupport@med.navy.mil).

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (c).

10. Forms and Reports

a. The following NAVMED forms are available electronically from the "Forms" tab at <http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx> .

(1) NAVMED 6210/1 (Rev. 01-2010), United States Navy Ship Sanitation Control Exemption Certificate/Ship Sanitation Control Certificate.

(2) NAVMED 6210/2 (11-2007), United States Navy Notification of 30 Day Extension of Ship Sanitation Exemption Control Certificate.

(3) NAVMED 6210/3 (11-2007), U.S. Navy Declaration of Health Certificate.

(4) NAVMED 6210/4 (11-2012), U. S. Navy SSCP Inspection Card is a restricted form available from the Navy and Marine Corp Public Health Center (NMCPHC) or its authorized training locations.

b. The reports in paragraphs 4b(2)(e), 5a, and 7 are exempt from reports control by reference (d), Part IV, paragraph 7g.



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Distribution: Electronic only via the Navy Medicine Web site at: <http://www.med.navy.mil/directives/Pages/BUMEDDirectives.aspx>

## ACRONYMS

AOR	Area of Responsibility
BUMED	Bureau of Medicine and Surgery
CDC	Centers for Disease Control and Prevention
IHRs	International Health Regulations
MARAD	Maritime Administration
MSC	Military Sealift Command
MTF	Medical Treatment Facility
NDRF	National Defense Reserve Fleet
NEPMU	Navy Environmental and Preventive Medicine Unit
NMCPHC	Navy and Marine Corps Public Health Center
NOAA	National Oceanic Atmospheric Administration
PMT	Preventive Medicine Technician
SSC	Ship Sanitation Certificates (either an SSCEC or an SSCC)
SMDR	Senior Medical Department Representative
SSCP	Ship Sanitation Certificate Program
SSCEC	Ship Sanitation Control Exemption Certificate
SSCC	Ship Sanitation Control Certificate

**PROCEDURES FOR THE TRAINING AND CERTIFICATION OF U. S. NAVY SHIP  
SANITATION CERTIFICATE PROGRAM INSPECTORS**

1. Prerequisite Training. Prerequisite training is required for Navy Environmental Health Officers and Navy Environmental Health Civilians prior to attending the Ship Sanitation Certification Program (SSCP) course (CIN: B-322-1100). This is not required of Navy Preventive Medicine Technicians (PMTs) (HM-8432) who have attended PMT School. Required prerequisites are listed at the CeTARS CANTRAC website and are as follows:

- a. Shipboard Pest Management Course (B-322-1075).
- b. Food Safety Managers Course (B-322-2101).
- c. NKO: Ship Sanitation Control Exemption Certificate Program Course (CFHP-SSCEC-1.0).
- d. NKO: Health Aspects of Marine Sanitation Devices (NMCPC-HAMSD-1.0).
- e. NKO: Water Sanitation Afloat (NMCPC-WSA-1.0).

2. Formal Training

a. Competency Standards. Candidate SSCP Inspectors shall meet core competency standards by successfully attending and completing formal classroom training to include a proctored closed book written examination. Written examinations will be based upon course content and study materials. The actual number of examination questions shall be directly related to the instructional hours and subject complexity. Passing score for the exam is 85 percent.

b. Training Agency Locations

Navy and Marine Corps Public Health Center  
620 John Paul Jones Circle, Suite 1100  
Portsmouth, VA 23708-2103

Navy Environmental and Preventive Medicine Unit TWO  
1285 West D Street, Bldg. U238  
Norfolk, VA 23511-3394

Navy Environmental and Preventive Medicine Unit FIVE  
3235 Albacore Alley  
San Diego, CA 92136-5199

Navy Environmental and Preventive Medicine Unit SIX  
385 South Ave., Bldg. 618  
JBPHH, HI 96860

Consolidated Preventive Medicine Program  
3488 Garden Avenue  
Bldg. 1364, Room 447  
Fort Sam Houston, Texas 78234

3. Navy SSCP Inspector. Personnel who successfully meet all U. S. Navy Ship Sanitation Certificate Program (SSCP) Inspector prerequisites and competency standards shall be issued a NAVMED 6210/4 (5-2011) Identification Card. To uniquely identify Navy authorized SSCP inspectors, a numbering system shall be used in the issuance of the NAVMED 6210/4 (5-2011) certificate.

a. SSCP Identification Card numbers shall contain three elements, as follows:

(1) A designation consisting of one or two letters of where the individual was originally trained. The designations are as follows:

- (a) NP – Navy and Marine Corp Public Health Center, Portsmouth, VA;
- (b) NF – Navy Environmental and Preventive Medicine Unit TWO, Norfolk, VA;
- (c) SD – Navy Environmental and Preventive Medicine Unit FIVE, San Diego, CA;
- (d) PH – Navy Environmental and Preventive Medicine Unit SIX, Pearl Harbor, HI;
- (e) FS – Preventive Medicine School, Fort Sam Houston, TX;

(2) A sequential 3-digit number assigned by the training agency indicating the order of certification; and

(3) A 2-digit number indicating the calendar year in which initial formal training was received and examination passed.

b. For example, the SSCP Identification Card number SD-001-12 indicates that the Inspector Identification Card was issued at the Navy Environmental and Preventive Medicine Unit FIVE, San Diego, CA and was the first person certified at that agency in 2012.

c. Navy SSCP Inspectors shall retain their Inspector Identification Cards as documentation of completion of training and Navy SSCP Inspector Authorization.

- d. Navy SSCP Inspector Identification Card numbers vacated by revocation, resignation, or for any other reasons shall not be reissued.
- e. Navy SSCP Inspector Identification Card shall bear the name of the individual without any additional titles.
- f. Navy SSCP Inspector Identification Card will be valid for the duration of his/her DON service or revoked by NMCPHC.
- g. A roster by NEPMUs or PMT School as described above shall be forwarded to NMCPHC upon issuance of Inspector Authorization.
- h. NMCPHC shall maintain a list of Navy authorized SSCP Inspectors.