#### SHIP SANITATION CERTIFICATE PROGRAM COURSE

Unit 4: Inspection & Certificate Issuance

CIN: B-322-1100 SEPTEMBER 2012

## Inspection And Certificate Issuance

- Topic 4.1 Ship Sanitation Certificates
- Topic 4.2 Preparing for the Inspection
- Topic 4.3 SSC Inspection
- Topic 4.4 Certificate Completion/Issuance
- Topic 4.5 SSC Extensions
- Topic 4.6 Record Keeping and Quality Assurance

# **Ship Sanitation Certificates**

### **Enabling Objectives:**

- 4.1 Describe the two types of Ship Sanitation Certificates
- 4.2 Describe the public health risk
- 4.3 Discuss exemption criteria
- 4.4 **Discuss** control criteria

## **Ship Sanitation Certificates**

There are 2 types of SSC certifications set forth by the International Health Regulations (IHR):

- Ship Sanitation Control Exemption Certificate (SSCEC)
- Ship Sanitation Control Certificate (SSCC)

### **Public Health Risk**

- Likelihood of an event that may affect adversely the health of human population
- Determination of which certificate to issue is based on evidence found of public health risk of international concern
- Evidence found of public health risk is typically sources of:
  - Infection
  - Contamination
  - Infestation

# Criteria for Issuing a Ship Sanitation Control Exemption Certificate

A Shipboard Sanitation Control Exemption Certificate (SSCEC) is issued when there is **no evidence** of concern for international public health disease spread

# Criteria for Issuing a Ship Sanitation Control Certificate

A Shipboard Sanitation Control Certificate (SSCC) is issued when there is there is evidence of a public health risk of international concern

- Requires immediate notification to the NMCPHC and control measures must be applied to prevent further threat
- Inspector must communicate findings with COC before issuing SSCC

# **Summary and Review**

- The two types of Ship Sanitation Certifications
- Public Health Risk
- Exemption criteria (SSCEC)
- Control criteria (SSCC)

# Preparing for the Inspection

**Enabling Objective:** 

4.5 **Discuss** inspection preparations

## **Inspection Requests**

- DoD, USCG, or NOAA vessel contacts a shore command or ship with Navy authorized SSC inspector and CDC seal to request a SSC inspection
- Upon request from ship Senior Medical Department Representative (SMDR), inspection date is scheduled
- Navy inspectors are not authorized to inspect cruise ships, private ships, nor foreign military vessels

## **Inspection Preparation**

Advise ship on what documents to have ready for review upon inspector(s) arrival:

- Potable Water Log
- Pest Control Log
- DNBI Weekly Reports for past month
- Medical Readiness Inspection (Preventive Medicine section)
- Food Safety Training Records (PIC & Food Service personnel)
- Food Safety Inspection Reports past 6 months
- Habitability Inspection Reports

# Inspection Preparation (cont'd)

- Assigned SSCP authorized agent reviews ship's previous SSC (if available)
- Determine equipment and supplies needed to conduct the inspection

# **Summary and Review**

### Inspection preparations:

- Inspections Requests
- Pre-Inspection Actions
- Review prior SSC(s)
- Gather necessary supplies and equipment

# **SSC Inspection**

**Enabling Objective:** 

4.6 Discuss components of SSC inspection

## **Upon Arrival**

- Perform a visual inspection of the dock area, mooring lines, and items that may require further inspection
- Meet with SMDR or ship's designated point of contact and begin inspection with brief on purpose of inspection and areas/systems/services to be reviewed
- SMDR or ship POC accompanies inspector throughout the inspection

# **Elements of the SSC Inspection**

Region	Area/System/Service Assessed
Outside	Pest Infestations
	Cargo Holds
	Dock area
	Rat guards (if applicable)
Engine Room	Pest Infestations
	Potable Water Treatment
	Sewage Treatment
	Ballast Discharge Management (if applicable)
Main Body of Ship	Pest Infestations
	Quarters and other Habitability Spaces
	Galley
	Dry Storage
	Cold Storage
	Waste (Solid and Medical)
	Medical Facilities

# **Pest Infestation Inspection**

### Review Pest Management Log

- Documentation for at least 1 year
- Note any pesticide applications and/or documentation of any pests/rodents onboard
- Review any surveillance data

## **Pest Infestation Inspection**

Inspect ship for the following:

- Rodents
  - Droppings, rub marks, hair, nesting evidence, and gnaw marks
  - Use a black light to inspect for urine streaks
- Cockroaches
  - Frass, oothecae (egg cases), cast skin, and dead roaches

## **Pest Infestation Inspection**

Inspect ship for the following:

- Flies
  - Presence of filth flies and larvae near garbage/waste collection and storage points
  - Fruit flies around food prep area
- Bed Bugs
  - Berthing areas for presence of live or dead bed bugs
  - Bedding linens for blood spots
- Vector Breeding Sites
  - Standing water for containing mosquito larvae
- Stored products Pests
  - Dry goods for presence of stored product pests

## **Pest Infestation Concerns**



Photo Courtesy of CDC/Donated by World Health Organization, Geneva, Switzerland



Photo Courtesy of National Human Genome Research Institute/ Eric Day, Virginia Tech, Blacksburg, Va.



Photo Courtesy of National Human Genome Research Institute



Photo Courtesy of USDA Agricultural Research Service (www.ars.usda.gov)



Photo Courtesy of Centers for Disease Control and Prevention (CDC)

### Rat Guards

- Rat guards no longer required except when in a port where plague is endemic.
- Efforts to prevent rodents aboard ship are still necessary, particularly where large rodent populations exist.
- Commanding officers or medical department representatives may determine rat guards are advisable as additional protective measure.
- References:
  - OPNAVINST 6210.2 (Series)
  - NAVMED P-5052-26



U.S. Navy photo by Photographer's Mate 1st Class William R. Goodwin

# Medical Surveillance Potable Water System

Ensure water treatment and record-keeping procedures are in compliance with NAVMED P-5010-6

### Review Potable Water Log

- Potable water logs should confirm:
  - DAILY halogen (bromine or chlorine) residual
  - WEEKLY coliform bacteria testing
  - MONTHLY potable water tanks

# Marine Sanitation Device Sewage Disposal

CHT (Collection, Holding, Transfer) Pump room

- Check for:
  - Pest infestations
  - No spills
  - Emergency Escape Breathing Devices
  - Safety/Health Placards posted
  - Hand washing sinks
    - Operational and stocked with soap and paper towels

## CHT Handling/Disposal

- PPE and spill kit readily accessible
- Smoking, eating, and drinking are not permitted in Pump Room spaces
  - Placards posted with above information

# Ballast Discharge Management Surface Ships

Ballast management for applicable surface ships:

- Valves remain closed in port and other non-discharge zones
- Engineering Department responsibility

## Habitability Inspection Review

#### Habitability areas:

- Berthings/Staterooms
- Heads/Showers
- Recreation/Gyms
- Laundry
- Barbershop
- Ship's store

#### Habitability inspection reports

- Ensure ship inspections are being conducted periodically IAW with TYCOM instructions and other Navy references
  - OPNAVINST 9640
  - NAVMED P-5010-2

## Habitability Inspection Review (cont'd)

- Free of clutter and/or trash permitting pest harborage areas
- Observe general sanitary compliance/cleanliness
- Close attention to pest infestation issues



U.S. Navy Photo by Hospital Corpsman 1st Class Brennan, NEPMU6

# Food Safety/Galley Inspection Review

- Galley includes Wardroom, CPO Mess, Reach-in reefers/freezers, and pantry
- Review Ship Force Food Safety inspections for the last 6 months
- Attention focus on the Centers for Disease Control (CDC)
   5 risk factors for food borne illness outbreaks:
  - Improper hot/cold holding temperatures of potentially hazardous food
  - Improper cooking temperatures of food
  - Dirty and/or contaminated utensils and equipment
  - Poor employee health and hygiene (handwashing)
  - Food from unsafe sources

# Food Safety Dry Food Storage

Close attention to stored products for stored product pest infestation

General cleanliness of area/spillage cleaned and disposed

# Food Safety Cold Food Storage

- Observe chill boxes and freezers for operational thermometers
- Confirm temperatures maintained for storage of potentially hazardous foods per NAVMED P-5010-1
- Review Temperatures logs for bulk storage reefers
- Proper labeling of advance prepped and leftover foods
- Observe general cleanliness of area

# Food Safety Training Crew Compliance

- Review Food Safety Training compliance per OPNAVINST 4061.4
  - Person in Charge (Supervisor/Leadership)
  - Food Employees (Culinary Specialists)

### Solid Waste/Medical Waste

- Look for pest infestations
- Review medical waste log for compliance with Afloat Medical Waste
   Management Guide
   OPNAV P-45-113-3-99



U.S. Navy Photo by Hospital Corpsman 1st Class Brennan, NEPMU6

# Medical Disease Surveillance and Facility

- Review DNBI weekly report for past month looking for any spikes in GI or respiratory disease
- Review previous Medical Readiness Inspection (MRI)

If applicable, review recent Medical Event Reports (MERs)

## **Summary and Review**

#### Components of SSC Inspection:

- Actions upon arrival
- Pest Infestation Inspection
- Dry & Refrigerated Cargo Holds Bulk Storage for insect/rodent infestation
- Rat Guards (if applicable)
- Medical Surveillance
- Potable Water System
- Marine Sanitation Device Sewage Disposal

## Summary and Review (cont'd)

#### Components of SSC Inspection:

- Ballast Discharge Management Surface Ships as applicable
- Habitability Inspection
- Food Safety
  - Food Preparation and Handling
  - Training
- Solid /Medical Waste Handling/Disposal
- Medical Disease Surveillance (DNBI)

# SSC Certificate Completion and Issuance

## **Enabling Objectives:**

- 4.7 **Discuss** when to issue a SSCEC
- 4.8 Discuss when to issue a SSCC
- 4.9 Explain how to complete NAVMED Form 6210/1
- 4.10 Discuss performing the outbrief

## **Ship Sanitation Certificate**

- SSCEC is issued when no evidence of a public health risk of international concern is found
- SSCC is issued when evidence of public health risk of international concern is found
  - If a PHEIC is suspected and you have concurrence with your COC, notify the NMCPHC
  - NMCPHC will make the determination and notify CDC, if required

### **NAVMED 6210/1**

- Serves as the SSCEC or SSCC
- Consist of 2 pages
- Valid for 6 months and may be extended only once for a period of one month

# Ship Name

#### Should include full, unabbreviated name of the ship

#### UNITED STATES NAVY SHIP SANITATION CONTROL EXEMPTION CERTIFICATE/SHIP SANITATION CONTROL CERTIFICATE Issued IAW Article 39 of the International Health Regulations 2005. Certificate valid for 6 months from time of issuance. SHIP NAME: DATE (DD MM YYYYY): HULL NUMBER (LLL ###) Example "CV 65": SHIP HOMEPORT LADEN UNLADEN \_\_IF LADEN, TONS OF CARGO SHIP SA CONTROL EXEMPTION CERTIFICATE SHIP SANITATION CONTROL CERTIFICATE RE-INSPECTION DATE DOCUMENTS REVIEWED CONTROL MEASURES APPLIED Rodent Infestal Pest Control Log Vermin infestation Cockroaches Files Pest Control Log Ded Dugs Habitability Inspections Sewage (CHT) Ballast Discharge Management (Valves closed for non-discharge zones) (If applicable) Approved Sources Ready Use Dry Storage Bulk Dry Storage Ready Use Refrigerated Storage NAVMED 6240/1 Bulk Refrigerated Storage Food Safety Training Serving Hand Hyglene Potable Water Approved Source Potable Water Log Medical Surveillance Solid Waste Handling Disposal Medical Waste Handling Disposal - DNBI Weekly Report (Past Month) - Medical Readiness Inspection Disease Surveillance Facility and Public Health Areas Public Health Risks of International Concern Found with Controls Measures Applied Public Health Risks of International Concern Not Found (Refer Annex 2 of International Health Regulation (2005) and 1. Areas inspected. Mark box if area inspected: leave box blank if not applicable or not inspected. For inspection Notify Navy and Marine Corps Public Health Center within 24 hours) 1. Areas imported, what our are an appeared, leave but shark in not application or not impactually in the processing of NAVMED 6210/1 (Rev. 01-2010) ORIGINAL to: Ship COPY 1 e-mail to: NMCPHCPTS-ssceo@med.navy.mli COPY 2 to: Command file

## Homeport

For the name of the ships **homeport**. NOT the port/location where the assessment is being conducted.

#### UNITED STATES NAVY SHIP SANITATION CONTROL EXEMPTION CERTIFICATE/SHIP SANITATION CONTROL CERTIFICATE Issued IAW Article 39 of the International Health Regulations 2005. Certificate valid for 6 months from time of issuance. SHIP NAME: SHIP HOMEPORT: HULL NUMBER (LLL ###) Example "CV 65": LADEN UNLADEN IF LADEN, TONS OF CARGO SHIP SANITA SON CONTROL EXEMPTION CERTIFICATE ☐ SHIP SANITATION CONTROL CERTIFICATE EVIDENCE RE-INSPECTION DATE DOCUMENTS REVIEWED CONTROL MEASURES APPLIED Rodent in Pest Control Log Vermin infestation Cockroaches Files Bed Bugs Pest Control Log Other Habitability Inspections Sewage (CHT) (If applicable) Approved Sources Ready Use Dry Storage Bulk Dry Storage Ready Use Refrigerated Storage NAVMED 6240/1 Training Records Bulk Refrigerated Storage Food Safety Training Hand Hyglene Potable Water Approved Source Potable Water Log Medical Surveillance Disposal Medical Waste Facility and Public Health Areas Public Health Risks of International Concern Found with Controls Measures Applied Public Health Risks of International Concern Not Found Notes: 1. Areas inspected. Mark box if area inspected; leave box blank if not applicable or not inspected. For inspection (Refer Annex 2 of International Health Regulation (2005) and Notify Navy and Marine Corps Public Health Center within 24 hours) In serious implements, mainth out in the supplements of the supplement NAME OF INSPECTOR: INSPECTOR'S COMMAND UIC: SIGNATURE and CDC SEAL: DATE (DD MM YYYY) ORIGINAL to: Ship NAVMED 6210/1 (Rev. 01-2010) COPY 1 e-mail to: NMCPHCPTS-ssceo@med.navy.mli COPY 2 to: Command file

## Ship Hull Number

# Contains the full numerical, alpha-numerical hull number of the vessel and class of ship. i.e. FFG-55

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# Cargo Status

If the ship Does not have cargo, check *UNLADEN*. Has cargo, check *LADEN*, and confirm with SUPPO tons of Cargo, if applicable.

#### UNITED STATES NAVY SHIP SANITATION CONTROL EXEMPTION CERTIFICATE/SHIP SANITATION CONTROL CERTIFICATE

Issued IAW Article 39 of the International Health Regulations 2005. Certificate valid for 6 months from time of issuance SHIP NAME DATE (DD MM YYYYY): SHIP HOMEPORT HULL NUMBER (LLL ###) Example "CV 65". UNLADEN IF LADEN, TONS OF CARGO SHIP SANITATION CONTROL EXEMPTION CERTIFICATE SHIP SANITATION CONTR CERTIFICATE AREAS (Systems & Services) INSPECTED DOCUMENTS REVIEWED CONTROL MEASURES APPLIE FOUND: (DD MM YYYY) Rodent Infestation Pest Control Log nin infestation Cockroaches Pest Control Log Bed Bugs Other Berthing/Quarters Habitability Inspections Sewage (CHT) Ballast Discharge Management (Valves closed for non-discharge zones) (If applicable) This block is to contain the total combined Approved Sources Ready Use Dry Storage Bulk Dry Storage weight of cargo or supplies being stored in Ready Use Refrigerated Storage NAVMED 6240/1 Bulk Retrigerated Storage Food Safety Training the holds of the ship. Preparation Serving Hand Hyglene This information generally can be attained Approved Source Medical Surveillance from engineering. Solid Waste Handling Disposal Medical Waste Handling Disposal Disease Surveillance Facility and Public Health Areas Public Health Risks of International Concern Found with Controls Measures Applied Public Health Risks of International Concern Not Found (Refer Annex 2 of International Health Regulation (2005) and 1. Areas inspected. Mark box if area inspected; leave box blank if not applicable or not inspected. For inspection Notify Navy and Marine Corps Public Health Center within 24 hours) findings which indicate a ship corrective action needed, provide recommendations along with Navy reference on comment pag 2. Evidence Found. Mark box if evidence exists of infection or contamination that may affect adversely the health of human populations, with an emphasis on those which may <u>scread internationally</u> or may <u>present a serious and direct danger</u>. Consider vectors in all stages of growth; animal reservoirs for vectors; rodents or other species that could carry human disease, microbiological, chemical, and other risks to human health; and signs of inadequate sanitary measures. Also consider any human cases that would be included in the Maritime Declaration of Health. NAME OF INSPECTOR: SIGNATURE and CDC SEAL: DATE (DD MM YYYYY): Page 1 of 2 NAVMED 6210/1 (Rev. 01-2010) ORIGINAL to: Ship COPY 1 e-mail to: NMCPHCPTS-sscec@med.navy.mli COPY 2 to: Command file

#### Date

Contains the date of the assessment. The fillable PDF file will automatically populate three locations: Two on the front and one on the back. Ensure all the dates correspond.

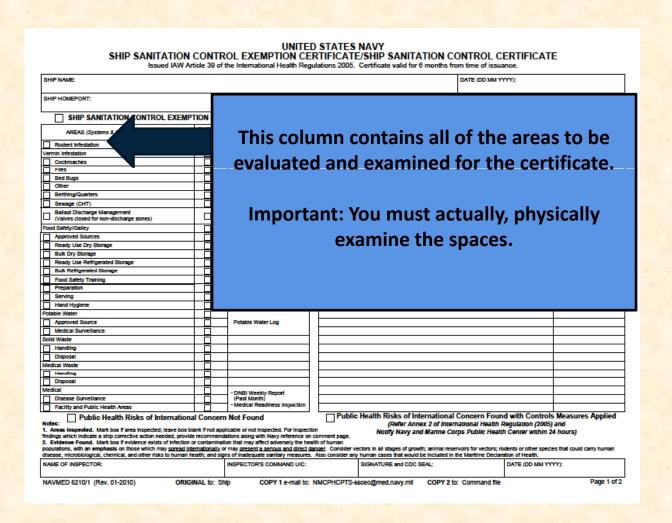
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#### SSCEC or SSCC

# Check the box for Ship Sanitation Control Exemption Certificate (left column) or Ship Sanitation Control Certificate (right column)

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# Areas, Systems, and Services Inspected



#### **Documents Reviewed**

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# **Evidence Found**

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#### **Evidence Found Column**

- If Evidence box is checked:
  - Details on comment page required
  - Include brief, clear description of finding, recommended corrective action by ship's force, and applicable naval references
- Inspection may identify findings where public health risks to ship's force may exist but not to the level of international concern and public health intervention actions should be documented

## Before Issuing SSCC Contact COC

#### **FOR SSCCs ONLY**

#### UNITED STATES NAVY SHIP SANITATION CONTROL EXEMPTION CERTIFICATE/SHIP SANITATION CONTROL CERTIFICATE Issued IAW Article 39 of the International Health Regulations 2005. Certificate valid for 6 months from time of issuance. DATE (DD MM YYYY): Use this Column to describe: nple "CV 65": UNLADEN LADEN IF LADEN, TONS OF CARGO SHIP SANITATION CONTROL CERTIFICATE Evidence found as described above, RE-INSPECTION DATE CONTROL MEASURES APPLIED found aboard vessel. •When there is PHEIC. (Valves closed for non-discharge zones) Food Safety/Galley Approved Sources Ready Use Dry Storage Bulk Dry Storage Ready Use Refrigerated Storage NAVMED 6240/1 Bulk Refrigerated Storage Re-Assessment Date for each Food Safety Training Control Measure. Serving Hand Hyglene Potable Water Approved Source Potable Water Log Medical Surveillance Handling Disposal Medical Waste Handling Disposal - DNBI Weekly Report (Past Month) Disease Surveillance Medical Readiness Inspection Facility and Public Health Areas Public Health Risks of International Concern Found with Controls Measures Applied Public Health Risks of International Concern Not Found (Refer Annex 2 of International Health Regulation (2005) and 1. Areas Inspected. Mark box if area inspected: leave box blank if not applicable or not inspected. For inspection Notify Navy and Marine Corps Public Health Center within 24 hours) findings which indicate a ship corrective action needed, provide recommendations along with Navy reference on comment page 2. Evidence Found. Mark box if evidence exists of infection or contamination that may affect adversely the health of human Depositions, with an emphasis on those which may <u>soread internationally</u> or may <u>present a serious and direct danger</u>. Consider vectors in all stages of growth; animal reservoirs for vectors; rodents or other species that could carry human disease, microbiological, chemical, and other risks to human health; and signs of inadequate sanitary measures. Also consider any human cases that would be included in the Maritime Declaration of Health. NAME OF INSPECTOR: SIGNATURE and CDC SEAL: DATE (DD MM YYYY): Page 1 of 2 NAVMED 6210/1 (Rev. 01-2010) ORIGINAL to: Ship COPY 1 e-mail to: NMCPHCPTS-ssceo@med.navy.mll COPY 2 to: Command file

# Public Health Risk Of International Concern

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	Flies	Pest Control Log			
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### NAVMED Form 6210/1 Back

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SHIP NAME:				DATE (DD MM YYYY):	
SHIP HOMEPORT	:	HULL NUMBER (LLL ###) Examp	le °CV 65°:		
RESULTS AND RE	COMMENDATIONS				
	Document public	health findings wit	h recommen	ded corrective action	
	and appl	licable references. I	Discuss with S	Ship Medical	
partmen	t Representative b	efore leaving ship. I	f evidence co	lumn checked commer	nt require
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#### **Contact Information**

Contact information of the issuing authority for questions will be on the SSC Form, NAVMED 6210/1

- Minimum information:
  - Name of Authorized Agent
  - SSC Issuing Command/UIC
  - Signature of Authorized Agent
  - Date SSC issued
  - SSC Issuing Command generic email address in the event ship needs to request 1-month extension

# **CDC Seal Application**

After reviewing the form and ensuring all information is correct, the CDC seal shall be applied:

If document is printed as:

- ONE PAGE (front and back)
  - Place seal on space provided on the front of the document.
- TWO PAGES (Place seal on BOTH pages)
  - Page one: space provided
  - Page two: lower right hand corner

# Applying the Raised Seal

#### UNITED STATES NAVY SHIP SANITATION CONTROL EXEMPTION CERTIFICATE/SHIP SANITATION CONTROL CERTIFICATE

SHIP NAME:				DATE (DD MM YYYY):	
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Rodent Infestation		Pest Control Log			
Vermin Infestation					
Cockroaches					
Files		Pest Control Log			
Bed Bugs					
Other					
Berthing/Quarters		Habitability Inspections			
Sewage (CHT)					
Ballast Discharge Management (Valves closed for non-discharge zones)		(if applicable)			
Food Safety/Galley					
Approved Sources					
Ready Use Dry Storage	$\neg \neg \neg$				
Bulk Dry Storage	$\neg \neg \neg$				
Ready Use Refrigerated Storage	<del>                                     </del>	NAVMED 6240/1			
Bulk Refrigerated Storage	<del>                                     </del>	Training Records			
Food Safety Training	<del>-      </del>				
Preparation	<del></del> -				
Serving	$\neg$				
Hand Hygiene	<del></del>				
Potable Water	<del>       </del>				
Approved Source	<del>       </del>	Potable Water Log			
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NAVMED 6210/1 (Rev. 01-2010) OR	IGINAL to: Ship	COPY 1 e-mail to: NMCP	HCDTS scane & mod p	Sommand file	Page 1 of 2

# Applying the Raised Seal (continued)

HIP NAME:		DATE (DD MM YYYY):
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		RAISED CDC SEAL

#### Review SSC

- General information complete
- Correct date (3 places: 1st page top and bottom and page 2)
- SSCEC or SSCC box checked
- Areas inspected checked or N/A
- Make sure you've checked one of the following: Public Health Risk of International Concern <u>NOT FOUND</u> or <u>FOUND</u>
- Inspecting Official information
- Grammar, consistent wording, legibility and clarity Very Important!!

#### SSC Outbrief

- Inspector shall debrief SMDR upon completion of inspection.
- Inform that the certificate expires in 6 months and the procedures for requesting a one month extension (provide ship an official email address).
- Discuss findings and recommendations for ship's force to follow up with corrective action for public health findings observed and documented on the comment page.

## **Summary and Review**

- Ship Sanitation Certificates, to include:
  - When to issue a SSCEC
  - When to issue a SSCC
- How to complete NAVMED Form 6210/1, including:
  - Contact information
  - CDC seal application
  - How to review an SSC for completeness/accuracy
- Performing the inspection outbrief

### **SSC Extension**

**Enabling Objective:** 

4.11 Explain how to complete a SSC extension

#### **SSC Extension**

- Article 39, IHR
  - SSCECs and SSCCs shall be valid for a maximum period of six months
  - This period may be extended by one month if the inspection or control measures required cannot be accomplished at the port

#### **NAVMED 6210/2**

#### **United States Navy** NOTIFICATION OF 30 DAY EXTENSION OF SHIP SANITATION EXEMPTION CONTROL CERTIFICATE SHORE STATION DATE (DD MMM YYYY): EXPIRATION DATE OF EXISTING CERTIFICATE (DD MMM YYYY) INSPECTING AUTHORITY (NEPMU/MTF) FOR LAST INSPECTION ORGANIZATION NAME: ORGANIZATION POINT OF CONTACT: ORGANIZATION TELEPHONE NUMBER: SHIP INFORMATION SHIP NAME SHIP HULL NUMBER: SHIP POINT OF CONTACT INSPECTOR'S NAME DATE (DD MMM YYYY) INSPECTOR'S SIGNATURE

- Complete NAVMED
   6210/2 (11-2007),
   Notification of 30 Day
   Extension of Ship
   Sanitation Certificate
- Extension issued by entity which issued the expiring certificate.
- May be transmitted electronically.

## SSC Extension Examples

- Extension is a period of one month from the day the SSC expires
  - USS Cleveland SSCEC expires June 28<sup>th</sup> and requests extension on June 26<sup>th</sup>
    - Extension expires July 28<sup>th</sup>
  - USS Boxer SSCEC expires July 28<sup>th</sup> and requests extension on August 2<sup>nd</sup>
    - Extension expires August 28<sup>th</sup>

# **Summary and Review**

Explained procedure for completing a SSC extension

# Record Keeping and Quality Assurance

**Enabling Objectives:** 

4.12 Discuss SSCP Record Keeping

4.13 Discuss Quality Assurance

## Record Keeping and SSC Submission

- Copies of SSCECs and SSCCs issued by Navy authorized agents shall be kept via command/UIC files (electronic or hard copy)
- SSCC shall be scanned and emailed to NMCPHC immediately with COC review and concurrence
- SSCECs shall be scanned and emailed to NMCPHC not less than weekly
- Email SSCEC and SSCC to: NMCPHCPTS-SSCEC@med.navy.mil

# **Quality Assurance**

- SSCs shall be QA reviewed by the SSCP Manager (Environmental Health Officer) of the local Preventive Medicine Service or NEPMU.
- Review for completeness, accuracy, consistency, and legibility of information on certificate.
- SSCP Manager will provide QA feedback to inspectors on proper completion of SSCs, as needed.
- Preventive Medicine Departments at MTFs and NEPMUs will be responsible for the QA Program oversight and liaison with NMCPHC.

# Quality Assurance (continued)

- NEPMUs will provide:
  - AOR QA of the SSCs
  - SSC training for Navy authorized SSC inspectors
- NMCPHC will provide:
  - Policy guidance and liaison with CDC for Navy's SSC Program

# **Summary and Review**

- SSCP record keeping and submission procedures
- Quality Assurance responsibilities of:
  - SSC Inspectors
  - SSCP Manager
  - MTF Preventive Medicine Departments
  - NEPMUs

### Course Summary and Review

- Requirements of International Health Regulations and Ship Sanitation Certificate Program:
  - WHO and IHR (2005)
  - Key definitions
- Navy ship sanitation program policy
  - Navy/CDC MOU
  - Quarantine procedures
  - Authorized vessels

# Course Summary and Review (cont'd)

- Elements of Shipboard Organization:
  - Chain of Command.
  - Vessel boarding procedures.
  - Ship organization, nomenclature and compartment designation.
  - Ship classes and SSC factors.
- Procedures to inspect and issue Ship Sanitation Certificates:
  - SSC types and Navy policy criteria for issuing certificates.
  - Preparing for, conducting, and components of SSC inspection.
  - Completion, issuance, record keeping and quality assurance
     Navy Ship Sanitation Certificate Program.