



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

IN REPLY REFER TO
BUMEDINST 6210.4A
BUMED-N44
14 Nov 2023

BUMED INSTRUCTION 6210.4A

From: Chief, Bureau of Medicine and Surgery

Subj: SHIP SANITATION CERTIFICATE PROGRAM

Ref: (a) OPNAVINST 6210.2A
(b) World Health Organization, International Health Regulation (2005)

Encl: (1) Training and Certification Procedures

1. Purpose. To inspect and issue appropriate ship sanitation certificates (SSC) and provide related standard procedures and policy for the Ship Sanitation Certificate Program (SSCP) as outlined in reference (a) and to identify Navy preventive medicine personnel delegated authority per reference (b), Part VI Health Documents, articles 37 and 39, and annex 8 (available at: <https://www.who.int/publications/i/item/9789241580496>). Enclosure (1) describes procedures for training and certification of U.S. Navy SSCP inspectors. The ship's senior medical representative will countersign the declaration of health during an international voyage.

2. Cancellation. BUMEDINST 6210.4.

3. Scope and Applicability. The provisions of this instruction are applicable to U.S. Navy Fleet Forces afloat and cognizant Navy preventive medicine activities and personnel ashore and afloat.

4. Background

a. Per article 37 of reference (b), the World Health Organization requires the commanding officer or equivalent of a ship to ascertain the state of health on board and upon or before arrival at its first port of call in the territory of a State Party, complete and deliver a Maritime Declaration of Health to the competent authority for that port. The Maritime Declaration of Health will be countersigned by the ship's senior medical representative during an international voyage. Completion of the Maritime Declaration of Health is not required when the port authority grants free pratique entry approval via radio or other communication means.

b. Article 39 of reference (b) implemented the SSCP, which describes NAVMED 6210/1 Ship Sanitation Control Exemption Certificates (SSCEC) and Ship Sanitation Control Certificates (SSCC).

c. Certified U.S. Navy SSCP inspectors issue SSCs to vessels of the U.S. Navy (USN), U.S. Army (USA), Military Sealift Command (MSC), U.S. Coast Guard (USCG), National Oceanic Atmospheric Administration (NOAA), and the U.S. Maritime Administration National Defense Reserve Fleet (NDRF). Centers for Disease Control and Prevention (CDC) seals are issued to Navy Environmental and Preventive Medicine Units (NAVENPVNTMEDU) supporting commands and vessels.

5. Responsibilities

a. Commander, Naval Medical Forces Support Command will:

(1) Maintain the formal SSCP Catalog of Navy Training Courses via the Medical Education and Training Campus (METC), Preventive Medicine Technician (PMT) School in collaboration with the Navy and Marine Corps Force Health Protection Command (NMCFHPC).

(2) Train and authorize PMT students on proper inspection and issuance procedures for SSC and issue NAVMED 6210/4 U.S. Navy SSCP Inspector Identification Card to students who successfully complete training and pass the examination.

b. Commander, NMCFHPC. As the SSC subject matter expert and program manager for the Bureau of Medicine and Surgery (BUMED), NMCFHPC will:

(1) Appoints an SSCP subject matter expert as program coordinator in writing.

(2) Review and approve the program of instruction to authorize SSC inspectors.

(3) 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.

(4) Maintain a database of all SSCs issued by authorized Navy inspectors. The Ship Tracking and Analytic Reporting System is a web-based application that serves as the live tracking system for all SSC inspections performed by USN SSCP inspectors on USN, USA, MSC, USCG, NOAA, and NDRF vessels.

(5) Revoke an individual inspector's SSCP issuance authority when indicated. NAVENPVNTMEDUs will notify NMCFHPC in writing when their investigation results in a recommendation for revoking an SSCP inspector's issuance authority within their area of responsibility (AOR).

(6) Serve as the direct BUMED liaison to the CDC program representatives on matters related to the program; provide list of seal holders and other reports to the CDC upon request.

(7) In coordination with Public Health & Safety (BUMED-N44), notify CDC within 48 hours when a NAVMED 6210/1 SSCC is issued.

(8) Ensure NAVENPVNTMEDUs provide training and authorization of SSCP inspectors and review NAVMED 6210/1, the form issued by all Navy SSCP authorized inspectors, in their AOR for validation of certificate administrative procedural and policy compliance.

(9) Ensure NAVENPVNTMEDUs authorize USN hospital corpsmen possessing Navy enlisted classification L12A, preventive medicine technician, who has completed the required training and passed the examination, per enclosure (2), to be the primary medical personnel to serve as Navy SSCP inspectors to execute ship inspections and certificate issuance. Individual environmental health officers, medical entomologists, and environmental health civilians may also be authorized as SSCP inspectors following approval from NMCFHPC.

(10) Ensure NAVENPVNTMEDUs oversee SSCP inspectors to ensure they are responsive to requests for inspection and certification from all USN, USA, and MSC vessels operating in their AOR. USN inspectors may also provide SSCP inspections for USCG, NOAA, and NDRF vessels upon request, if resources are available.

(11) Ensure that certified inspectors assigned to respective AORs upload copies of all completed NAVMED 6210/1 SSCEC/SSCCs to the NMCFHPC Ship Tracking and Analytic Reporting System for archiving. SSCs will be submitted to the NMCFHPC through the Ship Tracking and Analytic Reporting System Web site within 24 hours of completion. The Ship Tracking and Analytic Reporting System can be accessed at <https://olb.navy.awesp.health.mil/sites/nmcphe/STARS>. Access requires Common Access Card log-in and user verification permission.

c. Ship Commanding Officers and Masters of Vessels will:

(1) Ensure the NAVMED 6210/3 U.S. Navy Declaration of Health Certificate is current, accurately completed, and provided to foreign port authorities upon request. Information beyond that covered in the NAVMED 6210/3 will not be provided to foreign port authorities without the concurrence of NMCFHPC.

(2) Maintain a current NAVMED 6210/1 SSCEC on board that is valid for 6-months from the date issued. If necessary, the original inspector or inspecting command may issue a 30-day extension to the current NAVMED 6210/1 SSCEC by issuing a NAVMED 6210/2 U.S. Navy Ship Sanitation Control Exemption Certificate Notification of 30 Day Extension.

(3) Refer foreign port authorities with questions about variations in the Navy SSC forms listed in paragraph 8 of this instruction to examples used in reference (b), article 39, and to NMCFHPC for clarification.

d. Authorized Inspectors

(1) Those serving aboard USN ships to which NMCFHPC has issued a CDC seal will neither inspect, nor issue an SSC for their own ship; however, they may issue certificates for other allowed vessels. SSCs issued by authorized Fleet inspectors with a CDC seal report SSCs issued to NMCFHPC through the Ship Tracking and Analytic Reporting System in the same manner required of Navy Medical Readiness Training Command or Unit and NAVENPVNTMEDUs.

(2) After completion of an SSC inspection, the SSCP inspector will sign, stamped with seal, and issue a NAVMED 6210/1, USN SSCEC/SSCC to the vessel medical representative.

(3) If vessel operation precludes inspection and issuance of a new certificate when the current certificate is approaching expiration, the command that issued the original certificate may issue a one-time 30-day extension, to allow the ship to obtain a new inspection and certificate at a later time. NAVMED 6210/2 USN Ship Sanitation Control Exemption Certificate Notification of 30 Day Extension is to be used for issuing this one-time extension.

(4) Certified original copies may be provided in rare cases of lost certificates. Vessels under construction or maintenance phases in shipyard or pier-side do not require SSC inspection until after completion of those periods.

(5) Copies of all completed, signed, and sealed NAVMED 6210/1 and NAVMED 6210/2 will be uploaded to the NMCFHPC Ship Tracking and Analytic Reporting System Web site, <https://olb.navy.awesp.health.mil/sites/nmcphc/STARS/default.aspx>. The issuing command will maintain a physical copy of all certificates issued on file for 3 years.

(6) For questions about program policy, CDC liaison, SSCP seals, and the transmission of inspection reports, contact NMCFHPC at (757) 953-0700, DSN 377-0700, or e-mail at: usn.hampton-roads.navmcpubhlthcenpors.list.nmcphc-sscec@health.mil.

(7) NAVENPVNTMEDUs provide training and assistance for inspections, appropriate control measures, and other SSCP questions and can be contacted at:

(a) NAVENPVNTMEDU TWO: (757) 953-6600, DSN: 377-6600 or e-mail at: usn.hampton-roads.navhospporsva.list.nepmu2norfolk-fleetsupport@health.mil.

(b) NAVENPVNTMEDU FIVE: (619) 556-7070, DSN: 526-7070 or e-mail at: usn.san-diego.navenpvntmedufive.list.nepmu5-fleet-support@health.mil.

(c) NAVENPVNTMEDU SIX: (808) 471-0237, DSN: (315) 471 0237 or e-mail at: usn.jbphh.navenpvntmedusixhi.list.nepmu6-sscec-pac@health.mil.

(d) NAVENPVNTMEDU SEVEN: (011)-34-956-82-2230, DSN: (314)-727-2230 or e-mail at: NAVENPVNTMEDU7@eu.navy.mil.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUMED-N44 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms and Information Management Control.

a. The NAVMED forms listed in subparagraphs 8a(1) through 8a(4) are available electronically from the “Forms” tab at

<http://www.med.navy.mil/directives/Pages/NAVMEDForms.aspx>.

(1) NAVMED 6210/1 U. S. Navy Ship Sanitation Control Exemption Certificate/Ship Sanitation Control Certificate.

(2) NAVMED 6210/2 U. S. Navy Ship Sanitation Control Exemption Certificate Notification of 30 Day Extension.

(3) NAVMED 6210/3 U. S. Navy Declaration of Health Certificate.

(4) NAVMED 6210/4 U. S. Navy SSCP Inspector Identification Card.

b. Information Management Control. Reports required in subparagraphs 5b(6), 5b(11) 5d(1), 5d(5), and 5d(6) of this instruction are exempt from reports control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7k.



D. K. VIA
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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives/>

TRAINING AND CERTIFICATION PROCEDURES

1. Prerequisite Training. Prerequisite training is required for Navy environmental health officers, medical entomologists, and Navy environmental health civilians prior to attending the SSCP course (CIN: B-322-1100). Required prerequisites are listed at the Corporate Enterprise Training Activity Resource Systems, Catalog of Navy Training Courses Web site: <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

- a. Shipboard Pest Management Course, B-322-1075
- b. Food Safety Manager or Supervisor Course, B-322-2101
- c. Navy E-Learning: Ship Sanitation Control Exemption Certificate Program Course, CFHP-SSCEC-1.0
- d. Navy E-Learning: Health Aspects of Marine Sanitation Devices, HAMSD-1.0
- e. Navy E-Learning: Water Sanitation Afloat, WSA-1.0

2. Formal Training

a. Competency Standards. Candidate SSCP inspectors will 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 will be directly related to the instructional hours and subject complexity. Passing score for the exam is 85 percent.

b. Training Agency Locations

Navy Environmental and Preventive Medicine Unit TWO
1285 West D Street, Building U238
Norfolk, Virginia 23511-3394
(757) 953-6600

Navy Environmental and Preventive Medicine Unit FIVE
3235 Albacore Alley
San Diego, California 92136-5199
(619) 556-7070

Navy Environmental and Preventive Medicine Unit SIX
385 South Avenue, Building 618
Joint Base Pearl Harbor Hickam, Hawaii 96860
(808) 471-0237

Navy Environmental and Preventive Medicine Unit SEVEN
PSC 819 Box 67
FPO AE 09645-0085
011-34-956-82-2230

Navy Medicine Training Support Center
Preventive Medicine Technician Program
3488 Garden Avenue, Building 1364, Room 447
Fort Sam Houston, Texas 78234
(210) 808-5448

3. Navy SSCP Inspector. Personnel who successfully meet all SSCP inspector prerequisites and competency standards will be issued a NAVMED 6210/4 U.S. Navy SSCP inspector identification card. To uniquely identify Navy authorized SSCP inspectors, a numbering system will be used in the issuance of the NAVMED 6210/4.

a. SSCP inspector identification card numbers will contain three elements:

(1) A designation consisting of one or two letters of where the individual was originally trained. The designations are listed in subparagraphs 3a(1)(a) through 3a(1)(e) of this enclosure:

(a) NF – Navy Environmental and Preventive Medicine Unit TWO, Norfolk, Virginia.

(b) SD – Navy Environmental and Preventive Medicine Unit FIVE, San Diego, California.

(c) PH – Navy Environmental and Preventive Medicine Unit SIX, Pearl Harbor, Hawai.

(d) FS – Navy Medicine Training Support Center, Preventive Medicine School, Fort Sam Houston, Texas.

(e) NR – Navy Environmental and Preventive Medicine Unit SEVEN, Naval Station, Rota, Spain.

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

(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-001-22 indicates that the inspector identification card was issued at the Navy Environmental and Preventive Medicine Unit FIVE, San Diego, California and was the first person certified at that command in 2022.
- c. Navy SSCP inspectors will 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 will not be reissued.
- e. NAVMED 6210/4 USN SSCP inspector identification card will bear the name of the individual without any additional titles.
- f. The NAVMED 6210/4 USN SSCP inspector identification card will be valid for the duration of named inspector's Department of the Navy service unless revoked by NMCFHPC.