

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 48-117**

**26 JUNE 2014**

***Aerospace Medicine***

***PUBLIC FACILITY SANITATION***



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This AFI prescribes the minimum sanitary standards for public facilities on Air Force installations.

This instruction implements Air Force Policy Directive (AFPD) 48-1, *Aerospace Medicine Enterprise*. It prescribes the minimum sanitary standards for public facilities on Air Force installations. See Attachment 1 for a glossary of references, abbreviations, acronyms, and terms. This instruction applies to all Air Force (AF) personnel, Air Force Reserve Command (AFRC), Air National Guard (ANG), direct reporting units and field operating agencies. This instruction applies to employees working under government contract or private contractors performing work under government contracts, or State employees with traditional Guard positions, who are covered under their organizational standards. Contractors are solely responsible for compliance with Occupational Safety and Health Administration (OSHA) standards and the protection of their employees unless otherwise specified in their contract. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. The authorities to collect and or maintain the records prescribed in this publication are Title 37 United States Code, Section 301a and Executive Order 9397, *Numbering Systems for Federal Accounts Relating to Individual Persons*. Forms affected by the Privacy Act must have an appropriate Privacy Act statement. System of records notice F044 AF SG E Medical Record System (December 9, 2003, 68 FR 68609) applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Field activities must send implementing publications to the higher headquarters (HQ) functional office of primary responsibility (OPR) for review and coordination before publishing. Send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*,

through appropriate functional chain of command, to Surgeon General of the AF, AF Medical Support Agency, Public Health Branch (AFMSA/SG3PM), 7700 Arlington Blvd Ste. 5151, Falls Church, VA 22042-5151. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include the addition of sanitary standards for nail salons and day spas, and the prohibition of straight razors and other reusable blades on skin. Changes minimum frequency for laundering bed spreads from every three months to at least weekly and between occupant changeovers. Adds standardized public facility inspection templates and definitions of terms used in this Instruction: includes instructions for identifying Tier waiver authorities as approved by the Inspector General Advisory Board (IGAB).

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**Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

## Chapter 1

### PROGRAM OVERVIEW

**1.1. Overview:** Sanitation standards outlined in this instruction apply to public facilities on Air Force installations. AFI 48-117 is a supplement to federal, state, local and tribal regulations. Installations must ensure familiarity with and adherence to additional Department of Defense (DoD), United States Air Force (USAF), Federal, state, local/tribal regulations (e.g., State/local guidelines for child daycare centers, swimming pools, and detention centers).

## Chapter 2

### ROLES AND RESPONSIBILITIES

#### **2.1. The Air Force Surgeon General (HQ USAF/SG).**

2.1.1. USAF/SG is the Office of Primary Responsibility for providing oversight and guidance for the Public Facility Sanitation Program.

2.1.2. Establishes resources and implementation instructions for Public Facility Sanitation program to protect public health.

#### **2.2. The Air Force Medical Support Agency (HQ AFMSA).**

2.2.1. Develops and updates Public Facility Sanitation instructions and guidance in coordination with Major Commands (MAJCOMs), Army and Air Force Exchange Service (AAFES), HQ USAF, and Secretary of the Air Force staff.

2.2.2. Establishes a planning, programming and budgeting mechanism to advocate for and distribute Defense Health Program funds to conduct Public Facility Sanitation surveillance.

#### **2.3. The United States Air Force School of Aerospace Medicine (USAFSAM).**

2.3.1. Provides technical consultations regarding Public Facility Sanitation surveillance, outbreaks, and events of public health concern. (T-2).

2.3.2. Develops and teaches curriculum on technical aspects of the Public Facility Sanitation Program. (T-2).

**2.4. The Air Force Civil Engineer (HQ USAF/A7C).** Provides technical consultation on pest management and sanitation standards.

**2.5. Air Force Personnel Center, Director of Services (AFSVA/SV).** Provides Air Force Services operational guidance to implement policy, including applicable health standards/guidelines to ensure installation public facilities meet sanitation standards as outlined in this instruction.

**2.6. AAFES (Exchange).** Ensures installation public facilities meet sanitation standards as outlined in this instruction. Ensures that contractor health certificates (when required) will be filed in the contracting office, readily available for inspection by installation medical authorities. When installation medical authorities or major command requires periodic health re-examination of personal service workers, maintains a suspense file to assure such re-examinations are accomplished.

**2.7. Installation Commanders.** Oversee the overall operation, maintenance and sanitary conditions of Air Force facilities. Determines when unsatisfactory facility conditions warrant timely closure of the facility in order protect health and/or facilitate corrective action, based on advice from Medical Treatment Facility Commander. (T-1).

#### **2.8. Mission Support Group Commander.**

2.8.1. Ensures installation public facilities meet sanitation standards as outlined in this instruction. (T-1).

2.8.2. Ensures that contractor health certificates (when required) are filed in the contracting office, readily available for inspection by installation medical authorities. (T-1).

2.8.3. When installation medical authorities or major command requires periodic health re-examination of personal service workers, maintains a suspense file to ensure such re-examinations are accomplished. (T-1).

**2.9. Base Civil Engineer (CE).** Provides pest management services for installation public facilities. Consults Public Health and Bioenvironmental Engineering in development and maintenance of public facilities. (T-2).

**2.10. Medical Treatment Facility Commander.**

2.10.1. Ensures public Air Force facilities are inspected for sanitation. (T-1).

2.10.2. Ensures that recommendations for the sanitary operation and maintenance of installation public facilities are given to the installation commander or other responsible persons. (T-1).

2.10.3. Coordinates with Army and/or Navy medical commanders at Joint Bases to delineate Service responsibilities for installation public facility sanitary inspections. (T-1).

2.10.4. Coordinates with the Medical Commander of collocated Air National Guard or Reserve units to delineate responsibilities for installation public facility sanitary inspections. (T-1).

**2.11. Aerospace Medicine Council (AMC).**

2.11.1. Determines if personal service workers need medical examinations based on local circumstances, e.g. outside the continental United States (OCONUS) locations. Medical examinations are not provided at the expense of the government unless stipulated in the contract. (T-2).

2.11.2. Develops procedures to ensure workers (including contractors according to applicable contracts) can get examinations routinely if needed or when they develop a disease that can be transmitted through skin contact or respiratory route. (T-2).

2.11.3. Reviews and approves routine inspection frequencies recommended by Public Health. (T-2).

**2.12. Public Health (PH).**

2.12.1. Provides an annual report on the status of the installation Public Facility Sanitation Program to the Medical Treatment Facility Commander, the Force Support Squadron Commander, the Mission Support Group Commander, Exchange General Manager and the Installation Commander. (T-2).

2.12.2. Provides medical expertise on public facility sanitation in-garrison and at deployed locations. Reviews and provides medically specific recommendations regarding public facility site selection in deployed locations. (T-1).

2.12.3. Inspects permanent and temporary installation public facilities at any time during business hours to verify that all phases of facility operations comply with this AFI, documents inspections using AMC approved forms, and provides findings to the facility

manager or supervisor. Facilities will be rated either satisfactory or unsatisfactory. Reports shall be maintained for at least three years. (T-1).

2.12.4. Sends unsatisfactory ratings to the Aerospace Medicine Squadron Commander (or equivalent) and to the Medical Group Commander. Determine locally whether reports warrant attention above the medical commander. However, the Mission support Group Commander must be informed of chronic and repeat discrepancies and the Wing Commander must be aware of issues that could impact mission. (T-2).

2.12.5. Sends copies of unsatisfactory inspection reports of Exchange facilities through the Aerospace Medicine Squadron (or equivalent) Commander and Medical Group Commander, to the local Exchange manager and to Exchange Headquarters. (T-2).

2.12.6. For collocated installations where Active Duty is the host installation and the Air Reserve Component (ARC) Wing (ANG, AFRC or both) is the tenant, the Active Duty Medical Treatment Facility's PH Flight is the OPR. For non-collocated ARC (ANG, AFRC, or both) installations, the full-time PH or Bioenvironmental Engineering office is the OPR. (T-2).

### **2.13. Bioenvironmental Engineering (BE).**

2.13.1. Provides health risk assessment consultation during design phase of military construction projects. (T-2).

2.13.2. Provides health risk assessment consultation on solid waste disposal, ventilation, and drinking water quality. (T-2).

### **2.14. Facility Supervisors/Managers.**

2.14.1. Ensure their facilities adhere to sanitation standards and requirements IAW this instruction, that staff are familiar with this instruction and with applicable DoD, USAF, Federal or national, state, and local/tribal regulations, and that a copy of this instruction is available in the facility. (T-1).

2.14.2. Use integrated pest management procedures to control pests and to minimize the use of chemical pesticides IAW the installation pest management plan.

2.14.3. Ensure that current licenses or certificates issued by state or other regulatory authority are displayed in the facility. (T-1).

2.14.4. Shall cooperate with the PH inspector performing sanitary inspections. (T-2).

**2.15. United States Army Veterinary Services.** IAW DoD Directive 6400.04E, *DoD Veterinary Public and Animal Health Services*, and Air Force Joint Inspection (AFJI) 48-131, *Veterinary Health Services*, the United States Army Veterinary Services representative will ensure the inspection and oversight of animal care conditions for sanitary and humane practices. This includes inspections of kennels, runs, stables, corrals, and other animal facilities on Government installations. (T-0 DoD Directive 6400.04E).

## Chapter 3

### STANDARDS AND PROCEDURES

#### 3.1. Sanitary Requirements.

3.1.1. Existing sanitation standards established by Federal, tribal, state or local authorities or by other Air Force policy documents also apply (e.g. AFI 34-248, *Child Development Centers*). If more than one set of standards applies, use the more stringent standard.

3.1.1.1. This instruction does not apply to industrial or administrative workplaces or bodies of water such as swimming pools (see paragraph 3.4 for shower areas in swimming pools).

3.1.1.2. Consult PH and BE to review proposed contract services or new public facilities for compliance with sanitary requirements.

3.1.2. . Water for drinking, cooking, and lavatory purposes must be potable IAW AFI 48-144, *Drinking Water Surveillance Program*. IAW AFI 32-1066, *Backflow Prevention Program* and Unified Facilities Criteria 3-420-01, Plumbing Systems must be installed, modified, repaired and maintained according to the International Plumbing Code or local plumbing codes. (T-2).

3.1.2.1. Hose bibs at janitor's sinks must have a backflow prevention device. (T-2).

3.1.2.2. Drinking fountains must have safe and sanitary designs. Water fountains must be designed with an arc projection sufficient enough to prevent the runoff from expelling back down the sides of the nozzle. (T-2).

3.1.2.3. Sanitize drinking water containers and protect them from contamination. Transfer water from a "hauling" tank in a sanitary manner. When supplying single-use cups, provide a sanitary container for clean cups and a garbage bin for the used cups. Shared drinking cups are prohibited.

3.1.2.4. Make ice from potable water and store it in a sanitary condition.

3.1.3. Do not dump raw or inadequately treated sewage or waste water on the ground or into streams, rivers, lakes, or other bodies of water.

3.1.4. Collect, store, and dispose of all garbage and solid waste to prevent the spread of disease, fire hazards, breeding places for rodents or pests or public nuisance. Empty garbage cans frequently. Keep garbage/refuge storage areas clean and sanitary. Dispose of garbage and solid waste in a sanitary landfill, an approved incinerator, or by other methods approved by CE.

3.1.5. In public facilities, managers must restrict all eating and drinking to specified areas. All food service facilities and operations must comply with AFI 48-116, Food Safety Program. (T-1).

3.1.6. Field sanitation requirements not contained in this instruction are detailed in Field Manual (FM) 21-10, *Field Hygiene and Sanitation*. Field water supply requirements are specified in AFMAN 48-138, *Sanitary Control and Surveillance of Field Water Supplies*.

3.1.7. All sinks used for hand-washing will have a sign posted “for hand washing only” and shall be supplied with running water, liquid or powdered soap, single use paper towels or air dryers, and a waste receptacle. Common-use towels are prohibited. Hand-washing sinks for personal service workers shall include hot and cold running water and single-use paper towels. (T-2).

3.1.8. Surfaces and equipment that that the general public may come in contact with shall be maintained, cleaned and sanitized or disinfected in accordance with this AFI. Non-disposable instruments shall be cleaned and sanitized or disinfected in accordance with paragraph 3.8. In case of blood or body fluid contact on any surface in a public facility, apply a Food and Drug Administration (FDA) or Environmental Protection Agency (EPA)-registered disinfectant per the directions on the label. Porous items that contact blood or body fluid shall be immediately double-bagged in plastic bags, sealed, and discarded in a closed trash container or, when available, a biohazard container. (T-2).

### **3.2. Facility Maintenance Sanitation Standards.**

3.2.1. Keep grounds and the inside and outside of facilities clean, in good condition, and free of trash that may attract pests. Provide suitable waste cans that prevent trash from overflowing.

3.2.2. Seal areas around pipes, ducts, joints of structural elements, cove bases, and conduits so pests cannot enter.

3.2.3. Provide required supplies and equipment for housekeeping. Properly label cleaning compounds and hazardous substances. Store cleaning compounds and hazardous substances separately in an enclosed section to prevent accidental or intentional contamination.

3.2.4. Keep walking routes (indoors and outside) clear of safety hazards and adequately lit for cleaning.

### **3.3. Restrooms and Toilet Facility Sanitary Standards.**

3.3.1. Entryways will be clean and in good repair with tight fitting, self-closing doors that remain closed except during cleaning or maintenance. (T-2).

3.3.2. Each restroom will have conveniently located hand washing sinks with soap and running water. Supply liquid or powdered soap when possible, rather than bar soap. Supply single-use towel dispensers and trash cans or air dryers in a convenient location. Common-use towels are prohibited. (T-2).

3.3.3. Clean and sanitize bathrooms and toilet fixtures IAW approved custodial standards for specified facility. (T-2).

3.3.4. Restrooms must have adequate ventilation and lighting. Restrooms with windows must have screens in accordance with [paragraph 3.11.2](#) of this instruction. (T-2).

3.3.5. Restrooms must have garbage cans. Women’s restrooms must have a covered container for sanitary napkins. Empty receptacles often to prevent overflow. (T-2).

3.3.6. Temporary use of portable toilet facilities is permitted. Garbage cans and portable hand washing facilities will be available. If hand washing facilities are not feasible, ensure that hand sanitizer is available. (T-2).

### **3.4. Showers, Saunas, Steam Rooms, Fitness Centers, Locker Rooms, and Other Bathing Facilities Sanitation Standards.**

3.4.1. Showers must be maintained in a clean, sanitary condition without plumbing defects. (T-2).

3.4.2. Dressing and Locker Rooms must have:

3.4.2.1. Showers, floors, benches and toilet facilities cleaned and disinfected daily. (T-2).

3.4.2.2. Adequate ventilation and ventilated clothing lockers. (T-2).

3.4.2.3. Nonskid, easy-to-clean, and durable floor coverings. Do not use porous floor coverings that support bacterial growth. (T-2).

3.4.3. Saunas and steam rooms must:

3.4.3.1. Be cleaned and disinfected according to manufacturers' recommendations. Whirlpool baths, steam cabinets and other therapy type equipment must be disinfected between users with an effective disinfecting solution. (T-2).

3.4.3.2. Have signs informing people of potential health problems from heat stress and the wear of appropriate attire (robe or towel). (T-2).

3.4.3.3. Have a thermostatic control device which prevents saunas and steam rooms from exceeding 200° F (93°C) and 120° F (49°C) respectively. Steam pipes and heaters must be shielded to prevent burns. (T-2).

3.4.3.4. Have doors with a window(s) to allow observation of the entire room. If equipped with a door lock, the door cannot be locked from inside the room but if locked, can be easily opened from inside the room. (T-2).

3.4.4. Fitness Centers must:

3.4.4.1. Provide convenient materials for patrons to clean and disinfect fitness center equipment surfaces that come into direct contact with patrons' bare skin. (T-2).

3.4.4.2. Maintain equipment, floors and playing/running surfaces in a safe operating condition. Repair or dispose of equipment with damaged surfaces that do not allow effective cleaning and disinfection or increase the risk of injury. (T-2).

3.4.4.3. Disinfect common use items and air-dry thoroughly between patrons. If issued to patrons towels and issued athletic clothing must be laundered before being reissued. (T-2).

3.4.4.4. Clean and disinfect gym equipment at least daily according to manufacturer's recommendations. (T-2).

3.4.4.5. Provide potable drinking water to accommodate patrons, staff and spectators in the fitness center and at outdoor athletic fields. Drinking water will be provided in accordance with paragraph 3.1.2. (T-2).

3.4.4.6. Provide adequate lighting for ingress, egress, and cleaning. (T-2).

### **3.5. Laundry Facilities Sanitation Standards.**

3.5.1. Laundry facilities include coin-operated laundries, dormitory laundry rooms, and field laundries.

3.5.1.1. Keep facilities sanitary, lint-free, in good repair, and free of pests.

3.5.1.2. The flow of linens shall ensure that dirty linen does not contaminate the facility or clean linen during handling, storage, and transportation. (T-2).

3.5.1.3. Hand washing facilities must be available in soiled linen areas. (T-2).

### **3.6. Nail Salons, Day Spas, Barber Shops, Beauty Shops and other Personal Services Sanitation Standards.**

3.6.1. Shops must be physically separated from food and beverage services and sleeping quarters. However, shops can be located in the same building as a food service or sleeping area provided they have separate entrances and ventilation systems. (T-2).

3.6.2. Carpeting is permitted only in customer waiting areas.

3.6.3. Shops must have hot and cold potable running water, sinks, and convenient restroom facilities. (T-2).

3.6.4. Each shop must have suitable outer garment storage facilities, supply storage cabinets, and covered containers for bulk waste and soiled materials. (T-2).

3.6.5. Minimum equipment for each barber shop station or beauty shop station. Each station must have:

3.6.5.1. One or more covered containers for disinfecting solutions. (T-2).

3.6.5.2. One container for garbage. (T-2).

3.6.5.3. At fixed facilities, a minimum of one conveniently located hand wash or shampoo sink for each two chairs. Temporary facilities shall have at a minimum one sink located within the service area of the facility. An additional sink shall be provided for every seven patron chairs or work stations. For example, a facility with seven work stations must have two or more sinks. Sinks may include a combination of shampoo sinks and general purpose (hand wash) sinks located outside of the toilet room. (T-2).

3.6.5.4. Minimum hand-washing facilities include hot and cold water, soap dispensers, single use paper towels, and waste containers.

3.6.5.5. In new construction, specify faucets that minimize contamination. Specify wrist blade or knee-operated faucets, or other hands-free activated faucets used for employee hand-washing sinks and employee/patron bathrooms. Wrist blade faucets are not required at shampoo stations because they may pose a safety hazard and interfere with proper hair care.

### **3.7. Health and Personal Hygiene of Personal Service Workers.**

3.7.1. Personal Service workers including but not limited to barber and beauty shop hairdressers, estheticians, cosmetologists, manicurists, pedicurists and massage therapists must:

3.7.1.1. Keep their person and clothing clean when attending patrons. Outer smock or uniform will be changed at least daily and will not be worn outside of the work area. (T-2).

3.7.1.2. Wash their hands thoroughly with soap and water after each patron, handling trash, performing custodial duties, eating or drinking, or smoking. (T-2).

3.7.1.3. Eating, smoking or using tobacco products in the work area is prohibited. Confine eating smoking and drinking to designated employee break areas only. (T-2).

3.7.1.4. Not work when ill with communicable disease or other conditions that might be transferred to a patron. (T-2).

3.7.1.5. Be knowledgeable of the requirements in this instruction. (T-2).

3.7.1.6. Be knowledgeable of the health issues that may be associated with services provided and be able to communicate them clearly to patrons seeking threading, waxing, or teasing services, or the use of topical Retinoids. (T-2).

### 3.7.2. Medical exams and health certificates.

3.7.2.1. If required by the AMC (see [paragraph 2.11](#)), all personal service workers will undergo a pre-employment physical examination and submit to such test as may be necessary to ensure that no communicable disease exists. The examining medical officer will furnish a written notification indicating medical acceptance or non-acceptance.

3.7.2.2. Examinations of personal service workers may be required before returning to work after an illness. Special examinations will be made at the discretion of the doctor of post/base medical services. (T-2).

### 3.7.3. Sanitary practices for personal service workers:

3.7.3.1. Keep shops clean, sanitary and free of trash, hair, spills, or dust. (T-2).

3.7.3.2. Use only barber and beauty supplies that are approved by the United States Department of Agriculture (USDA), FDA, or EPA. Use of foreign brands overseas is permissible with MTF commander approval. Products having expiration codes or dates will be promptly removed from stock when outdated and will be destroyed to preclude use and possible harm to clients. (T-2).

3.7.3.3. Use freshly laundered or single-use towels for each patron. Towels used in the making of hot compresses will at no time come in direct contact with the washbasin. When electric or gas steam equipment is not utilized for preparing hot towels, a shallow tray will be used in which the towels will be heated with hot running water. (T-2).

3.7.3.4. Cover headrests with a freshly laundered towel or a fresh single-use cover for each patron. (T-2).

3.7.3.5. Chair cloths will be used on each customer and must be kept clean. To prevent the customers neck from coming in contact with the chair cloth use individual paper neck strips or a freshly laundered towel for each patron. (T-2).

3.7.3.6. Vacuum cleaning devices may be used for hair removal. (T-2).

3.7.3.7. Styptic pencils, lump alum, and common use items (brushes, brush roller, shaving brushes and mugs, neck dusters, sponges, and powder puffs) will not be used. Plastic hairbrushes, of the types that have plastic projections in lieu of bristles, may be used provided they are disinfected in accordance with paragraph 3.8. (T-2).

3.7.3.8. Liquid or powdered styptics can be applied if using sterile single use applicators. (T-2).

3.7.3.9. Single use razors used on skin must be used once then discarded in a container of disinfectant with a tight fitting cap. The container of accumulated blades will be filled with disinfectant, resealed and disposed of when full but not less than weekly. (T-2).

3.7.3.10. Razors with properly fitted guards may be used for haircuts, provided they do not contact the skin. Sanitation for these razors will be the same as for other hair cutting, hand instruments in **paragraph 3.8**. (T-2).

3.7.3.11. Waste materials and soiled linens will be deposited in closed sanitary receptacles. (T-2).

#### 3.7.4. Prohibited practices and services:

3.7.4.1. Do not serve patrons who have open sores or inflammation on the face, neck, or scalp. In the event skin inflammation lesions are discovered on a patron being served, disinfect the instruments immediately after use. (T-2).

3.7.4.2. Do not serve patrons infested with lice or other parasites. (T-2).

3.7.4.3. Reusable razors including straight razors, credo blades, rasps or similar blades are not authorized for use on skin. (T-2).

3.7.4.4. Professional medical remedies or minor surgical procedures (e.g., wart or mole removal) are prohibited. (T-2).

3.7.4.5. Pet grooming in public facilities is prohibited. (T-2).

3.7.4.6. Permanent cosmetic artistry, including tattooing and body piercing are prohibited. (T-2).

### 3.8. Cleaning, Sanitizing and Disinfecting of Instruments.

3.8.1. Clean, sanitize, and disinfect instruments in accordance with manufacturer's instructions, this AFI and applicable DoD, federal or national, state, and local/tribal regulations. (T-2).

3.8.1.1. Use products approved by USDA, FDA, or EPA according to instructions on the label. In OCONUS locations, the use of appropriate foreign brands may be permitted by the MTF commander. (T-2).

3.8.1.2. Cleaning Instruments. Clean and sanitize instruments, including hair clippers, between patrons. Certain instruments must also be disinfected between patrons (**Paragraph 3.8**). (T-2).

3.8.2. Disinfecting Instruments. Clean and disinfect specific instruments between patrons, instruments that come in contact with inflamed skin lesions, blood or body fluids between patrons, and all instruments at the close of each business day as follows: (T-2).

- 3.8.2.1. Wash non-electrical instruments with soap and hot water. (T-2).
- 3.8.2.2. Rinse in potable running water then dry. (T-2).
- 3.8.2.3. Soak in an appropriate disinfectant according to the manufacturer's label. Prepare fresh disinfectant frequently, at least daily, following the directions on the label. (T-2).
- 3.8.2.4. Disinfectants must be used according to label instructions, including the contact time. Disinfection solutions must be prepared and changed according to label instructions to ensure bactericidal effectiveness when used or at least once daily. (T-2).
  - 3.8.2.4.1. Clean and disinfect foot basins, manicure and pedicure instruments to include bits after each patron. (T-2).
  - 3.8.2.4.2. Cleaning and Disinfecting Footbaths. Drain, clean and disinfect footbaths after each patron, following blood and body fluid exposure, and nightly (to include the filter screens), as directed by the manufacturer and by state/regulatory agencies. Disinfect with an EPA-registered hospital disinfectant. (T-2).
- 3.8.2.5. Rinse non-electrical instruments in potable water to remove disinfectant before patron use. (T-2).
- 3.8.2.6. Dry with a clean cloth or paper towel. (T-2).
- 3.8.3. Ultraviolet light for sanitizing or disinfecting is not authorized in public facilities. (T-2).

### **3.9. Hair Removal Sanitation Standards, Including Threading, Waxing or Tweezing.**

- 3.9.1. Threading is permitted to remove eyebrow hair. Waxing and tweezing hair are permitted in barber, and beauty shops, and day spas provided customers are screened for and advised of potential health risks, the facilities and equipment are in place, and employees are licensed in accordance with state or host nation requirements, trained and comply with the following sanitary requirements: (T-2).
  - 3.9.1.1. Signs must be posted informing each patron requesting threading, waxing, or tweezing of the potential health risk for those who have the following medical conditions: diabetes, circulatory problems, high susceptibility to infections, or unusual sensitivity to threading, waxing or tweezing. (T-2).
  - 3.9.1.2. Patrons will also be advised of health risks if they are users of topical or oral Retinoids as identified by FDA. (T-2).
  - 3.9.1.3. Patrons will be advised that they are more susceptible to irritation or infection for up to 48 hours after a waxing procedure. Patrons will be advised that they should not swim or have a spa or whirlpool bath, wear tight clothing that could cause excessive sweating, sunbathe (either naturally or artificially), or use a deodorant on the waxed areas. (T-2).
  - 3.9.1.4. Inform patrons to seek medical attention if there is any excessive reddening of the skin or other signs of skin sensitivity or infection. (T-2).
  - 3.9.1.5. Personal service workers must wash their hands both before and after treating each patron who receives threading, waxing, or tweezing treatment. After washing and

drying their hands, barbers and beauticians are to don a clean pair of single-use gloves. These gloves must be worn at all times when employees perform threading, waxing, or tweezing procedures and disposed of after serving each patron. Gloves are to be disposed of as general solid waste. (T-2).

3.9.1.6. All areas of the body being treated must be cleaned using an FDA- approved broad-spectrum antibacterial agent before and after the procedure (threading, waxing, tweezing and similar procedures may leave the skin open to infection). Use a clean dry towel to avoid getting the antibacterial agent into the patron's eyes. (T-2).

3.9.1.7. A clean single-use paper towel will be used to blot any blood resulting from threading, waxing or tweezing. Dispose of these towels as general solid waste. A patron with bleeding that cannot be stopped by direct pressure will be referred to the appropriate medical facility. (T-2).

3.9.1.8. Tweezers must be cleaned and disinfected between patrons using an approved chemical disinfectant. (T-2).

3.9.1.9. Each thread is for single use and must be discarded. (T-2).

3.9.2. Sanitary procedures specific to use of wax, as paraffin wax treatment during manicures or pedicures and waxing for hair removal include the following: (T-2).

3.9.2.1. Use of glucose (water-soluble) wax, including water-based strip wax, is prohibited. This type of wax is more liable to permit the growth of harmful microorganisms. (T-2).

3.9.2.2. Hot waxes removed from the pot or applied to the skin will not be reused. (T-2).

3.9.2.3. All areas of the body being treated in a wax service must be cleaned with an antibacterial agent. (T-2).

3.9.2.4. Apply wax according to instructions on the label and according to the cosmetology regulation for the state or other jurisdiction where waxing is being conducted. (T-2).

3.9.2.5. Paraffin wax treatments performed on hands and feet prior to manicure and pedicure shall conform to the following requirements. (T-2).

3.9.2.5.1. A paraffin wax treatment shall be provided before, and not after a manicure or pedicure. The client shall be free of broken skin, burns, or any skin disorder. Ensure all jewelry is removed from hands and feet before a wax treatment. (T-2).

3.9.2.5.2. The client's hands and feet shall be washed and sanitized before being dipped into the paraffin wax. Wash the client's hands and feet with warm soapy water to remove surface debris and residues. After rinsing and drying, apply a sanitizing gel and allow the hands and feet to air dry before dipping into the paraffin wax. (T-2).

3.9.2.5.3. A separate basin shall be used for the hands and the feet. Wax used for hand and foot treatments shall not be used for other applications. (T-2).

3.9.2.5.4. Paraffin wax shall be heated using a paraffin wax heater and shall not be heated using a microwave oven or other type of heater element. (T-2).

3.9.2.5.5. Paraffin wax shall be kept free of any debris and in a sanitary manner. Bulk wax shall be stored protected. Paraffin wax that has been in contact with a patron's skin or removed from the containers must be disposed of as solid waste after each use. Paraffin wax pots shall be emptied, cleaned and disinfected at least weekly or whenever they become visibly contaminated with dust or other debris. (T-2).

3.9.2.6. Use of oil-based strip (soft) wax is permitted for hair removal. Oil-based strip waxes will not be reused. (T-2).

3.9.2.7. Single-use applicator sticks will be used to apply hot wax to the skin so that no wax is returned to the pot (extract wax from the pot with each applicator only once). Application sticks will not be left standing in the wax at any time. (T-2).

3.9.2.8. Beauticians will check for sensitivity to waxing prior to beginning a waxing procedure. Apply a small amount of wax to the skin (cover one-half inch or less). If there is any excessive redness or irritation, discontinue treatment. (T-2).

3.9.2.9. Waxes will not be used over varicose veins, moles, or warts. They will not be used on eyelashes, inside the nose or ears, on the nipples or genital areas, or on irritated, chapped, sunburned, or cut skin. (T-2).

3.9.2.10. Single use gloves must be worn when removing wax. When wax is removed, tweezing a few remaining hairs is permitted. Clean the skin with an FDA-approved disinfectant solution. (T-2).

3.9.2.11. Dispose of the single-use gloves, single-use wax application sticks, and any products used to remove the wax as solid waste. (T-2).

3.9.2.12. All wax pots will be cleaned and disinfected with a hospital-grade, EPA-registered disinfectant solution as directed by the manufacturer and by state/regulatory agencies. Application sticks will not be left standing in the wax at any time. (T-2).

3.9.2.12.1. Oil-based strip wax pots will be emptied, cleaned and disinfected weekly or before refilling, whichever comes first. (T-2).

3.9.2.12.2. Hot wax pots do not have to be cleaned and disinfected until they are empty or become visibly soiled or contaminated, provided the required heating of the wax is accomplished between patrons. Do not add new wax to wax remaining in wax pots. Dispose of all wax removed from the pot. (T-2).

3.9.2.13. All depilatories and paraffin wax that have been in contact with a client's skin or been removed from the container must be disposed of after each use. Used wax will not be re-used under any circumstances. (T-2).

### **3.10. Sanitation Standards for Day Spas, Massage Services, Nail Salons and Footbaths.**

3.10.1. Freshly laundered cloth towels and sheets will be used for each client when massage, nails and pedicure services are performed. Single use paper towels may be used for facials and manicures. Clean towels and sheets will be kept in closed storage cabinets. (T-2).

3.10.2. Freshly laundered white cloth towels will be used for each customer. (T-2).

3.10.3. Manicure and pedicure tools and other instruments will be washed and disinfected in accordance with paragraph 3.8. (T-2).

3.10.4. Any equipment that comes in direct contact with client's skin will be wiped down with an appropriate sanitizing solution or disinfectant spray. (T-2).

3.10.5. All client contact surfaces of pedicure footbath/spas, and other equipment shall be cleaned between clients according to paragraph 3.8. (T-2).

3.10.6. Massage therapists must be certified by state or other regulatory authority in performing any massage technique service. (T-2).

3.10.7. Massage therapists will advise customers when a massage is not recommended due to apparent health reasons, and will recommend the customer consult a physician prior to receiving any massage services. Customers with health concerns must provide their massage therapist a physician's approval letter indicating any limitations of the massage. (T-2).

3.10.8. Spray Tanning Requirements:

3.10.8.1. Customers are required to wear protective clothing or appliqués on areolae and genitalia during the spray tanning process. (T-2).

3.10.8.2. Customer will be provided single use nose filters, undergarments, protective eyewear, lip balm, and appliqués. (T-2).

3.10.8.3. Spray Technicians must wear protective mask and eyewear if minimum ventilation (noted below) is unavailable. (T-2).

3.10.8.4. Spraying areas must meet or exceed the following minimum ventilation requirements: 150 cubic feet per minute ported separately from the facility/building heating, ventilation and air-conditioning system or 108 Clean Air Delivery Rate if using a filtered ventilation system. (T-2).

### **3.11. Insect and Rodent Control Standards.**

3.11.1. Facility managers must prevent and correct any conditions allowing insects, rodents, or other pests. They must implement appropriate procedures for integrated pest management, structural management and repair, pest exclusion, outside grounds maintenance, general sanitation, and pest control (consult with Civil Engineer Pest Management Section). (T-2).

3.11.2. Screen all outside doors, windows, and other openings to keep insects and other pests out. Use screens in good condition with at least 16 meshes per inch. All screen doors will open outward and have self-closing devices. (T-2).

3.11.3. Ensure pesticides used in public facilities are applied by DoD-certified personnel (or uncertified but trained personnel under the direct supervision of a DoD-certified applicator). State pesticide certification is mandatory for all contract personnel applying pesticides on Air Force installations. The application of pesticide and other integrated pest management activities will be coordinated with PH and the facility manager. (T-2).

3.11.4. All pest management contracts will be:

3.11.4.1. Prepared by Civil Engineer (CE). (T-2).

3.11.4.2. Coordinated with PH and BE. (T-2).

3.11.4.3. Approved by the MAJCOM pest management professional. (T-2).

3.11.4.4. Monitored by the CE quality assurance evaluator (QAE). (T-2).

**3.12. Living Quarters Sanitation (not to include family housing).**

- 3.12.1. Keep all living quarters clean and free of garbage, litter, insects, and rodents.
- 3.12.2. Living quarters must be equipped to maintain a minimum temperature of 68 degrees Fahrenheit. Fireplaces, stoves, furnaces, and space heaters must be vented to the outside and provided fresh air for proper combustion. (T-2).
- 3.12.3. Wash bed linens at least once a week and between occupants. Wash mattress covers at least monthly and between occupants. Mattress covers are not required for plastic covered mattresses.
  - 3.12.3.1. Bunks and beds must have at least 30 inches of space above and between them. (T-2).
  - 3.12.3.2. Launder blankets and bedspreads whenever visibly soiled and at least weekly and between occupant changeover.

**3.13. Outdoor Recreation Areas, Stables and Equipment Sanitation Requirements.**

- 3.13.1. Keep recreational areas free of foliage overgrowth, pests, ash and food debris in barbecues/grills, litter and garbage.
- 3.13.2. Civil Engineer pest management personnel will assist facility managers with pest control. (T-2).
- 3.13.3. Sewage from recreational areas must empty into a sewage disposal system. Coordinate disposal plans with the CE and BE. At campgrounds, common sanitary dumping station or individual hookups at each camp site are permissible. (T-2).
- 3.13.4. Permanent comfort stations must meet restroom sanitation standards at paragraph 3.3. Chemical toilets may be used in remote areas. Comfort stations and restrooms shall be cleaned daily when open for public use, disinfected and maintained to avoid pests and objectionable odors and conditions. (T-2).
- 3.13.5. Empty sink water into a sewage system, soakage pit, or another approved disposal system.
- 3.13.6. Supply enough metal or durable plastic garbage cans and empty them often enough to prevent overflowing and to deter pests. Outdoor garbage cans will also be covered to minimize attracting insects and feral animals. (T-2).
- 3.13.7. Outdoor recreation areas, stables, and corral sites must have good drainage to prevent pooling of surface water, objectionable odors, or breeding/harboring areas for rodents, flies or mosquitoes. (T-2).
- 3.13.8. Animal use areas, including paddocks and corrals, are cleaned as necessary to prevent objectionable odors and breeding areas for pests and disease vectors. Manure is

removed from stable stalls daily and disposed of in a manner to prevent breeding areas for flies or mosquitoes.

THOMAS W. TRAVIS, Lieutenant General,  
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## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

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#### *Abbreviations and Acronyms*

- AFI**—Air Force Instruction
- AFPD**—Air Force Policy Directive
- AFRC**—Air Force Reserve Command
- AMC**—Aerospace Medicine Council
- BE**—Bioenvironmental Engineering
- CE**—Civil Engineer
- CONUS**—Continental United States
- DoD**—Department of Defense
- DoDI**—Department of Defense Instruction

**Exchange**—Army and Air Force Exchange

**FM**—Field Manual

**GMU**—Guard Medical Unit

**JF-HQ**—Joint Forces Headquarters

**MAJCOM**—Major Command

**PH**—Public Health

**MTF**—Medical Treatment Facility

**OCONUS**—Outside Continental United States

**QAE**—Quality Assurance Evaluator

### *Terms*

**Disposable spa liner**—A plastic liner designed to be placed within a whirlpool foot spa and discarded after a single use and which is equipped with a single “non-adhesive” heat-sealed drain tab which, when pulled, allows water to empty directly into a whirlpool foot spa drain. Also called a spa liner.

**Footbath**—A basin, tub, footbath, sink or bowl that can be plumbed or unplumbed, and contains circulating (whirlpool) or non-circulating water. Footbaths that contain circulating water also called whirlpool foot spas. Footbaths that contain non circulating (non-whirlpool) water also called foot basins.

**Hose Bib**—Water faucet connection for attaching a hose.

**Personal Service Workers**—individuals employed in job tasks which may involve contact with skin or hair of clients, including, but not limited to barbers, beauty shop hairdressers, estheticians, cosmetologists, manicurists, pedicurists and massage therapists.

**Potable Water**—Water declared fit for drinking by responsible authorities. (See AFI 48-144)

**Public Facility**—Areas such as recreational facilities, food service establishments, rest areas, and similar places with water or sewage disposal systems available to the general community. These areas may be permanent (fixed) or temporary (mobile, used seasonally or in association with an event, e.g. repairs to a permanent facility).

**Restroom**—A room containing a toilet and sink, with or without a urinal.

**Sewage**—Fecal material, urine, food waste, shower or bathtub water, and laundry waste water originating in dwellings or office buildings, institutions, food service establishments, and similar facilities.