

Food Security Management

- The retail food establishment has been evaluated for food security.
- The retail food establishment has a food security plan.
- There is an assigned food security coordinator.
- Personnel have received food security training.
- Supervisors regularly perform food security inspections.
- Personnel know what to do if they encounter a product-tampering incident.
- In case of an emergency, personnel know who to contact:
 - Supervisor
 - Local Health Department
 - Police Department
 - Fire Department

Note: This is not meant to be an all-inclusive list of security issues. This should be considered one element of an overall plan to assess the security at your establishment.

Food Security Websites

<http://www.ohioagriculture.gov/pubs/divs/hsec/hsec-index.stm>

<http://www.cfsan.fda.gov/~dms/fsterr.html>

www.usda.gov/homelandsecurity/homeland.html

www.bt.cdc.gov

Self-Assessment

A self-assessment program can help you reduce the vulnerability of your food facility to terrorist threats and to criminal acts of product tampering. Food has, and may again, be used as a vehicle to illicit harm through chemical and biological agents. Product tampering is a concern for all food facility operators. It may cause harm to customers, and it may result in serious economic consequences for a retail food establishment.

An active self-assessment program is an important preventative measure. It will help to improve food security at your facility, deter potential threats, and may reduce your liability. This self-assessment checklist is a guide to help you evaluate the Food Security Program at your facility. A Food Security Program will help protect your customers, employees, and business.

Please modify this checklist to meet the unique circumstances of your retail food establishment.

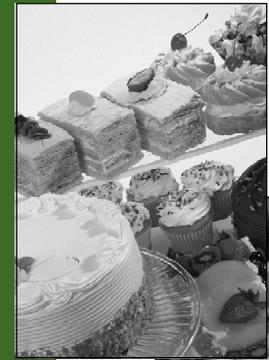


Governor Bob Taft
Director Fred L. Dailey

Ohio Department of Agriculture
Division of Food Safety
March 2005

Ohio Department of Agriculture

Division of Food Safety



Food Security Planning Checklist

Retail Food Establishments

Personnel

- Background checks as allowed by law are done on prospective employees.
- Employment applications are required.
- Employment references are checked.
- Personnel receive food security training when they are hired.
- Food preparation areas are restricted to authorized personnel.
- Employees are not allowed to bring personal items into food preparation areas.
- Employee sick leave policy encourages individuals to report illnesses and not work when they have gastrointestinal symptoms or a communicable disease transmissible through food.
- Customers are restricted to public areas.
- Contractors are restricted to their work required areas.
- Contractors and vendors are monitored while they are at the food facility.

Property

- A closed circuit television system is used to monitor high-risk areas inside the facility.
- Security cameras are used to monitor the loading dock and exits.
- Doors opening onto the loading dock are kept locked when not in use.
- All truck shipments (incoming and outgoing) are monitored by food employees.
- Products are inspected upon delivery.
- There is good lighting for all high-risk areas at the facility.
- Hazardous chemicals including any pesticides are kept locked in a secure area.
- High-risk areas are marked “employees only” and access is limited to employees who work in the area.
- There is a key control system for store keys.

Products

- Products are purchased from reputable approved sources.
- Purchase records are maintained for product trace-back and recalls.
- Products arrive at the retail food establishment in clean and secure transport vehicles.
- Products are never left unsupervised on the loading dock.
- Reconcile the products and amounts received with the products and amounts ordered.
- Products are inspected for tampering prior to preparation, service, or sale.
- The facility has guidelines for handling a product-tampering incident.
- Food items are prepared by personnel trained in food safety and food security procedures.
- Salad bars and bulk food areas are closely monitored by staff to prevent contamination and product tampering.

More Information

If you have questions about food security contact:

Ohio Department of Agriculture
Division of Food Safety
1-614- 728-6250
foodsafety@mail.agri.state.oh.us