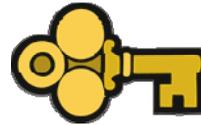


**Food terrorism** is defined as an act or threat of deliberate contamination of food for human consumption with chemical, biological or radionuclear agents for the purpose of causing injury or death to civilian populations and/or disrupting social, economic or political stability. -*World Health Organization*

“For the life of me, I cannot understand why terrorists have not attacked our food supply, because it is so easy to do.” – *Tommy Thompson, former Secretary of Health and Human Services*

## A Food Establishment Operator’s Guide to Food Defense



### Food Defense Is Serious Business!!

Designed to help plan against and protect **Patrons - Staff - Businesses** from a food-related bioterrorism incident.

Food Protection Program  
860-509-7297



State of Connecticut  
Department of Public Health

### Frequently Asked Questions about Food Defense:

#### What Can You Do to Protect Your Business from Food Contamination?

Use this guide and checklist to identify potential security issues in your operation.

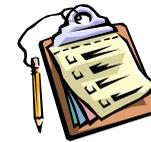
#### Why should I be concerned about Food Defense?

The retail food establishment operator is the front line in protecting our food supply.

Thousands of people stop every day to have a snack, a drink, or a full meal at restaurants. There are countless opportunities to tamper with food.

#### Why are food establishments at risk?

The Homeland Security Administration and other government agencies have identified the food industry as a potential "target" for an act of terrorism. An attack on our food supply can make customers ill and cause panic. It can also impact the economy.



#### What can I do about it?

Even a small incident can have a major impact on a food establishment. Take the time to perform this self-assessment of your operation. It can help you lower your risk of being a target, and can improve your work practices.

#### Why do a self-assessment?

A self-assessment will take less than an hour and will provide you with a valuable snapshot of your operation. Self-assessment is a powerful management tool. By examining your operation, you may find ways to improve not just security and safety, but also general work practices.

#### How do I do a self-assessment?

There are three basic steps to self-assessment:

1. Document your operation.
2. Write down what you do and how you do it.
3. To find out what is really happening, ask your employees to describe in detail how they do each task.

#### Use the checklist as a guide.

This checklist is a voluntary “Self-Inspection” tool designed to help establishment food owners and operators in Connecticut determine and limit their food establishment’s risk and vulnerability to a terrorism event involving food.

#### Compare your systems to recommended practices or standards.

While every facility in CT is unique, the basis for this checklist is simple - awareness of the vulnerable areas of your food establishment and minimizing the risks associated with a food terrorism event.

#### Get help where you need it.

Consult experts, including your local health department, vendors, and your police department for advice on how to best address your specific safety and security issues. Private consultants can be hired for more in depth assessments if needed.

Review the Food and Drug Administration draft Guidance Document, entitled: “Retail Food Stores and Food Service Establishments: Food Security Preventive Measures Guidance” at <http://www.fda.gov/Food/GuidanceComplianceRegulatoryInformation/GuidanceDocuments/FoodDefenseandEmergencyResponse/ucm082751.htm>

#### For more information on Food Defense:



Connecticut Department of Public Health  
Food Protection Program

Website: [www.ct.gov/dph/foodprotection](http://www.ct.gov/dph/foodprotection)



Centers for Disease Control and Prevention  
Emergency Preparedness & Response

Website: <http://www.bt.cdc.gov/>



United States Department of Agriculture

Website: Home Page <http://www.usda.gov/>



Food and Drug Administration

Website: Home Page <http://www.fda.gov/>

Developed by the CT Department of Public Health Food Protection Program for the CDC funded Public Health Preparedness and Response for Bioterrorism plan.

Sources: Massachusetts Dept. of Public Health, New York State Department of Health.

**FOOD DEFENSE  
SELF-INSPECTION CHECKLIST**

MANAGEMENT

- ❑ Owners, managers and Qualified Food Operators (QFOs) have received training, information, and guidelines on food defense.
- ❑ The establishment has implemented or plans on implementing a food defense plan.
- ❑ The establishment has qualified personnel on the food defense management team (owners, management, QFOs).
- ❑ Management / owners / QFOs provide adequate supervision to all employees.
- ❑ Management / staff know who to contact regarding abnormal or suspicious activities, and these contact numbers are posted:
  - Internal (owners / staff)
  - External (law enforcement /local health department)
- ❑ The food defense management team reviews completed assessments and modifies the food defense plan as needed.



STAFF / PERSONNEL

- ❑ Pre-hiring background checks are conducted for prospective employees (wait staff, cooks, bartenders) and references verified.
- ❑ The establishment maintains an up-to-date list of personnel jobs and responsibilities.
- ❑ Personnel are trained in food establishment food defense procedures, including information on how to prevent, detect, and respond to food and product tampering or unusual activity.

- ❑ Management encourages staff to be alert and to report signs of tampering or areas that may be vulnerable to tampering. A system of employee recognition for food defense effort is in place.



INTERNAL SECURITY

- ❑ Only authorized personnel are allowed access to all parts of the establishment.
- ❑ The establishment is equipped with an emergency alert / audible alarm system.
- ❑ Eating utensils, plates, cups, dispensing equipment are stored securely and the public cannot access them.
- ❑ There are storage restrictions in place and secure storage areas for employee's personal effects: purses, bags, meals etc.
- ❑ The facility's computer data systems are protected from unauthorized access.
- ❑ Sub-contractors and service technicians are monitored while conducting their work, including food and beverage salespeople, pest control operators, delivery personnel, etc.

EXTERNAL SECURITY

- ❑ The outside perimeter is adequately lit, including emergency lighting.
- ❑ Doors, windows, basement hatchways, and vent openings are secure.
- ❑ Air intake and exhaust systems are secure and are routinely checked for maintenance and cleanliness (hoods, motors, and fans).

RAW MATERIALS

- ❑ The establishment uses only known suppliers and sources for all ingredients, packaging and supplies;
- ❑ Records of all transactions are kept on site, (receipts, invoices, packaging slips, etc.)
- ❑ Before off-loading or receipt, the facility matches all incoming foodstuffs and paperwork with shipments delivered.
- ❑ Owners and QFOs maintain receiving and storage procedures described in the food defense plan.



- ❑ The establishment inspects incoming deliveries of ingredients and packaging for signs of tampering (abnormal powders, liquids, or odors) or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications).
- ❑ Packages that appear to be tampered with or not properly sealed are rejected and reported to the proper authorities.
- ❑ Regular security inspections are conducted of storage sheds and outside refrigeration units.
- ❑ The establishment requests locked and sealed delivery vehicles and containers and verifies upon receiving of deliveries.

PREPARED FOODS / MEALS

- ❑ Self-service areas such as salad bars, condiment stations, and other bulk food dispensing areas are adequately monitored.
- ❑ Displayed foods are protected with sneeze guards or covers, and a sufficient number of long-handled tongs or spoons are provided.

- ❑ Service bars are replenished properly. [Freshly prepared food is not added to food already on display.]
- ❑ The amount of food on display is limited to what will be served in a short period of time.
- ❑ Food workers and servers know when food items don't "look or smell right" prior to service.
- ❑ Color and odor of water and beverages monitored regularly; abnormalities reported to owner, management, and the QFO.
- ❑ Complaints of chemical tastes or other abnormal qualities of food are taken seriously:
  - Local police and health departments are notified as appropriate.
  - Detailed complaint information collected – names, contact #s, purchase date, etc.
- ❑ Management and staff take all customer complaints of illness seriously and handle them correctly by:
  - Contacting the local health department
  - Recording information from the complainants including names, telephone numbers, date and time of meal, type of illness, etc.



Other Items of Concern in Our Facility:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This Food Defense Assessment completed by:

Name: \_\_\_\_\_

Date: \_\_\_\_\_