



# **Bucks County Department of Health**

## **Food Safety & Security Guidelines for Food Operators**

This handout is made available to you as a guide when developing a bio-terrorism and food safety/ security program for your food facility in Bucks County. These measures can aid you in minimizing the risks of food being subjected to tampering or criminal/terrorist actions. Many of the items can also aid you in your food safety program. Not all items may apply to your type of food operation. The source of this information is from the U.S. F.D.A. *Retail Applications-Food Security Preventive Measures Guide* and the Bucks County Department of Health *Rules and Regulations For Conducting & Operating Food Facilities*. In order to have a successful food safety and security program there must be a commitment by both management and your employees.

### **SECURITY PROCEDURES**

- Assign responsibility to qualified individuals (Person In Charge)
- Have a Certified Food Safety Manager present during all hours of operation and/or food preparation
- Encourage all staff to be alert
- Investigate suspicious activity & alert local law enforcement
- Have daily security checks & ensure the security of incoming mail, supplies and food items

### **EMPLOYEES**

- Pre-hiring screening, background checks and medical reporting requirements of all new employees
- Limit access to those of necessity
- Change combinations & collect keys from those terminated
- Reassess levels of access periodically
- Prevent personal items in food handling areas
- Provide food safety & security training to all new employees & reminders to existing employees
- Note usual employee behavior, hours, questions and access to non-work areas

### **DATA SYSTEMS**

- Restrict access to data systems
- Backup data regularly
- Require passwords to access data systems

### **PHYSICAL SECURITY**

- Restrict customer & visitor access to food storage and preparation areas
- Verify ID of delivery & service personnel
- Secure doors, windows, roof openings, etc.
- Use metal doors, minimize access to restricted areas & account for keys
- Minimize hiding places, use security patrols or video surveillance
- Provide adequate lighting & emergency power backup in case of emergencies
- Secure non-municipal water supplies (well head protection/security)
- Secure hazardous chemical storage & locate away from foods
- Keep track of chemical stock, & investigate missing stock

## **PRODUCTS & SHIPMENTS**

- Use only approved & known food & supply vendors
- Ensure your vendors practice food security and safety procedures
- Authenticate labeling & packaging
- Inspect all incoming supplies for tampering, food temperature violations & integrity
- Make sure supplies are not left unattended
- Inspect for abnormal powders, odors & liquids
- Reconcile amounts received vs. amounts ordered
- Supervise off-loading & deliveries
- Investigate missing stock
- Setup holding & quarantine areas
- Secure storage areas & perform random inspections
- Supervise and monitor all salad bars, bulk food areas & customer self-service buffets for tampering & un-intentional/intentional contamination

## **EMERGENCY EVENT RESPONSE**

- Have an emergency plan in place
- Have an evacuation plan
- Have a designated emergency coordinator in your staff
- Have a directory of local, state & federal police, fire, rescue & health contacts
- Identify a media spokesperson

## **RECALL STRATEGY**

- Designate a recall coordinator
- Have a government, supplier & customer contact list available

## **ADDITIONAL SECURITY STEPS**

- Maintain a floor plan of your facility
- Share emergency contact lists with employees
- Evaluate the lessons learned from past tampering or terrorist events
- Test procedures & plans annually
- Perform routine, random & documented food safety & security inspections of your facility
- Be familiar with the Federal Bio-Terrorism Act of 2002 and whether your food operation is required to register with the U.S. F.D.A.

## **GOVERNMENT FOOD SAFETY & SECURITY RESOURCES**

- Bucks County Department of Health, 215-345-3317 or 215-949-5805 or 215-536-6500
- PA Department of Agriculture, 717-787-4315
- U.S. F.D.A., 301-443-1240