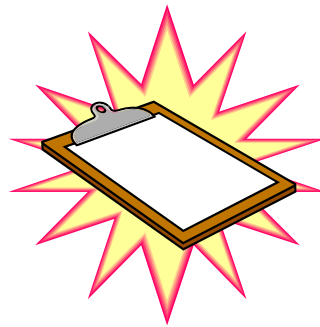


# Upper Township School District

## **FOOD SERVICE BIOSECURITY MANAGEMENT PLAN**

**(Revised January 27, 2020)**



# **INTRODUCTION**

## **WHAT IS “FOOD BIOSECURITY”?**

“Food Biosecurity” is the protection of food from bioterrorism or any intentional use of biological and chemical agents for the purpose of causing harm.

## **HOW DOES “FOOD BIOSECURITY” DIFFER FROM “FOOD SAFETY”?**

“Food Biosecurity” focuses on ways to limit the opportunity for someone to intentionally contaminate food for the purpose of causing harm or death. “Food safety” focuses on ways to limit naturally-occurring food contaminants and those caused by cross-contamination and time/temperature abuse.

## **WHAT IS OUR “FOOD BIOSECURITY MANAGEMENT PLAN”?**

Our “Food Biosecurity Management Plan” is our District’s way to prepare for the threat of bioterrorism or a crisis emergency to our food service operation. This “Food Biosecurity Management Plan” contains policies and procedures to minimize the risk of intentional contamination of food and reduce the risk of illness or death in our school community.

Our plan includes strategies for preventing threats and incidents of product tampering and food contamination. It also contains step-by-step actions to implement if a Biosecurity or crisis incident occurs. This manual has been developed as an emergency readiness plan to help protect the lives and health of the children and adults in our school environment.

*This plan is in compliance with N.J.A.C. 2:36-1.13 and the USDA’s “Biosecurity Checklist for School Food Service Programs”.*

# **FOOD SERVICE BIOSECURITY MANAGEMENT PLAN**

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# A - COMMUNICATION

## School Food Service Biosecurity Management Team Information

**School District Name:** Upper Township  
**School District Address:** 525 Perry Road, Petersburg, NJ 08270

<b>1-Team Leader:</b> Kay Garcia	<b>3-Alternate Team Leader:</b> Maryann Charyszyn
<b>Work/Office Phone:</b> 609-628-3500, x-2282	<b>Work/Office Phone:</b> 609-628-3500, x-2166
<b>Cell Phone:</b> 609-827-5045	<b>Cell Phone:</b> 856-575-7979
<b>Home Phone:</b> 609-938-0159	<b>Home Phone:</b>
<b>Team Responsibilities:</b>	<b>Team Responsibilities:</b>
<b>2-Member:</b> Karol Ruf	<b>4-Member:</b> Patricia Butler
<b>Work/Office Phone:</b> 609-628-3500, x-2330	<b>Work/Office Phone:</b> 609-628-3500, x-2282
<b>Cell Phone:</b> 609-705-5730	<b>Cell Phone:</b> 609-412-1633
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Team Responsibilities:</b>	<b>Team Responsibilities:</b>
<b>5-Member:</b> Allen Matthews	<b>6-Member:</b> Laurie A. Ryan
<b>Work/Office Phone:</b> 609-628-3500	<b>Work/Office Phone:</b> 609-628-3500, x-2223
<b>Cell Phone:</b> 609-741-4031	<b>Cell Phone:</b> 609-741-4039
<b>Home Phone:</b> 609-972-4209	<b>Home Phone:</b> 609-602-2223
<b>Team Responsibilities:</b>	<b>Team Responsibilities:</b>
<b>7-Member:</b> Vincent J. Palmieri, Jr.	
<b>Work/Office Phone:</b> 609-628-3500, x-2222	
<b>Cell Phone:</b> 609-741-6329	
<b>Home Phone:</b> 609-748-9177	
<b>Team Responsibilities:</b>	

# A - COMMUNICATION

## Chain of Command

**Contact the Food Service Director immediately if a Biosecurity emergency occurs or if there are any suspicions of a possible Biosecurity or crisis. The Food Service Director will then contact the Biosecurity Team Lead and Superintendent. If the Food Service Director is unavailable, contact the “Second Food Service Responder”. In the event that the Second Responder is unavailable, contact the “Third Food Service Responder”.**

<b>1-Food Service Director/1st Contact</b>	<b>Kay Garcia</b>
<b>Work Phone</b>	<b>609-628-3500, x-2282</b>
<b>Cell Phone</b>	<b>609-827-5045</b>
<b>Pager</b>	
<b>Home Phone</b>	<b>609-938-0159</b>
<b>E-Mail</b>	<a href="mailto:garcia@upperschools.org">garcia@upperschools.org</a>
<b>Home Address</b>	<b>11 Coventry Lane, Palermo, NJ 08230</b>
<b>2-Food Service/2nd Contact: Primary School</b>	<b>Maryann Charyszyn</b>
<b>Work Phone</b>	<b>609-628-3500, x-2166</b>
<b>Cell Phone</b>	<b>856-575-7979</b>
<b>Pager</b>	
<b>Home Phone</b>	
<b>E-Mail</b>	
<b>Home Address</b>	<b>231 Woodbine Avenue, Westville, NJ 08093</b>
<b>3-Food Service/3rd Contact: Elementary School</b>	<b>Karol Ruf</b>
<b>Work Phone</b>	<b>608-628-3500, x-2330</b>
<b>Cell Phone</b>	<b>609-705-5730</b>
<b>Pager</b>	
<b>Home Phone</b>	
<b>E-Mail</b>	
<b>Home Address</b>	<b>8 Lake Corson Lane, Marmora, NJ 08223</b>

# A - COMMUNICATION

## Chain of Command (continued)

<b>4-Biosecurity Team Leader: Middle School</b>	<b>Patricia Butler</b>
<b>Work Phone</b>	<b>609-628-3500, x-2282</b>
<b>Cell Phone</b>	<b>609-412-1633</b>
<b>Pager</b>	
<b>Home Phone</b>	
<b>E-Mail</b>	
<b>Home Address</b>	<b>1207 12<sup>th</sup> Ave, P. O. Box 114, Dorothy, NJ 08317</b>
<b>5-Superintendent</b>	<b>Vincent J. Palmieri, Jr.</b>
<b>Work Phone</b>	<b>609-628-3500, x-2225</b>
<b>Cell Phone</b>	<b>609-741-6329</b>
<b>Pager</b>	
<b>Home Phone</b>	<b>609-748-9177</b>
<b>E-Mail</b>	<b>palmieri@upperschools.org</b>
<b>Home Address</b>	<b>433 Turnbridge Drive, Smithville, NJ 08205</b>
<b>6-Business Administrator</b>	<b>Laurie A. Ryan</b>
<b>Work Phone</b>	<b>609-628-3500, x-2223</b>
<b>Cell Phone</b>	<b>609-741-4039</b>
<b>Pager</b>	
<b>Home Phone</b>	<b>609-602-2223</b>
<b>E-Mail</b>	<b>ryan@upperschools.org</b>
<b>Home Address</b>	<b>9 Thicket Street, Seaville, NJ 08230</b>
<b>7-Supervisor of Buildings &amp; Grounds</b>	<b>Allen Matthews</b>
<b>Work Phone</b>	<b>609-741-4031</b>
<b>Cell Phone</b>	<b>609-741-4031</b>
<b>Pager</b>	
<b>Home Phone</b>	<b>609-972-4209</b>
<b>E-Mail</b>	<b>matthews@upperschools.org</b>
<b>Home Address</b>	<b>208 West Vineyard Court, Cape May, NJ 08204</b>

# A - COMMUNICATION

## Chain of Command (continued)

<b>8-Principal/School #1: Primary School</b>	<b>Jamie Gillespie</b>
<b>Work Phone</b>	<b>609-628-3500, x-2109</b>
<b>Cell Phone</b>	<b>a609-432-7819</b>
<b>Pager</b>	
<b>Home Phone</b>	<b>609-383-1184</b>
<b>E-Mail</b>	<b>gillespie@upperschools.org</b>
<b>Home Address</b>	<b>511 Glenn Avenue, Egg Harbor Twp, NJ 08234</b>

<b>9-Principal/School #2: Elementary School</b>	<b>Andrea Urbano</b>
<b>Work Phone</b>	<b>609-628-3500, x-2323</b>
<b>Cell Phone</b>	<b>609-226-7259</b>
<b>Pager</b>	
<b>Home Phone</b>	
<b>E-Mail</b>	<b>urbano@upperschools.org</b>
<b>Home Address</b>	<b>14 Granada Lane, Ocean City, NJ 08226</b>

<b>10-Principal/School #3: Middle School</b>	<b>Jeff Leek</b>
<b>Work Phone</b>	<b>609-628-3500, x-2243</b>
<b>Cell Phone</b>	<b>609-892-6941</b>
<b>Pager</b>	
<b>Home Phone</b>	
<b>E-Mail</b>	<b>leek@upperschools.org</b>
<b>Home Address</b>	<b>1006 Plaza Place, Absecon, NJ 08201</b>

# A - COMMUNICATION

## Local & State Agency Emergency Contacts

<u>AGENCY</u>	<u>PHONE #</u>	<u>CONTACT</u>	<u>ADDRESS</u>
Any Emergency NJ Office of Homeland Security	911 or 1-866-4-SAFE-NJ (1-866-472-3365)		
NJ State Police Woodbine Barracks	911 or 609-861-5300		823 Franklin Street Woodbine, NJ 08270
Fire Headquarters	911 or 609-628-2011	Curtis Corson Twp Committeeman Public Safety	2100 Tuckahoe Road Petersburg, NJ 08270
State of New Jersey Water Quality	NJDEP HOTLINE 1-877-927-6337		
Cape May County Health Department	609-465-1187	Kevin Thomas Public Health Coordinator	4 Moore Road, DN 601 Cape May Court House, NJ 08210
NJ Department of Agriculture Bureau of Child Nutrition	609-984-0692	Arleen Ramos- Szatmary Coordinator, School Nutrition Programs	P. O. Box 334 Trenton, NJ 08625-0334
NJ Department of Health & Senior Svcs, Food & Drug Safety Program	609-292-7837 or 609-826-4934	Lori Muetter Program Manager Food/Drug Safety	135 East State Street, 3 <sup>rd</sup> Floor Trenton, NJ 08611
NJ HAZMAT (NJ Office of Homeland Security)	211 or NJOHS HOTLINE 1-866-4-SAFE-NJ (1-866-472-3365)		1200 Negron Drive Hamilton, NJ 08691
Federal Bureau of Investigation	911 or 609-677-6400		1601 New Road Northfield, NJ 08225



# A - COMMUNICATION

## Utility & Community Relief Emergency Contacts

<u>COMPANY</u>	<u>PHONE #</u>	<u>CONTACT</u>	<u>ADDRESS</u>
Atlantic City Electric	1-800-642-3780 or 1-856-299-4416		373 N Broadway Pennsville, NJ 08070
South Jersey Gas	1-888-582-7060 (GAS LEAKS ONLY) or 1-888-766-4900		1 South Jersey Plaza Folsom, NJ 08037
NJ American Water	1-800-987-5325		1025 Laurel Oak Road Voorhees, NJ 08043
Caprioni Family Septic (Sanitation/Sewage)	609-861-2472		188 Head of the River Rd. Belleplaine, NJ 08270

# A - COMMUNICATION

## Master Keys to Food Service Operation

<u>SCHOOL</u>	<u>CONTACT</u>	<u>WORK PHONE</u>	<u>CELL PHONE</u>	<u>HOME PHONE</u>	<u>HOME ADDRESS</u>
UT Middle School	Kay Garcia	609-628-3500, x-2282	609-827-5045	609-938-0159	11 Coventry Lane Palermo, NJ 08230
UT Middle School	Patricia Butler	609-628-3500, x-2282	609-412-1633		1030 S. Shore Rd. Marmora, NJ 08230
UT Middle School	Allen Matthews	609-741-4031	609-741-4031	609-972-4209	208 West Vineyard Cape May, NJ 08204
UT Middle School	Diane Niemi	609-628-3500, x-2226	609-231-3773	609-390-2089	1 East Timber Lane Marmora, NJ 08223
UT Elementary School	Kay Garcia	609-628-3500, x-2282	609-827-5045	609-938-0159	11 Coventry Lane Palermo, NJ 08230
UT Elementary School	Karol Ruf	609-628-3500, x-2330	609-705-5730		8 Lake Corson Lake Marmora, NJ 08223
UT Elementary School	Allen Matthews	609-741-4031	609-741-4031	609-972-4209	208 West Vineyard Cape May, NJ 08204
UT Elementary School	Diane Niemi	609-628-3500 x-2226	609-231-3773	609-390-2089	1 East Timber Lane Marmora, NJ 08223
UT Primary School	Kay Garcia	609-628-3500, x-2282	609-827-5045	609-938-0159	11 Coventry Lane Palermo, NJ 08230
UT Primary School	Maryann Charyszyn	609-628-3500, x-2166	856-575-7979		231 Woodbine Avenue Westville, NJ 08093
UT Primary School	Allen Matthews	609-741-4031	609-741-4031	609-972-4209	208 West Vineyard Cape May, NJ 08204
UT Primary School	Diane Niemi	609-628-3500, x-2226	609-231-3773	609-390-2089	1 East Timber Lane Marmora, NJ 08223

## B - HANDLING A CRISIS

1. An evacuation plan will be clearly posted in each school
2. Entry points will be clearly marked for first responders.
3. Invoices for all food and supplies purchased will be kept at the Food Service Director's office in a locked file cabinet.
4. All schools will complete production records with HACCP, recipe, and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for food service will be kept at Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. This will help when tracking food ingredients and consumption.
5. Should food be found unfit for consumption or a recall occurs, the Food Service Director will be contacted immediately. All products will be located and removed from service. The FSD will designate an area for storage. The FSD will make the necessary arrangements for the removal of contaminated or recalled food. The proper authorities will be called as necessary.
6. A contact list of all food service supplies will be kept by the Food Service Director, Food Service Biosecurity Team Leader, and the 2<sup>nd</sup> and 3<sup>rd</sup> Food Service Contacts.
7. If the water source is suspected to be contaminated, the local health department and water department will be contacted.
8. All schools will have in stock at all times at least one 12-ounce servicing of water for all students and staff enrolled in the building.
9. All schools will have at least one meal per student and staff enrolled in the building, which does not require cooking or refrigeration.  
  
Breakfast: Cereal, Canned Juice, Graham Crackers, Non-Fat Dry Milk  
Lunch: Peanut Butter/Sunbutter, Jelly, Crackers, Canned Fruit, Canned Juice, and Fruit/Grain Bar
10. If electrical power is out, schools will use items in refrigerators and freezers that pose no food safety danger. Each building manager will be certified in sanitation so that they are aware of foods that are safe to serve.
11. A "Biosecurity Report Form" will be completed by the Food Service Director or Food Service Biosecurity Team Leader whenever anyone throughout the District receives a threat or observes or suspects product tampering. **The "Biosecurity Report" form is attached.**

## **B - HANDLING A CRISIS**

**(continued)**

12. The HAZMAT unit will be contacted by the Food Service Director or Food Service Biosecurity Team Leader if there is any suspicion that the airflow is contaminated with biological or other contaminants.

# BIOSECURITY REPORT FORM

<b>Date:</b>	
<b>School:</b>	
<b>Time Report Received:</b>	
<b>How Report Was Received (i.e., phone, e-mail, fax...):</b>	
<b>Who Made Report:</b>	
<b>Reporter's Contact Information:</b>	<b>Address:</b> _____ _____ <b>Phone #:</b> _____ <b>E-mail:</b> _____
<b>Describe Report:</b>	
<b>Actions Taken:</b>	
<b>Additional Comments:</b>	

**SIGNATURE VERIFICATION** \_\_\_\_\_

**DATE** \_\_\_\_\_

## C - CHOOSING SUPPLIERS

1. Food and other food service supplies will be purchased from reputable dealers.
2. A contact list of all food service suppliers will be kept by the Food Service Director, Food Service Biosecurity Team Leader, and 2<sup>nd</sup> and 3<sup>rd</sup> Food Service Contacts. **This list is attached.**
3. A copy of each supplier's Board of Health Certification or licensing will be kept on file by the Food Service Director.
4. All food suppliers will deliver food with a tamper proof seal. Food items will be matched to an invoice by the receiving person.
5. If a product is received with a broken seal, it will be rejected and returned.
6. Unscheduled deliveries will be rejected or returned unless advance notification is provided.
7. Suppliers will provide the school with any HACCP or Biosecurity measures that may be in place.
8. All suppliers will sign an agreement that they will comply with our Food Service Biosecurity Management Plan. **Agreement form is attached.**
9. Tamper-evident packaging will be discussed with, and requested from, our vendors that supply our schools with fresh produce.

# **Biosecurity Agreement From Food Service Supplier**

As a representative of our entire company, I agree that our company and all our employees will follow all policies and procedures of the **Upper Township School District's Food Service Biosecurity Management Plan**. I have read the plan and understand all the requirements stipulated for food service suppliers.

**Food Service Company Name** \_\_\_\_\_

**Representative's Name (Print)** \_\_\_\_\_

**Representative's Title (Print)** \_\_\_\_\_

**Representative's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **D - RECEIVING/INSPECTION**

1. Doors at loading docks will be closed and locked when not in use.
2. A food service employee will be assigned to verify and receive food shipments and supplies.
3. During after business hours the head custodian on duty will be the authorized person to verify and receive deliveries.
4. Deliveries will be verified against an invoice and/or order sheet.
5. All delivery staff will be required to sign in on our “Food Service Supplier Receiving/Delivery Sign-In Form”. Form is attached.
6. Suppliers will be required to keep delivery trucks on the school premises locked when not being loaded or unloaded.
7. Deliveries from any unknown source will not be accepted.
8. Food service personnel will be trained to identify packaging that is unacceptable.
9. Any food item or supply that is not delivered in a sealed container will not be accepted and will be returned for credit.
10. Any food item delivered that was not part of the original order will be rejected.
11. The person inspecting and receiving product will sign his or her name to the invoice.
12. Suppliers will be notified of the school’s policy for receiving.
13. The Food Service Director and Food Service Biosecurity Team Leader will be notified immediately if product tampering is suspected in any delivery.



# FOOD SERVICE SUPPLIER RECEIVING/DELIVERY SIGN-IN FORM

<u>DATE</u>	<u>TIME</u>	<u>COMPANY</u>	DELIVERY PERSON'S NAME (Print) _____	DELIVERY PERSON'S SIGNATURE

## E - STORAGE AREAS

1. All food storage and supply areas will be locked when food service personnel are not present.
2. A list of all personnel who have keys to open food storage and supply areas will be kept on file by the Food Service Director.
3. Delivery personnel will be monitored by a food service person during delivery.
4. Only food service personnel will be allowed in food storage areas unsupervised.
5. All storage facility locks will be checked monthly by the Food Service Manager in each building to insure they are working properly. Results will be kept on the "Storage Lock Security Form". In the event a lock is not securing supplies, the Food Service Director will be notified. The lock will be replaced immediately. **"Storage Lock" form is attached.**

# STORAGE LOCK SECURITY FORM

<u>DATE</u>	<u>TIME</u>	<u>UNIT CHECKED</u>	<u>INSPECTED BY (Print Name &amp; Sign)</u>	<u>RESULTS OF INSPECTION</u>	<u>ACTION TAKEN IF UNSATISFACTORY</u>

## **F - STORING FOOD**

1. Thermometers will be placed visibly in all refrigerators and freezers.
2. Alarms will be maintained in good working order on walk-in refrigerators and freezers.
3. All leftover foods will be labeled with name of produce and date.
4. Any foods not labeled or dated will be discarded.
5. Any bulging or leaking cans will be discarded properly.
6. The “FIFO” (“First In, First Out”) method of inventory will be practiced.
7. All chemicals will be stored away from food and other food-related supplies.

## **G - HAZARDOUS CHEMICALS**

1. Hazardous chemicals will be stored away from food storage areas.
2. “Material Safety Data Sheets” will be readily available for food service staff.
3. Employees will be trained to use chemicals properly.
4. Manufacturers’ instructions for use of hazardous chemicals will be followed.
5. Employees handling hazardous chemicals will be trained to monitor inventory of usage on a daily basis. An inventory of hazardous chemicals will be maintained by the Food Service Department monthly. Unusual usage discrepancies will be investigated by the Food Service Director immediately.
6. Emergency contact and medical information regarding each food service employee will be kept in the event of chemical exposure.

## **H - FOOD SERVICE EQUIPMENT**

1. Employees will be instructed to look for signs of wear, tear, and tampering before operating equipment.
2. All equipment will be kept sanitized and clean to sight and touch.
3. Food slicers will be sanitized between each specific task.
4. An emergency supply of disposable paper goods, sufficient to serve at least one day of District meals, will be in stock at all times. These will be used in emergency cases such as when trays or utensils are contaminated.

## **FOOD SERVICE TRANSPORTATION EQUIPMENT**

1. A school vehicle will be purchased solely for the use of transporting food and food supplies.
2. When not in use, the vehicle will be locked at all times.
3. The vehicle will be kept in a locked and secure area during hours of non-operation.
4. The driver will be trained to conduct a thorough inspection each day to assure the vehicle has not been tampered with.
5. The inside of the vehicle will be periodically sanitized.
6. Food items will be transported in sealed units.

# **I - FOOD SERVICE PERSONNEL**

1. A daily time card for all food service staff will be maintained.
2. Food service employees will wear a uniform and name tag/ID that clearly identifies them as school food service employees.
3. Food service personnel files will be kept in a secure and confidential area by the Food Service Director and the Human Resource Department.
4. Prior to hiring, a background check will be performed on all food service applicants.
5. Food service personnel will be required to have a health check prior to hiring.
6. All personal belongings will be kept in an area separate from the work area.
7. Hands will be washed and gloves will be worn at critical points.
8. A 24-hour camera will monitor food lines at all times.
9. All visitors and any unauthorized person must report to the main office before entering any food service area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.

## **J - FOOD SERVICE/FOOD PREPARATION AREAS**

1. Access to central controls for airflow, HVAC, water systems, electricity, and gas within the food service area will be restricted to all people except the head of maintenance and head custodian in each building.
2. All emergency exits and self-locking doors that can only be opened from the inside will contain alarms.
3. All doors, windows, roof openings, vent openings, and outside refrigeration/storage units will be locked at all times.
4. One authorized employee will be present in the food service area during all operating times.
5. All ingredient packages will be inspected prior to use for possible tampering or discoloration of food.
6. The food service will not permit any outside medications from students, school staff, or food service employees to be stored in the food service area.
7. The Food Service Director or Food Service Biosecurity Team Leader will be notified of any suspected contaminated food or food service products and will designate an area for storage.
8. All schools will complete production records with HACCP, recipe, and brand information. Inventory records will also be maintained in each building and updated monthly. Bids for food service will be kept at the Food Service Director's office. Originals will be filed at the Board of Education in the Business Administrator's office. These procedures will help when tracking food ingredients and consumption.
9. The food service area will not be used for "special events" unless a member of the food service staff is on the food service premises.
10. All food service areas including salad bars, condiment stations, receiving docks, outside storage, and solid waste disposal areas will be continuously monitored for any signs of suspicious activity or unauthorized entry by all food service staff and the Food Service Biosecurity Management Team.



## **K - OUTSIDE THE SCHOOL BUILDING**

1. The outside area used for receiving will be well lit. Lights will be on at dusk and also, if necessary, when food service employees arrive for work in the morning.
2. School security will monitor school property daily, including the entry of all vehicles on school property.

## **L - WATER & ICE SUPPLY**

1. The ice-making equipment will be restricted from non-food service personnel.
2. The drains and water lines in the food production areas will be periodically monitored for tampering.
3. Bottled water will be kept on the premises at all times as an alternate source of water.
4. Procedures for notification of unsafe water have been established with our water supplier. They will contact the Biosecurity Team Leader immediately if our water supply is unsafe to drink or use. Periodic communication will be maintained with our local water supplier to insure that the correct phone numbers and contacts are maintained.

## **M - GENERAL SECURITY**

1. All job candidates (permanent and substitutes) must pass a background security check prior to hiring.
2. Random inspections of food service employees' lockers will be conducted by the Food Service Director and/or the Food Service Biosecurity Team Leader.
3. All food borne illnesses will be reported on the "Food borne Illness Incident Report" form located in our HACCP Manual.
4. All computer systems are protected with passwords, network firewalls, and an effective virus detection system.
5. Emergency alert systems will be tested by the main office.
6. All visitors and any unauthorized person must report to the main office before entering any food service area. They must complete a sign-in form and obtain a "School Visitor's Badge". An authorized school representative will accompany them to the appropriate food service site.
7. A list of current employees who have keys or access to keys will be maintained on file, along with a list of what the keys are used for.
8. Upon the notification of dismissal or resignation of an employee, they will be required to relinquish their identification badge and any keys, if applicable. They will be required to sign and date a form indicating the items returned to the District.
9. All truck drivers and delivery personnel will be required to show identification at the receiving area. All delivery staff will be required to sign in on our "Food Service Supplier Receiving/Delivery Sign-In Form".
10. All areas of food service will be monitored for any signs of suspicious activity or unauthorized entry.

## **N - HANDLING MAIL & MONEY**

1. All mail for the Food Service Department will be processed through the main office in each building and placed in a mailbox marked for "Food Service".
2. All incoming mail from private mail services such as UPS, FedEx, etc., will be delivered to the Board of Education office. It will be sorted and delivered to proper locations.
3. Mail handlers will be trained to recognize and handle suspicious mail prior to delivery.
4. All mail will be opened within the confines of the Food Service Director's office. This procedure will eliminate the risk of contaminated mail being opened and contaminating the food or food service area.
5. All money transactions will be handled at the registers.
6. Cashiers will wash hands after handling money and prior to preparing, serving, or handling food service equipment.
7. Deposits of daily money will be counted in the office of the Food Service Director and/or the Food Service Manager. Money will not be counted or handled on the surface of any food preparation area.

## O - TRAINING

1. All food service employees will be trained regarding the Food Service Biosecurity Management Plan. They will be required to sign an attendance form on the day of the training.
2. Each food service employee will receive a copy of the Biosecurity Management Plan.
3. Food service employees will be trained to:
  - Prevent accidental contamination of food.
  - Know and recognize “adulteration”.
  - Recognize any sign of possible product tampering, deliberate and intentional product contamination, or any other breach in the food security system.
4. Food service employees will be trained to properly handle money and mail.
5. Food service employees will be trained on the procedure to properly report any situation or incident that violates a breach in the Food Service Biosecurity Management Plan.
6. Food service employees will be trained in food safety and the school’s food service Biosecurity procedures before they start working, so that they can recognize threats to security and respond to a crisis if necessary.

## **P - PLAN MAINTENANCE**

1. A “Biosecurity Self-Inspection Checklist” will be implemented. The Food Service Biosecurity Team Leader and the Food Service Director will use this checklist to inspect outside and inside food service areas, food production areas, food storage areas, shipping and receiving areas, water and ice supply, mail handling, and personal/locker areas. They will report their findings to the Food Service Biosecurity Management Team. The “Biosecurity Self-Inspection Checklist” will contain the date, time, names of inspectors, and all corrective action recommendations. The inspection will remain on file with our “Food Service Biosecurity Management Plan”. The “team inspectors” will be rotated. **“Checklist” form is attached.**
2. The Food Service Biosecurity Management Team will summarize items that require follow-up from the “Biosecurity Self-Inspection Checklist” onto the “Monitoring Schedule”. The Food Service Director and the Biosecurity Team Leader will be responsible for insuring that the “Monitoring Schedule” is completed by the dates specified. **“Monitoring Schedule” form is attached.**
3. The Food Service Biosecurity Management Plan will be reviewed and updated annually.

# BIOSECURITY SELF-INSPECTION CHECKLIST

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

INSPECTORS: \_\_\_\_\_  
 \_\_\_\_\_

<b>BIOSECURITY ITEM</b>	<b><u>SATISFACTORY</u></b>	<b><u>UNSATISFACTORY</u></b>	<b><u>RECOMMENDATIONS</u></b>
A-1			
B-1			
B-2			
B-3			
B-4			
B-5			
B-6			
B-7			
B-8			
B-9			
B-10			
B-11			
B-12			
C-1			
C-2			
C-3			
C-4			
C-5			
C-6			
C-7			
C-7			
C-8			

# **BIOSECURITY SELF-INSPECTION CHECKLIST** (continued)

<b>BIOSECURITY ITEM</b>	<b><u>SATISFACTORY</u></b>	<b><u>UNSATISFACTORY</u></b>	<b><u>RECOMMENDATIONS</u></b>
C-9			
D-1			
D-2			
D-3			
D-4			
D-5			
D-6			
D-7			
D-8			
D-9			
D-10			
D-11			
D-12			
D-13			
E-1			
E-2			
E-3			
E-4			
E-5			
F-1			
F-2			
F-3			
F-4			
F-5			
F-6			



**BIOSECURITY SELF-INSPECTION CHECKLIST (continued)**

<b>F-7</b>			
<b>G-1</b>			
<b>G-2</b>			
<b>G-3</b>			
<b>G-4</b>			
<b>G-5</b>			
<b>G-6</b>			
<b>H-1 FS Equipment</b>			
<b>H-2 FS Equipment</b>			
<b>H-3 FS Equipment</b>			
<b>H-4 FS Equipment</b>			
<b>H-1 FS Transportation</b>			
<b>H-2 FS Transportation</b>			
<b>H-3 FS Transportation</b>			
<b>H-4 FS Transportation</b>			
<b>H-5 FS Transportation</b>			
<b>H-6 FS Transportation</b>			
<b>I-1</b>			
<b>I-2</b>			
<b>I-3</b>			
<b>I-4</b>			

**BIOSECURITY SELF-INSPECTION CHECKLIST** (continued)

I-5			
I-6			
I-7			
I-8			
I-9			
J-1			
J-2			
J-3			
J-4			
J-5			
J-6			
J-7			
J-8			
J-9			
J-10			
K-1			
K-2			
L-1			
L-2			
L-3			
L-4			
M-1			
M-2			
M-3			
M-4			
M-5			
M-6			

**BIOSECURITY SELF-INSPECTION CHECKLIST** (continued)

<b>M-7</b>			
<b>M-8</b>			
<b>M-9</b>			
<b>M-10</b>			
<b>N-1</b>			
<b>N-2</b>			
<b>N-3</b>			
<b>N-4</b>			
<b>N-5</b>			
<b>N-6</b>			
<b>N-7</b>			
<b>O-1</b>			
<b>O-2</b>			
<b>O-3</b>			
<b>O-4</b>			
<b>O-5</b>			
<b>O-6</b>			
<b>P-1</b>			
<b>P-2</b>			
<b>P-3</b>			

## MONITORING SCHEDULE

### For Biosecurity Checklist Follow-Up Action

Biosecurity Item # to Monitor Or Follow-Up	Planned Date for Completion	Who is Responsible?	Results of Follow-Up	Actual Date of Completion	Check (✓) When Completed