

# FOOD SECURITY PREVENTIVE MEASURES GUIDANCE DOCUMENT

This guidance document is designed to aid operators of food service operations and retail food establishments in designing their own procedures for food security. These are only suggestions, and not requirements to protect and minimize risks that food under their control that could be subject to tampering or criminal or terrorist actions. Operators are encouraged to review their current procedures or adopt procedures if none are in place. This guidance document is designed to focus operators on each segment of the farm-to-table system that is within their control. Implementing food security measures requires the commitment of management and employees to be successful and, therefore, both should participate in their development, review, and implementation.

## Management of food security

- **Security procedures:** assign responsibility for security to qualified individual(s)
- **Investigation of suspicious activity:** immediately investigate all suspicious activity
- **Supervision:** provide an appropriate level of supervision to all employees
- **Mail/products:** implement procedures for incoming mail/products

## Physical facility

- **Visitors:** implement procedures for visitors/deliveries

## Physical security

- **Storage and use of hazardous chemicals (e.g., cleaning and sanitizing agents):** implement procedures for storage and use of chemicals in and around the operation

## Employees

- **Pre-hiring screening:** screening employees (e.g., obtaining and verifying work references, addresses, and phone numbers)
- **Daily work assignments:** know who is and who should be on premises
- **Identification:** provide I.D. badges or name tags for employees
- **Restricted access:** limiting access so employees enter only those areas necessary for their job functions
- **Personal items:** preventing workers from bringing personal items (e.g., lunch containers, purses) into food handling areas
- **Training in food security procedures:** providing food security training to all employees
- **Unusual behavior:** develop procedures for reporting unusual customer/employee behavior

## Computer systems

- **Access:** implement procedures for employee computer access

## Raw materials and packaging

- **Suppliers:** use only known, appropriately licensed or permitted (where applicable) sources for all ingredients, compressed gas, packaging, supplies, and labels



MEDINA COUNTY HEALTH DEPARTMENT  
4800 LEDGEWOOD DRIVE  
MEDINA OH 44256

(330) 723-9523 • TOLL FREE (888) 723-9688 • FAX (330) 723-9650  
[www.medinahealth.org](http://www.medinahealth.org)

## Operations

- **Security of water:** secure water source and provide backflow prevention
- **Security of air quality/ventilation:** examine and secure air intake points

## Finished Products

- **Security of finished products:** implement procedures for monitoring finished food products (e.g., salad bars, open bulk containers)

## Security Strategies

- **Response to tampering or criminal or terrorist event:** provide response procedures
- **Recall strategy (if necessary):** provide recall procedures
- **Additional steps:** develop emergency response plan; provide list of emergency phone numbers

## Evaluation:

### Evaluation program

- Evaluate lessons learned from past experiences
- Annually review and test the effectiveness of your plan/strategy
- Perform random food security inspections of your facility

### Emergency Points of Contact:

Ohio Department of Health  
614-466-3543

Ohio Department of Agriculture  
1-800-2821955

U.S. Food and Drug Administration  
5600 Fishers Lane  
Rockville, MD 20857

If a food operator suspects that any of his/her products that are regulated by the FDA have been subject to tampering or criminal or terrorist action, he/she should notify the FDA 24-hour emergency number at 301-443-1240 or call their local FDA District office. The operator should also notify local law enforcement.

R:\Food Security Preventive Measures Guidance Document 1-06.doc



MEDINA COUNTY HEALTH DEPARTMENT  
4800 LEDGEWOOD DRIVE  
MEDINA OH 44256

(330) 723-9523 • TOLL FREE (888) 723-9688 • FAX (330) 723-9650  
[www.medinahealth.org](http://www.medinahealth.org)