

## Personnel

---

- Background checks as allowed by law, are done on prospective employees.
- Employment applications are required.
- Employment references are checked.
- Personnel receive food defense 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.
- Customers are restricted to public areas.
- Contractors and vendors are monitored while at the establishment.

## Property

---

- Doors opening onto the loading dock are kept locked when not in use.
- All truck shipments (incoming and outgoing) are monitored by food service 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.
- 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.
- High-risk areas are marked **employees only**, and access is limited to employees who work in the area.

## Information

---

For questions about food defense for food service and retail food establishments, please contact:

Food Protection Program  
305 South Street  
Jamaica Plain, MA 02130

Phone: 617-983-6712 Fax: 617-983-6770

## Products

---

- Products are purchased from reputable, established sources.
- Purchase records are maintained for product trace back and recalls.
- Products arrive at the food facility in clean and secure transport vehicles.
- Products are never left unsupervised on the loading dock.
- Products are inspected for tampering prior to preparation or service.
- The facility has guidelines for handling product tampering incidents.
- Food items are prepared by personnel trained in food safety and food defense procedures.
- Potable water is used for rinsing and for preparing food items
- Unpackaged foods, salad bars, bulk-food items, and self-serve carts are closely monitored by staff to prevent contamination and product tampering.

## Food Defense Websites

---

[www.state.ma.us/dph/fpp](http://www.state.ma.us/dph/fpp)  
[www.cfsan.fda.gov/~dms/fsterr.html](http://www.cfsan.fda.gov/~dms/fsterr.html)  
[www.bt.cdc.gov](http://www.bt.cdc.gov)  
[http://www.fsis.usda.gov/Food\\_Defense\\_&Emergency\\_Response/index.asp](http://www.fsis.usda.gov/Food_Defense_&Emergency_Response/index.asp)  
[www.state.ma.us/dph/fpp/retail/training.htm](http://www.state.ma.us/dph/fpp/retail/training.htm)

## Self-Inspection Program

Food has been used as a vehicle to spread 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 the food service facility.

A self-inspection program can help you reduce the vulnerability of your food facility to terrorist threats and to criminal acts of product tampering.

A self-inspection program is an important preventive measure that will improve food defense at your facility and may reduce your liability. This self-inspection checklist is a guide to help you evaluate the food defense program at your facility. A food defense program will help protect your customers, your employees, and your business.

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

---

**You Hold the Key  
To a Safe and Secure  
Food Operation**

---

## Food Defense Management

- The food facility has been evaluated for food defense.
- The food facility has a food defense plan.
- There is an assigned food defense coordinator.
- Personnel have received food defense training.
- Food defense inspections are regularly performed by supervisors.
- Personnel know what to do if they encounter a product tampering incident.
- In case of an emergency, personnel should know who to contact.

## Emergency Contact Names & Phone

Supervisor:

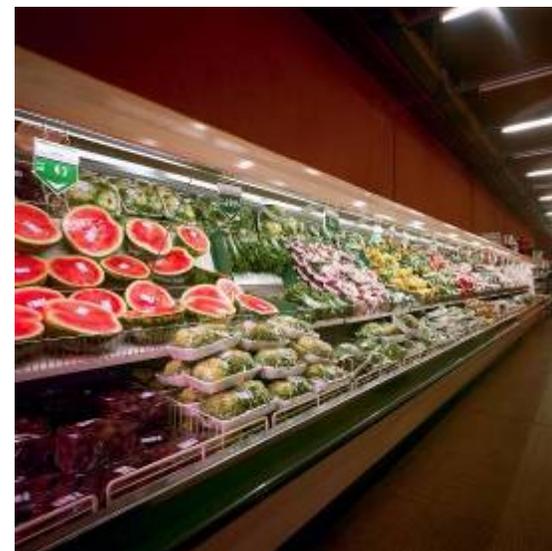
Police:

Fire:

Local Health Department:

## Food Defense Planning

### **Self-Inspection Checklist for Food Service and Retail Food Establishments**



**Food Protection Program  
Bureau of Environmental Health  
Massachusetts Department of Public Health**

**August 2009**

---